



**ST JOSEPH'S SCHOOL  
PARK AVENUE**

SCHOOL POLICY  
HANDBOOK

2011

*Together... ..bringing learning to life*

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ST JOSEPH'S SCHOOL  
PARK AVENUE  
MISSION STATEMENT

Vision Statement

*To create a dynamic learning environment where each person is valued and we live the Gospel message, in and through a Christian community.*

## Mission Statement

*It is the responsibility of each person in our Catholic school, to develop as a learner who has a clear sense of self worth and is able to demonstrate a mutual acceptance of all, for the good of the whole community.*

**St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON**

Year adopted - 1991
Revision Number 3 (2006)

**POLICY** : **Number 1**

**POLICY AREA** : **ENROLMENT OF PUPILS**

**VALUES** : **Faith, Compassion, Justice, Witness, Dignity, Love**

**POLICY** : **Enrolment at St Joseph's, Park Avenue is open to all children whose parents accept the goals and values as set out in the School Mission Statement.**

**Enrolment will be at the discretion of the principal.**

**CONSEQUENCES** :

- 1) The Enrolment Policies of the Catholic Education Office and will be adhered to.
- 2) Children with special needs will be considered for enrolment according to the *Enrolment of Students with Special Needs* policy.
- 3) All parents will be made aware of the fee and levies structure and will be asked to give a written commitment to the payment of fees as agreed to by the principal and the parent/s.
- 4) All parents accept that Religious Education is an integral part of the curriculum for all children.

5) No child will be refused enrolment through **genuine** inability of the parent/s to pay fees.

## **Guidelines for Enrolment**

Applications for Enrolment will be accepted at any time. This involves parents completing an Application for Enrolment Form and being interviewed by the principal or the principal's nominee.

A \$30.00 non-refundable Application Fee applies to all new families. Families who have children currently attending the school are exempt from the fee.

In the first week of September applicants will be informed in writing of the success or otherwise of their application.

When limited places are available, priority for acceptance of applicants will be based on the following criteria:

- 1. The child has siblings already attending the school.*
- 2. The child is a baptised Catholic whose family can demonstrate involvement in the life, worship and service of a Catholic parish, with a preference for those who have siblings already attending the school.*
- 3. The child is a baptised Catholic whose family is committed to and guided by the values of the gospel and the tradition of the Catholic church.*
- 4. The child, though not baptised a Catholic, belongs to a family that can demonstrate some meaningful relationship with a Christian tradition and is committed to and guided by the values of the gospel and accepting of the traditions of the Catholic community.*
- 5. Actual order of application.*

Enrolments will be accepted throughout the year. Depending on availability, the above criteria will also apply.

If places are not immediately available children may be placed on a Waiting List. When a position becomes available it will be offered according to the above criteria.

All enrolment decisions will be made by the principal in accordance with the policy. Every endeavour will be made to ensure that the siblings of children who have previously attended the school will be placed here.

**CONDITIONS OF ENROLMENT AT ST. JOSEPH'S SCHOOL, PARK AVENUE**

1. I understand that as a Catholic School St. Joseph's Park Avenue (hereinafter referred to as "the school") actively espouses and promotes a set of Christian values. I understand that while my child is a student at the school he/she can be expected to support these values and to respect the religious principles and practices of the school. I further understand that serious breaches concerning the values of the school could lead to cancellation of enrolment.
2. I understand that my child will be bound by the directions of the school administration and the school rules whilst under the control of the school, including travel to and from school.
3. I consent to my child participating in all activities conducted by or with the approval of the school including classes organised or available at school, retreats, school camps, work experience programs, excursions and functions. I further understand that the school may cancel my child's enrolment if I withdraw this consent in respect of any such activities.
4. I consent to my child travelling on a school bus or on any form of public or private transport where such transport is deemed by the school to be necessary or desirable.
5. I agree to pay all fees and charges in connection with my child's enrolment or education as determined by the school from time to time or as agreed with the Principal.
6. I acknowledge that in the event of my child being photographed at a public venue while in the care of the school, I will not hold the school responsible for any adverse results should the photograph be published.
7. (a) I consent to the school by its servants or agents seeking such medical or dental advice on behalf of my child as it sees fit in the event of an accident or sudden illness when it is not able to first contact me. If in such an emergency it is in the opinion of an attending medical or dental practitioner that my child requires medical or dental attention or treatment including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation), I consent to such medical or dental practitioner giving such attention or treatment.

(a) I certify that the consent which I have given in paragraph (a) is valid at all times while my child is in the custody of the school including but not limited to such times as my child is present at or travelling to and from school, participating or travelling to or from a work experience program, outing, excursion or function.

**8. STRIKE OUT WHICHEVER OF THE FOLLOWING DOES NOT APPLY:**

(a) I certify that my child does not, to my knowledge, suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.

