



# St Joseph's Primary School

## Information Booklet



**18 Thomas Street Quirindi NSW 2343**

[www.stjosephsquirindi.catholic.edu.au](http://www.stjosephsquirindi.catholic.edu.au)

Ph: 02 67461033



Our vision for St Joseph's Quirindi, is to model an **authentic & inclusive Catholic Professional Learning Community** which fosters **school, parish and community** engagement. We believe **all children** can **learn** through **individual** and **innovative** teaching & learning programs. We are committed to building **relationships** based on **respect** of self & others and mutual **trust**.



Dear Parents and Carers,

It is my pleasure to welcome you to St Joseph's Primary School in Quirindi. Our school is a Catholic School within the Diocese of Armidale. We are well supported by the Catholic Schools Office; working together, to provide the best possible quality education for our students.

- ❑ We offer an inclusive education based upon Catholic Principles and Values; also welcoming students from different religious and cultural backgrounds.
- ❑ We work in partnership with parents; to personalise learning for each student by carefully using assessment data to plan lessons and track student growth.
- ❑ We implement intervention programs for students needing extra assistance and provide enrichment opportunities for students ready to be extended in their learning.
- ❑ We have up to date technology to support each student's learning and modern flexible learning spaces.
- ❑ We ensure students have many sporting opportunities, including pathways to State and National Championships.

I look forward to getting to know you and your child as together we share an exciting learning journey. I encourage you to become involved in our friendly school community. We are proud to be a small school with a big heart. If you have any concerns or questions about your child's education, please don't hesitate to contact me.

Yours sincerely,

Pauline Long  
Principal

# St Joseph's Staff 2020

**Our dedicated staff always go above and beyond to help each student achieve success.**



**Principal: Pauline Long**



**Parish Priest: Fr Vic**



**Finance: Tracey Klitsch**



**Admin: Kate Thompson**

## Teaching Staff



**Amanda Bartholomew**



**Robyn Wilson**



**Sharnie Meade**



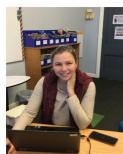
**Wendy Rheinberger**



**Sarah Murray**



**Cate Taylor**



**Amanda Mondy**

## Education Assistants



**Judy Allan**



**Sally Darnell**



**Jodie Gamble**

## **School Hours**

The teaching staff will be responsible for the children from 8.30am until the last bus leaves of an afternoon (approx. 3.45pm).

8.50am Classes Commence

11.00am Recess

11.30am Classes Resume

1.15pm Lunch

1.50pm Classes Resume

3.20pm Dismissal Time

## **Attendance**

Children are required to attend school from 8.50am to 3.20pm. It is essential that children are always present at school, except in case of sickness or bad weather conditions for those in outlying areas.

Whenever a child is absent, parents are required to explain this absence through the Compass App. An SMS message is sent to parents on the morning of the absence if no notification of absence has been received before 8:50am. If an absence is not explained within 7 days, through Compass, your child will be marked as Absent Unexplained and this will also be documented on the semester report.

## **Morning Drop Off**

Parents are encouraged to bring children to the front gate. If you enter the school premises you must sign in at the office.

## **Afternoon Pickup**

Parents remain behind the gates in the afternoon and children will be dismissed by a teacher.

## **Travel Arrangements**

At the beginning of every year we send home a 'Home Time' form for parents to fill in with the students usual travel arrangements. If these arrangements change through the year, a new form needs to be filled in and sent in to the office.

## **Phone messages**

If in an emergency situation you need to change these arrangements, you need to contact the school before 2pm.

## **Bus information**

Two bus companies currently service our school.

- Howards Bus and Charter: 6546 6178
- Tamworth Bus Lines: 6762 3999

Buses run to and from our Church Avenue entrance.

The School Student Transport Scheme (SSTS) gives eligible school students free or concession travel between home and school on public transport in NSW. Primary age students must live more than 2.3 km walking distance from the school to qualify for free travel.

School Drive Subsidy provides subsidised travel in a private vehicle if you live in an area where there is no public transport.

Parents need to apply for these Travel concessions online with Transport NSW.