(b) I give notice that my child suffers from the following illnesses or disabilities and or takes medication which might interfere with or inhibit any medical or dental attention or treatment, but certify that to my knowledge, my child does not suffer from any other illnesses or disabilities or take medication which might interfere with or inhibit any medical or dental attention or treatment.

.....  
.....  
.....

I certify that I understand that the school will take all reasonable care in the event of my child suffering an accident or illness, but that it will not be responsible for the costs of ambulance transport or any medical or dental attention or treatment administered to my child in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.

DATE: ..... SIGNED: ..... (Parent/Guardian)



St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON

Year adopted - 1991
Revision Number 4 (2006)

**POLICY** : Number 2

**POLICY AREA** : **ROLE OF THE PARISH ADMINISTRATOR IN  
THE SCHOOL COMMUNITY**

**VALUES** : **Faith, Love, Justice, Service, Witness**

**POLICY** : **The Parish Administrator is concerned with the  
spiritual well being of members of the school  
community.**

**CONSEQUENCES** :

The Parish Administrator will :

- (1) Be a resource person who enhances the faith dimension of the school community.
- (2) Meet when necessary with the School Leadership Team.
- (3) Be kept informed of school activities and future directions.

St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON

Year adopted - 1991
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Revision Number 2 (2006)
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**POLICY :**            **Number 3**

**POLICY AREA:**    **SACRAMENTAL LIFE**

**VALUES**            **Faith, witness, service, responsibility**

**Reflection Materials:**

**School Mission Statement, Rockhampton RE Guidelines, Scripture, Children Celebrating Sacraments : Guidelines for the Preparation and Celebration of the Sacraments of Initiation and Penance for Children (Draft 1)**

**POLICY:**            **In partnership with the parish, the school will provide an environment of faith where the children will experience sacramental life. The school, as part of the wider parish community, will support parents as they prepare their children for the reception of the sacraments. Students will formally learn about the sacraments in every year level.**

**CONSEQUENCES:**

1.     The school staff will maintain open lines of communication with parents, pastor, students and the wider parish community.
2.     The Parish Administrator will support school related liturgical celebrations.

**St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON**

<b>Year Adopted 1991</b>	<b>Revision Number 3 (2006)</b>
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**POLICY AREA**

**BEHAVIOUR MANAGEMENT**

**RATIONALE**

This policy exists to provide a safe and secure learning environment for all.

**VALUES**

Compassion, justice, Love, Tolerance, respect, Responsibility

**POLICY STATEMENT**

**St Joseph's School is a Christian community where individuals will accept responsibility to choose acceptable patterns of behaviour that create a safe and secure learning environment.**

**IMPLEMENTATION  
ISSUES**

Members of St. Joseph's School community will be encouraged to respect themselves, others and property.

The School will endeavour to recognise and provide ongoing opportunities for individual learning differences so that learners are able to achieve their personal best.

The School will create an environment in which learning is valued and all learners are given opportunities to experience success.

Parents, students and staff of St Joseph's School will be made fully aware of the school's expectations of behaviour and guidelines for behaviour management.

Guidelines for behaviour management will be readily available to parents

**REFLECTION  
MATERIAL**

St Joseph's School Mission and Vision Statements.



St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON

Year adopted - 1992
Revision Number - Initial

POLICY NUMBER:	<b>5</b>
POLICY AREA	<b>PASTORAL CARE</b>
VALUES:	Faith, Respect, Tolerance, Dignity
REFLECTION MATERIALS:	School Mission Statement Pastoral Care Statement Project Catholic Schools Celebration and Challenge : Catholic Education in the Future.
POLICY:	<b><i>The total school community has the responsibility to ensure that Pastoral Care permeates all relationships.</i></b>
CONSEQUENCES:	The school will foster an open, warm, welcoming supportive environment to nurture a sense of belonging.  School curricula will be continually monitored and reviewed to maintain the inclusion of relevant and satisfying content.  Opportunity and encouragement will be given for each and every school family member to enrich self-esteem and to develop to their full potential.  Quality relationships will be encouraged by open communication and by inviting the wider community to participate in school activities.

Year adopted – 1991
Revision Number – 3 (2006)

**POLICY:** Number 6

**POLICY AREA:** STUDENT LEADERSHIP

**VALUES:** Service, Justice, Responsibility, Witness

**REFLECTION MATERIALS:**

Pastoral Care Statement  
 Vision Statement  
 Health Promoting Schools Policy  
*Towards a Health Promoting School – Policy, Programs and Practice in Australia (1997)*

**PREAMBLE:** **St Joseph’s School will cultivate a sense of belonging for all students within the school community by fostering responsibility and developing each child’s potential and skills to become a contributing member of society.**

**POLICY:** **St Joseph’s School will provide a supportive environment that encourages maximum student contribution to school decision making and participation in school improvement activities.**

**CONSEQUENCES:** The Student Council will be comprised of 3 Year 7 girls and 3 Year 7 boys. The boy and girl with the most votes will be the School captains.

There will be 1 boy and 1 girl House Captain for each of the Houses – MacKillop, Leahy and Daly.

Elections will be held at the end of the school year for the following year after a process of education and discernment.

Teachers will provide clear expectations to prospective Student Leaders of their duties and responsibilities for the year.

School Leaders will discharge their duties responsibly and provide positive peer role models within the school community.

Leadership skills in decision-making, negotiating and conflict resolution will be taught through the curriculum. Students will also

be taught to recognise leadership skills of their peers prior to the election.

School Leaders will be commissioned at a ceremony where the Principal presents badges.

All students will be provided with opportunities to provide opinions to the Student Council members. Information and decisions generated by the Student Council must be relayed back to the school body.

Where appropriate, members of the wider school community will be invited to attend Student Council meetings to guide students with skills required to run meetings, set agendas and record minutes, etc.

**St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON**

Year adopted - 1994
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Revision Number – 1 (2006)
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**POLICY :**            **Number 7**

**POLICY AREA :**    **STAFF (TEACHING/ANCILLARY) DRESS**

**VALUES :**            **Respect, Dignity, Service, Witness**

**POLICY :**            **The staff of St Joseph's School, Park Avenue will wear suitable attire to school which reflects their professionalism.**

**CONSEQUENCES :**

1. Children will have a model for neatness and tidiness.
2. Staff will dress in a manner which reflects their professional standing as educators.
3. Suitable headwear and footwear will be worn.



# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Year adopted - 1996
Revision Number - Initial

POLICY NUMBER : 8

POLICY AREA : **ENGLISH**

VALUES : Dignity, Justice, Service, Openness, Responsibility.

PREAMBLE : Language is our prime means of communication. Standard Australian English occupies a unique, vital and central position within the framework of our school curricula. "Proficiency in our national language, Australian English, is necessary for an individual to participate as fully as possible in Australian society." DEET 1991

POLICY : ***St Joseph's School has developed our own English program which provides a framework for the teaching of the school's English program.***

***All teachers will be active models of, and instructors in, English. They will provide opportunities for students :to learn English in real life, purposeful learning situations by using it to communicate, socialise, think, react, make meaning and learn; -to be challenged to experiment and take risks with it's use; -to reflect critically upon it's use; and to receive ongoing, supportive feedback.***

## CONSEQUENCES :

1. Teachers will work collaboratively with each other, students and parents, to enhance continuity of learning.
2. The program will cater for:
  - the cultural and social context of the school;
  - the needs of individual differences of students;
  - student responsibility for, and reflection upon, English learning;
  - the development of the whole person.
3. The program will allow for:
  - the learning of English in context and for real purposes;
  - the use of English in flexible learning situations;
  - continuity and a range of balance in learning English across all year levels;
  - integration of English teaching into all academic disciplines;
  - collaborative planning and evaluation of programs, units, learning experiences and resources;

- collaborative assessment which is based on clearly defined levels of achievement, is fair and aims to improve learning.
4. The School English Program is readily available to parents.

**St Joseph's School, Park Avenue  
DIOCESE OF ROCKHAMPTON**

Year adopted - 1996
Revision Number – 1 (2006)

**POLICY**                      **Number 9**

**POLICY AREA**            **Non-smoking**

**VALUES**                      **Responsibility, respect, witness**

**POLICY**                      **The buildings and grounds of St Joseph's school shall be completely smoke free.**

- CONSEQUENCES**
1.      No smoking is permitted within the school buildings, grounds or designated car parks at any time.
  2.      All vehicles are to remain smoke free when children are being transported on school outings.
  - 3..     Signs will be appropriately placed notifying that the school is a smoke free zone.

**REFLECTION MATERIAL**      Queensland legislation – WH & S Act

# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Year adopted - 1996
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Revision Number - Initial
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POLICY NUMBER: **10**

POLICY AREA: **ADMINISTERING MEDICATION (other than asthma)**

VALUES: Dignity, Justice, Trust, Compassion, Responsibility.

REFLECTION MATERIALS:

School Mission Statement  
C.E.O. Workplace, Health and Safety Manual.