**Transport  
for NSW**

## **School Office**

Our Secretaries are in attendance in the school office on the following days:

Kate Thompson is our Administration Officer in the front office Monday to Friday 8:30-3.30

Tracey Klitsch is our Finance officer and is on site on Mondays and Thursdays 9:00 - 3:00.

## **Communication between Home and School**

Our school Facebook Page, Website, Compass and SMS message service support our weekly school newsletter by ensuring communication between home and school is always current and families have access to school communication whenever needed.

Upon enrolment, parents are provided with login details for our Compass system. This is our main form of communication to parents from administration and classroom teachers.

## **School Newsletter**

The school newsletter is issued electronically, each Tuesday and contains valuable information on upcoming school functions, excursions, calendar dates, costs, canteen information and school masses.



## School Fees

School fees are reassessed each year and are issued in Week 2 of each term. Payments may be paid annually, half-yearly, fortnightly or weekly. School fees help pay the running costs of the school and are vital for our school to operate efficiently. They contribute to the payment of many essentials such as electricity, phones, heating, cooling, photocopying and stationery supplies.



St Joseph's offers the following methods of payment:

- Qkr App (*for Android Phone, iPhone or iPad*)
- EFT to the school's bank account - details are on school fee Statements when issued
- Direct debit payment system - contact the school to set this up.

### 2020 School Fee Schedule: inclusive of Tuition, Book and Maintenance Fees

Children	Annual Fee	Term Fee	Cost Per School Week
1 Child	\$1298.00	\$324.50	\$32.45
2 Children	\$2290.00	\$572.50	\$57.25
3 Children	\$3170.00	\$792.50	\$79.25
4 Children	\$3534.00	\$883.50	\$88.35





## **Parish Priest**

Fr Vic Ignacio is our Parish Priest. Fr Vic visits the classrooms when he can and is a huge support to staff, students and parents.

## **School Mass**

Children attend Parish Mass weekly, on a Friday at 9.30am, as well as on special feast days. All children at St Joseph's are expected to participate in our mass and we encourage parents and friends to join us.

## **Sacramental Programs**

Throughout the year Sacramental Programs are offered after school in the Fr Stan Campbell Hall, behind the church. These take place on Wednesday afternoons at 3:50pm.

## **Pastoral Care**

Counselling is available to students through Centacare. Our counsellor visits students once a fortnight. Students are referred through their classroom teacher.

## **Swap Shop**

Our school Swap Shop, located in the foyer of the school, is made up of donated uniform clothing. You are most welcome to use and browse through the swap shop at any time.

## Uniform Policy

Uniforms give a sense of belonging and pride, provide equality and unity, are economical, distinguish and differentiate (eg. excursions) and help establish discipline. Children are expected to wear the correct school uniform at all times.

### GIRLS

- Summer** Blue Check Dress (Material/Sewing available at Stitches by Us)  
Navy Socks  
Black lace up school shoes
- Winter** Blue check dress or trousers (Material/Sewing available at Stitches by Us, Quirindi)  
Blue long sleeved blouse  
Navy pullover with v-neck  
Navy stockings  
School Tie (blue and gold)  
Black lace up school shoes
- Sport** Royal blue sports skirt, or skort  
Gold & Royal Blue shirt with collar (polo style) with school emblem  
Royal Blue tracksuit  
Predominately white joggers and white socks

### BOYS

- Summer** Blue short sleeved shirt  
Grey shorts—permanent press  
Black lace up school shoes; Grey socks
- Winter** Blue long sleeved shirt  
Long grey trousers  
Navy pullover with v-neck  
School Tie (Blue and gold)  
Grey socks
- Sport** Royal blue shorts  
Gold & Royal Blue shirt with collar (polo style) with school emblem  
Navy pullover with v-neck  
Royal blue tracksuit  
Predominately white joggers and white Socks

The only acceptable jewellery for school is a plain stud or sleeper

The school hat is royal blue and is to be worn at all times the children are outside. Hats are available at the school office. The tracksuit jacket can also be worn as a school jacket over the school jumper.