POLICY : ***A designated and authorised member of Staff may administer oral medication prescribed by a student's medical practitioner, if authorised to do so by the school Principal.***

- CONSEQUENCES:
1. Parents / Legal Guardians who require the school to administer oral medication to their child must make application at the Office.
  2. Copies of Parental Requests will be held in the Sick Room
  3. A member of the Office Staff will be authorised by the Principal to administer all medication.
  4. An Official Register for the Administration of Medication to students will be maintained.
  5. Only Oral medication will be administered.
  6. Medication must be accompanied by specific instructions which are written on the container by the pharmacist on the medical practitioner's direction.
  7. All oral medication must be held in the Sick Room
  8. All unused medication is to be returned to the parent/ legal guardian of the student.
  9. Non prescribed oral medication will not be administered to children.
  10. Injections and rectal medication will not be administered to children.
  11. Children are not permitted to have in their possession any medication whatsoever.

# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Draft Policy - 1997
Revision Number - Initial

POLICY NUMBER: **11**

POLICY AREA: **ADMINISTRATION OF MEDICATION TO  
ASTHMA SUFFERS**

VALUES: Dignity, Justice, Compassion, Responsibility.

REFLECTION MATERIALS:

School Mission Statement.  
C.E.O. Workplace, Health and Safety Manual.  
E.O.G. Supplement Information Statement No. 158 (1991)

POLICY : ***Asthmatic students who are responsible for taking their own medication at home will have ready access to their asthma medication during school hours.***

CONSEQUENCES:

1. Parents/Legal Guardians who require their child to be responsible for their own asthma medication must make application on the required form available at the office. Copies of Parental requests will be housed in the Sick Room.
2. Students are responsible for their inhalers at all times.
3. Students will not be denied access to their inhalers.
4. A nebuliser for emergency use will be included in the school First Aid Kit.
5. If students are required to use a nebuliser on a regular basis, parents/Legal Guardians are responsible for administering it.

# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted - 1997
Revision Number – Initial

POLICY NUMBER:	<b>12</b>
POLICY AREA:	<b>MATHEMATICS</b>
VALUES:	Dignity, Justice, Responsibility.
REFLECTION MATERIAL:	<p>“Years 1 to 10 mathematics Syllabus”, Education Queensland, 1987</p> <p>“A National Statement of Mathematics for Australian Schools”, Curriculum Corporation, 1990</p> <p>“Years 1 - 7 Mathematics Syllabus Support Document”, Paula Anderson, Education Queensland, 1994</p> <p>“Literacy and Numeracy Strategy 1994 -1998”, Education Queensland, 1994</p>
POLICY:	<b><i>All teachers will be active models of, and instructors in, Mathematics. They will provide opportunities for students to learn mathematics in life-related, purposeful learning situations.</i></b>
CONSEQUENCES:	<ol style="list-style-type: none"> <li>1. Teachers will work collaboratively with each other, students and parents to enhance the continuity of learning.</li> <li>2. The school will develop a program which :- <ul style="list-style-type: none"> <li>- is sequential and developmental within the cultural and social context of the school community.</li> <li>- caters for the needs of individuals.</li> <li>- allows for the use of technology</li> <li>- caters for a variety of learning styles</li> <li>- incorporates activities which are purposeful and interesting</li> <li>- challenges children to be challenged and take risks</li> <li>- allows for assessment based on clearly defined criteria, is fair and aims to improve learning</li> </ul> </li> <li>1. The Mathematics content is organized around concepts, processes and affects which are interdependent, central to learning and enable application of mathematics in a wide range of contexts.</li> <li>2. The school will provide adequate human and material resources to implement the mathematics program effectively.</li> <li>3. The School Mathematics Program will be readily available to parents.</li> </ol>

# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted - 1997
Revision Number - Initial

POLICY NUMBER: **13**

POLICY AREA: **VARIATION TO SCHOOL ROUTINE**

VALUES: Responsibility, Justice

REFLECTION MATERIAL: Diocesan Occupational Health and Safety Manual  
Education Queensland Policy Documents

POLICY ***At St Joseph's School we recognise the benefits that excursions can play as part of a well planned unit of work. Therefore excursions are encouraged.***

### CONSEQUENCES

1. The principal has the authority to approve all variations to school routine.
2. Staff members apply to the principal for permission to vary school routine. At the time of application the teacher will provide the principal with the following information:
  - (a) time, date, venue and itinerary
  - (b) subject, year level/classes and number of participating students
  - (c) names of teachers and other supervising adults
  - (d) transport, accommodation, meals and first aid arrangements
  - (e) arrangements for students not participating
  - (f) cost for students and/or school
  - (g) educational aims and expected learning outcomes
3. Parents are given reasonable notice, in writing, of variations to school routine. The necessary information and permission form (including necessary medical information) will be sent to parents. No Student will participate unless a permission form has been returned.
4. Whenever possible all students will be encouraged to participate in educational experiences planned by the school. The organising teacher will ensure that students not participating are well supervised and involved in worthwhile activities for the duration of the variation to school routine.
5. Applications will comply with Workplace, Health and Safety requirements.
6. Overall responsibility for the safety and welfare of students is vested in the organising teacher.

7. The organising teacher will take all reasonable steps to ensure the suitability and safety of matters relating to transport, accommodation, site and activities to be undertaken.
8. Safety procedures and behavioural expectations will be made clear to students and supervising adults prior to the variation to school routine and from time to time as the occasion demands.
9. Supervision and safety arrangements will reflect the age, size and gender balance of the group of students.
10. Costs will be kept to a minimum. Organising teachers will be cognizant of families suffering economic hardship.
11. Arrangements will be made to ensure that contact can be made with the school, parents and medical authorities in case of emergency.



# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted – 1998
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Revision Number - Initial
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POLICY NUMBER: **14**

POLICY AREA: **MINISTRY OF WORKING AT ST JOSEPH'S SCHOOL, PARK AVENUE**

VALUES: Faith, Service, Justice, Dignity

REFLECTION MATERIAL:

"Accreditation Policies", QCEC, 1996  
"Declaration on Christian Education", 1965  
"The Catholic School", 1977  
"Lay Catholics in Schools: Witnesses to Faith", 1982  
"The Religious Dimension of Education in a Catholic School", 1988

POLICY: ***Staff at St Joseph's School have a responsibility to witness to the mission of Jesus through their work and by the way they live.***

CONSEQUENCES:

1. Staff will be formally commissioned by the Bishop or his representative at the beginning of each school year
2. Priority will be given to employing people who are: (a) Practising Catholics; (b) Committed to supporting the ethos of a Catholic school.
3. The school administration will provide suitable Inservice opportunities to allow staff to grow in personal faith and knowledge.
4. The Principal, or his nominee, will provide clear expectations to the prospective employee when offering a position
5. A suitable induction program will be developed and will be provided for all new staff.
6. Staff will be encouraged to deepen their relationship with Contemporary Church

# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted - 1998
Revision Number - One

POLICY NUMBER: **15**

POLICY AREA: **SUN PROTECTION**

VALUES: Witness, Responsibility

REFLECTION MATERIAL:

Workplace Health and Safety Act Reprint No. 3 1995  
Education Queensland Sun Safety Policy and Procedures  
Diocesan Draft Sun Safety Policy  
Health Promoting Schools 1998  
Sunsafety Guidelines for Queensland Schools and  
Committees  
National Sunsmart Schools Program 1999

POLICY: ***St Joseph's School will provide a sunsafe working and learning environment for all persons engaged in outdoor activities at the school.***

CONSEQUENCES:

1. Parents and children will be made aware of the Sun Protection Policy when enrolling their children
2. The school will provide adequate shade areas which will be utilised whenever possible for outdoor activities.
3. Sunsafety education programs, including visits by the Queensland Cancer Fund and correct usage and application of sunscreen, will be undertaken regularly.
4. Staff and parents will support the Sun Protection Policy by being positive role models by practicing Sunsmart behaviour by wearing appropriate clothing, hats and applying sunscreen.
5. The Sunsmart message will be reinforced at assemblies and in newsletters.
6. The school will continue to improve the sunsafe qualities of the school uniform, including swimwear.
7. On designated non-uniform days the children will wear sunsafe clothing.
8. Children and staff will wear sunscreen and wide-brimmed hats when engaged in school activities which take place outdoors.

9. Sunscreen should be applied prior to leaving home in the first instance. As far as is practicable, teachers will attempt to ensure that sunscreen is applied prior to outdoor activities.
10. Children who do not wear sunscreen, a hat and sunsafe clothing will not be permitted to engage in play activities during lunchtimes, or class / school organised activities which take place in unshaded areas.
11. Recognising that people may have allergies to certain sunscreens, staff and children are expected to supply their own sunscreen.

# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Year adopted – 1998
Revision Number – One (2006)

POLICY NUMBER:       **16**

POLICY AREA:           Staff Dress - Fridays and designated days

VALUES:                 Respect, Dignity, Witness

POLICY 3 :               ***On Fridays and other designated days the staff at St Joseph's School, Park Avenue may choose to wear the agreed upon staff shirt and casual attire.***

CONSEQUENCES:

1. The design of the staff shirt will be selected by the staff, will reflect the school colours, include the school name and/or emblem, and will be reviewed every two years.
2. The shirt will be worn with tailored shorts, long pants or a skirt (gender appropriate), socks and sports shoes or dress shoes.
3. The designated Physical Education teacher may wear the casual attire on days when he/she is performing duties in the capacity of Physical Education teacher.
4. *Designated days* refers to sports days, activity days, informal excursions and other days as designated by the principal

# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted - 1998
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Revision Number – Initial
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POLICY NUMBER: **17**

POLICY AREA: **PERSONAL DEVELOPMENT EDUCATION**

VALUES: Love, Dignity, Respect, Justice, Tolerance

REFLECTION MATERIAL: Declaration on Christian Education Vat. 2  
R.E. Guidelines  
Educational Guidance in Human Love  
Continuing the Journey, Archdiocese of Brisbane  
"The Truth and Meaning of Human Sexuality" - Pontifical Council for the Family.