**Stitches by Us:** Sharon McKenna, 16 Lennox Street, Quirindi: Ph. 6746 1926.

## **School Advisory Council**

The St Joseph's School Advisory Council meets once a term, after school, in the school library. These dates are sent to members at the beginning of the year and can be found on our school calendar. The role of the School Advisory Council is to support the mission of Catholic Education in the school by working with the Principal and Parish Priest to provide guidance and support to the wider community. This council helps prepare the school budget, develop strategic plans for buildings and maintenance, encourages parental involvement and actively promotes the school in the local community.

## **Parent Teachers and Friends Committee**

The P,T&F meet on the first Wednesday of the month at 6.00pm in the School Library. The committee supports our school with fundraising events throughout the year (usually one per term), social activities and operating the canteen. This committee welcomes all parents, teachers and friends to their meetings.

## **Canteen**

Our canteen operates on Fridays for lunch due to the generosity of our parent community. The PT&F coordinate special Friday 'Meal Deals' for the children to pre-order. These orders are placed in the classroom baskets on Thursday mornings.

Lunch orders are to be sent in a paper bag with the child's name, class and the items ordered, written on the bag with the correct money placed inside.

Parents are encouraged to help out in the canteen if they can.

## **School Readiness**

Our amazing School Readiness Program runs in Term 4 each year. This program allows the children to become familiar with the school environment, follow daily routines and meet their fellow classmates.

Students attend Readiness each Friday beginning with 2 half days and then full days until the end of the term. Our day begins at 9am and concludes at 12.00 pm for the first 2 weeks and 3:20 pm for the full days.

There is no cost for this program which is run by our current Kindergarten teacher.

Students need to bring their morning tea and lunch (for the full days) and may access the canteen when it is running. Children wear casual clothes for school Readiness. They also need to bring a water bottle, broad brimmed hat and must wear closed in shoes for safety.

Enrolment forms and documentation need to be handed into the office prior to the end of Term 3.

## **Best Start**

At the beginning of each school year our Kindergarten students attend a Best Start appointment with their teacher, in the first week of Term 1. Students then begin their school year in Week 2. Appointment times will be made by the teacher as the Readiness Program comes to an end.

## **Crunch & Sip**

Crunch & Sip occurs each morning, when students can eat a piece of fruit or vegetable in the classroom, while lessons continue. Students may also have a water bottle in the classroom to sip from throughout the day.

## Reporting to Parents

Reports are generated at the end of each Semester and can be accessed through Compass. Formal 3 Way Conferences with Parents, Student and Teacher are held each semester, however, if you have a concern or any matter you would like to discuss, please make an appointment with your child's teacher by email.

## MultiLit Programs

Various MultiLit programs (research based programs developed by Macquarie University) run during the morning sessions for students who require additional support with their literacy. MiniLit, MacqLit and MultiLit have proven to be beneficial for these students. Initialit is implemented for all Kindergarten students and PreLit is introduced in our School Readiness Program.

## Indigenous Programs

Our Indigenous students are well supported in class by our Aboriginal Education Assistant as required. We celebrate NAIDOC Week each year and our Year 3 students participate in Dynamic Assessment activities, from which some of our students are able to access the Wii Gaay program offered by the Catholic Schools Office, Armidale. Wii Gaay is an academic program for indigenous students demonstrating high learning potential.



## **Personal Development Health and Physical Education (PDHPE)**

At St Joseph's we value the importance of students being healthy, safe and physically active. Each week students are exposed to lessons which focus on developing respectful relationships, enhancing personal strengths and exploring the health, safety and wellbeing of themselves and others. They also participate in lessons to develop movement skills. We are fortunate to be able to provide specialist development officers to deliver quality skill development programs through the Sporting Schools Program. Students wear sports uniform to school each Wednesday.

## **School Carnivals**

We hold annual Swimming, Cross Country and Athletics carnivals for all our students.

## **Armidale Diocesan Primary Sports Council (ADPSC)**

Representative sport is coordinated by Armidale Diocesan Primary Sports Council enabling students to represent at School, Diocesan, Polding, State and National levels. Students can represent our school in a wide range of team and individual sports.





## **Library**

All students attend a school library session each week. They need to bring a library bag with them and return books on their library day to avoid overdue. Primary students borrow one book to have as their reader in the classroom and other books to take home. Library days are set at the beginning of each term and advertised in the school newsletter.