POLICY: ***Parents have the primary responsibility to instill in children a respect for the gift of life. Since St. Joseph's School is concerned with the development of the whole person, we accept the responsibility to work in partnership with parents to implement personal development education.***

- CONSEQUENCES:
1. Programs have been developed which include opportunities for students to develop:
    - \* Enhanced self-image and self-esteem
    - \* Enhanced relationships with family, peers, school and community
    - \* Greater appreciation of human sexuality within a Catholic framework
    - \* An ability to make informed responsible decisions based on Christ's example
    - \* A deeper awareness of Christian values which underlie the development of the whole person.
  2. The program will be fully implemented from the beginning of 1998.
  3. In the sensitive area of human sexuality, parents will have the opportunity to be involved in what will be taught. Advice on how the program will be taught, who will teach the program and what resources will be used, will be available to parents. This will enable parents to carry out their primary responsibility with their children at home, before the content is introduced at school.
  4. Teachers of the program will be provided with support and education to develop the knowledge and skills necessary to deliver the program according to Church teaching.
  5. Centacare and C.E.O. will support and resource the program.

# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Year adopted – 1999
Revision Number – Initial

POLICY NUMBER: **18**

POLICY AREA: **ENROLMENT OF STUDENTS WITH EXCEPTIONAL NEEDS**

VALUES: Justice, Dignity, Respect, Service, Love

REFLECTION MATERIAL: St. Joseph's Mission Statement  
School Enrolment Policy  
Rockhampton Catholic Education Office Policy  
Disability Discrimination Act

POLICY: ***St. Joseph's School, Park Avenue community welcomes children with exceptional needs depending on our ability to provide specific support, personnel and resources, to develop each child's full potential.***

CONSEQUENCES:

1. Our School maintains a School Equity Committee to assist with:
  - \* the enrolment process
  - \* the development of Individual Education Programs for funded students
  - \* the monitoring of programs and individual needs
  - \* the support of teachers and parents of special needs children
2. In allocating available resources, (human and material) our school makes special provision for students with Exceptional Needs.
3. Upon enrolment, children with special needs will be provided with the necessary materials and personnel to implement Individual Education Programs.
4. The school collaborates with other agencies to support and Develop students with exceptional needs.

# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Year adopted – 1999
Revision Number – Initial

POLICY NUMBER: **19**

POLICY AREA: **SCHOOL FEES AND LEVIES COLLECTION**

VALUES: Justice, Responsibility, Compassion, Tolerance

DRAFT POLICY: ***Parents have an obligation and a responsibility to pay school fees and levies.***

***No child shall be excluded from attending St Joseph's School because of the inability of the child's parents to pay the prescribed fees and levies as a result of genuine financial hardship.***

CONSEQUENCES:

1. All parents will be informed of this policy when applying for enrolment at the school.
2. Acceptance of an offer of placement will be considered as acceptance of the policy
3. Concessions for school fees and levies are available and are to be approved by the principal. Each application will be judged confidentially on its specific circumstances. In arriving at the concession, the principal will have in mind a responsibility towards those families who are making sacrifices to pay fees.
4. Where concessions are granted, the possibility of parents making contributions to the school through **voluntary work** will be investigated.
5. Parents seeking a concession must complete and sign an Application for Concessional Fees form.
6. Concessions will be reviewed annually. This will necessitate a new application each year.
7. Parents whose fees are in arrears and who do not seek a fees concession will be subject to the fee collection procedures.
8. An annual audit will be carried out to ensure the policy and guidelines are being adhered to.
9. Concessions **are not retrospective** and must therefore be applied for prior to the due date of accounts.

## **Guidelines For The Collection Of School Fees And Levies**

- (a) The Financial Secretary will ensure that the school accounting system accurately reflects each family's current fee liability and any concessions granted. For families who have arranged to pay weekly or monthly etc., a record of individual payment plans will be maintained.
- (b) Where practicable, accounts will be sent in the second week of each term. Payment will be required within 30 days.
- (c) All parents with overdue accounts who have not contacted the principal or the financial secretary, and agreed to a payment plan, will be sent an **Urgent Notice – Overdue Account** letter.
- (d) If, after 14 days, no appropriate action has been undertaken to settle the account a **Final Demand – Overdue Account** letter will be sent. This letter informs the recipient that if the account is not settled within 14 days, or a payment plan agreed to, the matter will be handed over to our collection agency.
- (e) If, after the prescribed 14 days, no satisfactory response has been received, the account will be placed in the hands of the school's collection agency, Pacific Mercantile.
- (f) If necessary, the Director of Catholic Education, may authorise legal action to recover any outstanding debt.
- (g) Acknowledging that the principal may be in receipt of confidential information pertinent to a particular circumstance, the principal has the authority to use his / her discretion when deemed necessary.

## **Guidelines For Application For Concessional Fees And Levies Due To Personal and/or Financial Hardship**

- 1) When a parent requests a discount or concession on school fees and levies, the principal must request financial information to support the application.
- 2) The **Application for Concessional Fees and Levies** form must be completed prior to the Concessions Interview. Documentary evidence should accompany the application. The information on the form should be a true and fair representation of the parents' financial situation, i.e. no allowance will be made for repayments on holiday homes etc.. With this information the principal will negotiate with the parents as to how much the parents agree to pay towards school fees and levies.
- 3) The information from the **Application for Concessional Fees and Levies** is used to complete the **School Fees and Levies Concession** form.

## **Guidelines For Application for an Extension to the Payment Plan**

Parents who do not need a concession, but need more time, must make the request to the principal or the Financial Secretary. The parents must outline their payment plan which will be kept on file by the Financial Secretary. If the plan is not adhered to, the normal collection procedure will apply.



# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted – 1999
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Revision Number – Initial
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POLICY NUMBER: **20**

POLICY AREA: **HEALTH PROMOTING SCHOOLS**

VALUES: Justice, Respect, Service

REFLECTION MATERIAL: World Health Organisation – Ottawa Charter (1986)  
Australian Health Promoting School Association – Vision Statement for Health Promoting Schools in Australia (199?)  
(WASH) Project, WA Education Department (1996)  
Qld Health *Promoting School – A Resource Kit for School Communities* (1999)  
Qld Health & Education Qld *Introducing Health Promoting Schools* brochure (1998)  
Goltz & Sheehan *The Health Promoting School* (1997)

DRAFT POLICY: ***St Joseph's School will provide an holistic environment that supports the health and well-being of students, staff and all school community members.***

- CONSEQUENCES:
1. St Joseph's School will promote a coordinated approach to learning by linking curriculum to health issues within the school environment and the community.
  2. The curriculum will strive to provide students with the knowledge, skills, values and attitudes needed to make healthy behaviour choices.
  3. St Joseph's School will provide policies which support the health and well-being of the school community. These will be reinforced through practices and procedures within the school community.
  4. St Joseph's School recognises the importance of the physical environment in modelling health values and priorities and will endeavour to maintain an environment that supports health.
  5. St Joseph's School will promote a social environment that encourages reciprocal support between teachers, students and parents. This environment aims to enhance self-esteem and respect the skills, values and experiences of all school community members.
  6. Collaborative partnerships with parents, caregivers and the wider school community are recognised as providing opportunities for joint decision making and active participation by school community members. St Joseph's School will consistently seek to generate such opportunities.

7. The skills, advice and support of health service providers, community support services and local government services will be appropriately linked with the school to support education programs.

# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year Adopted – 2002
Revision Number - Initial

POLICY NUMBER: **21**

POLICY AREA: **RELIGIOUS EDUCATION**

REFLECTION MATERIAL: Religious Education Program  
Policy Documents – Diocese of Rockhampton  
Religious Education R.E. Curriculum P-12  
The Religious Education of School Age Catholics  
St Joseph's School Mission Statement  
St Joseph's Policy Documents  
Diocesan Guidelines *Growing Together in Faith*

VALUES: Faith, Justice, Respect, Love, Compassion, Tolerance

PREAMBLE: Underpinning the Religious Education policy for St Joseph's School is the belief that a person's faith development and relationship with God is part of a life long process. This process is achieved in the context of the whole school environment and in partnership with parents who are primarily responsible for the spiritual development of their children.

POLICY: ***St Joseph's School is concerned with the development of the whole person. Therefore, we accept the responsibility to work in partnership with parents to implement St Joseph's School Religious Education Program.***

CONSEQUENCES:

1. Parent's role in their child's faith development will be respected and supported by the school.
2. A sequentially developed Religious Education Program based on the Diocesan Guidelines Growing Together in Faith, will be implemented throughout the school.
3. The school will foster an environment that provides a variety of opportunities that assist children in the knowledge and understanding of their own faith development.
4. A sense of community that espouses Gospel values will be nurtured to assist children to become builders of a just and wholesome world.
5. Religious Education will assist children to understand the Catholic religious heritage and respect the religious heritage of others.
6. To assist children to develop their sense of moral understanding and awareness so that they operate from an informed conscience.