We have a beautiful selection of books in our library for the children to access, many of these are provided by the Catholic Schools Office annually.

## **Book Club**

Scholastic offer 8 issues of Book Club each year (2 each term). We send booklets home and you are able to order and pay for your items online. Items are then sent to school and we distribute them to the children as they arrive.

## **Book Fair**

Each year our librarian runs a Book Fair in Term 4. This is an opportunity for parents to purchase lovely books and support our one library fundraiser for the year. We hold a school Book Fair, Disco and BBQ in the evening and the children dress up according to the theme for the year. This is a lovely social event and we welcome everyone, including our School Readiness children.

## **Communication**

At the heart of our community spirit lies a commitment to respectfully working together. As a member of the St Joseph's school community the expectation is that:

- Relationships between families, the school team, and the students are treated as partnerships;
- That we communicate about and to each other respectfully.

**Parents, students and teachers working in partnership,  
focussed on learning is our goal.**

## **Behaviour**

At St Joseph's we aim to provide a safe, friendly and supportive learning environment for every student. We expect all students to be respectful to one another and do not tolerate bullying. If conflict arises we encourage students to seek assistance from a staff member. We have detailed Child Protection, Behaviour Management, and Anti-bullying policies in place to support our aim.

Through all our programs, which are based on Catholic Principles & Values, students have opportunities to experience a wide range of cultures, ideas and people from all walks of life. Our goal is to bring acceptance for all human beings, regardless of their differences or diversity and create a harmonious school environment for everyone.



**Bullying NO WAY!**

**Here at St Joseph's  
we stand together.**



# Some of our learning spaces





## Contact Details

St Joseph's School, 18 Thomas Street, QUIRINDI NSW 2343

Phone: 02 67 461 033 Fax: 67 462 606

Website: <http://www.stjosephsquirindi.nsw.edu.au/>

Facebook Page: <https://www.facebook.com/stjosephsschoolquirindi/>

Principal: Mrs Pauline Long [plong@arm.catholic.edu.au](mailto:plong@arm.catholic.edu.au)

Finance Officer: Mrs Tracey Klitsch [quifinance@arm.catholic.edu.au](mailto:quifinance@arm.catholic.edu.au)

Secretary & Library: Mrs Kate Thompson [quiadmin@arm.catholic.edu.au](mailto:quiadmin@arm.catholic.edu.au)

Y5/6: Mrs Sharnie Meade [smeade@arm.catholic.edu.au](mailto:smeade@arm.catholic.edu.au)

Y3/4: Mrs Robyn Wilson [rwilson3@arm.catholic.edu.au](mailto:rwilson3@arm.catholic.edu.au)

Y1/2 & SST: Mrs Amanda Bartholomew [mbartholomew@arm.catholic.edu.au](mailto:mbartholomew@arm.catholic.edu.au)

Kinder & REC: Mrs Wendy Rheinberger [wrheinbe@arm.catholic.edu.au](mailto:wrheinbe@arm.catholic.edu.au)

LoP: Mrs Amanda Mondy [abale@arm.catholic.edu.au](mailto:abale@arm.catholic.edu.au)

LoP: Mrs Cate Taylor [ctaylor@arm.catholic.edu.au](mailto:ctaylor@arm.catholic.edu.au)

Teacher: Mrs Sarah Murray (Cudmore) [scudmore@arm.catholic.edu.au](mailto:scudmore@arm.catholic.edu.au)

Aboriginal Education Assistant: Miss Judy Allan [jallan@arm.catholic.edu.au](mailto:jallan@arm.catholic.edu.au)

Education Assistant: Mrs Sally Darnell [sdarnell@arm.catholic.edu.au](mailto:sdarnell@arm.catholic.edu.au)

Education Assistant: Mrs Jodie Gamble [jgamble@arm.catholic.edu.au](mailto:jgamble@arm.catholic.edu.au)

# **St Joseph's School Prayer**

**Dear Lord**

**St Joseph's is a family, united as one  
may it be a place of both learning and fun.**

**May our faith be shown by the way we care  
May we always turn to you in prayer.**

**While we strive to do our best each day  
May we be like you in all we do and say.**

**St Joseph, pray for us.**

**Mary MacKillop, pray for us.**