# St Joseph's School, Park Avenue

## DIOCESE OF ROCKHAMPTON

Year adopted – 2000
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Revision Number – One (2006)
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POLICY NUMBER: **22**

POLICY AREA: **MANAGEMENT – UNIFORM**

VALUES: Respect, Dignity, Justice, Responsibility

REFLECTION MATERIALS:  
,  
Queensland Anti-Discrimination Act  
St Joseph's Sun Protection Policy No 15

POLICY: ***Members of the St. Joseph's School community are committed to a school uniform which is worn by students from Prep to Year 7.***

CONSEQUENCES:

1. Parents will be made aware of uniform requirements prior to enrolment acceptance.
2. Parents will be responsible for ensuring that when the school uniform is worn at school or at official school functions, it is worn in its entirety.
3. Whenever children wear the uniform in public places it should be of an acceptable standard.
4. The uniform will be maintained in good repair.
5. The design of the uniform will be such that it will be suitable for all statures and functional for all school activities.
6. The uniform will conform with guidelines set down by relevant authorities for factors including sun protection and gender equity, thus providing a sense of equality and functionality.
7. The uniform will be affordable for all families.
8. The school uniform will be reviewed after ten years.
9. When there is a uniform change there will be a phasing in period of two years.

# St Joseph's School, Park Avenue DIOCESE OF ROCKHAMPTON

Year adopted - 2003
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Revision Number - Initial
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<b>POLICY NUMBER:</b>	<b>23</b>
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*POLICY AREA:*

*GRIEVANCE RESOLUTION*

## **PREAMBLE**

All grievances will be seen as opportunities to communicate concerns in an environment of trust in order to restore positive relationships. Issues will be dealt with promptly and confidentially and, where possible, will be resolved informally at the point of origin. If unresolved, formal procedures as pertaining to this policy will be followed. The policy and procedures will be communicated to parents, students and staff upon induction into the school community.

## RATIONALE

This policy exists to resolve conflict, and to acknowledge the responsibilities of all parties should a grievance arise.

## VALUES

Dignity, Respect, Compassion,

## POLICY STATEMENT

*As a Christian community St Joseph's School has processes that support resolution of issues in an atmosphere of mutual respect and compassion to ensure that mutually acceptable solutions are reached.*

*Parents, staff and students will reinforce the values and beliefs of our community through the following principles that underpin our procedures:*

- 1. All issues will be treated with discretion in a confidential manner*
- 2. Grievances should be addressed promptly, and if possible informally through open communication and co-operation.*

## CONSEQUENCES

- This policy offers all parties the reassurance that a procedure is in place to manage grievances in a professional manner.
- Grievances will be addressed in a spirit of openness.
- All parties will be encouraged to accept their responsibility throughout the process.

- The opportunity exists for all parties to work toward peaceful resolution of issues.

### **PROCEDURE FOR GRIEVANCE RESOLUTION:**

**Informal**      *This occurs when relevant parties meet at a mutually agreeable time to discuss the concern and seek resolution informally at the point of origin.*

**A)**

- Student and teacher meet to discuss the concern and to clarify expectations
- If unresolved an appointment is made by the teacher with the parent, or by the parent with the teacher, to discuss the issue.
- Teacher and parent meet at the mutually agreed time
- If unresolved, the formal procedure is commenced.

**B)**

- An appointment is made by the teacher with the parent, or by the parent with the teacher to discuss a concern.
- Teacher and parent meet at the mutually agreed time
- If unresolved, the formal procedure is commenced and the Principal is notified.

**Formal**      *This occurs when a meeting between relevant parties has not resulted in resolution*

- 1 (a) A written letter from the person lodging the complaint must be submitted to the principal outlining the nature of the issue.
- (b) Upon receipt of the formal complaint, an appointment is arranged by the principal within 48 hours.
- (c) The aggrieved person meets with the principal at the mutually agreed time.
- (d) Relevant parties are notified of the issue. Procedural fairness must be extended to anyone who is the subject of a complaint. A person is entitled to know the details of an accusation against them, or the matter cannot be taken further.
- (e) A meeting of all parties will be arranged. If the complaint is not resolved at this meeting then the matter is either referred to the Assistant to the Director - Schools (Rockhampton Region) or a mutually acceptable Mediator:-
  - (i) Parties meet with the mediator.
  - (ii) If complaint resolved the agreed outcome will be documented and signed by all parties.
  - (iii) If not resolved the complaint will be referred to the Assistant to the Director – Schools (Rockhampton Region).
  - (iv) Parties meet with the Assistant to the Director – Schools.
  - (v) If complaint resolved the agreed outcome will be documented and signed by all parties.

To foster and maintain positive relationships within the school community, informal communication will be encouraged between all parties.

If a grievance against the principal should arise a formal complaint should be addressed to the Assistant to the Director – Schools (Rockhampton Region).

**St Joseph's School - Park Avenue  
PROCEDURE FOR GRIEVANCE RESOLUTION**



