



# **ST JOSEPH'S SCHOOL**

## **INFORMATION BOOKLET**





We are a Catholic Parish school responsible to the *South Australian Commission for Catholic Schools Inc (S.A.C.C.S.)*. This is a central group that determines policy and funding. The Commission is made up of Catholic Education Directors, parents, Catholic Education SA staff, Principals, teachers, clergy and our Archbishop and Bishop (Port Pirie Diocese).

Catholic Education SA (based at Thebarton) is entrusted with carrying out the implementation of these policies. Catholic Education SA cares for 108 schools. This Office offers support in administration, finance, curriculum and religious education to our School through various consultancies and services.

Our School Board is the local group that is responsible for ensuring that our school operates within the approved policies and practices of Catholic Schools in South Australia in partnership with the principal and school staff.

Our school shares in the Vision for all Catholic Schools in SA

***As a Catholic School we support the Vision for Catholic Schools developed by the  
SA Commission for Catholic Schools:***

***Catholic Schools***

***Educate young people in all dimensions of life***

***Invite young people to join in the Church's mission***

***Welcome students to a Christian learning community***

***Prepare young people for life***

*(Summarised version)*

## VISION

We value our diverse, faith filled community that provides an enriching educational environment, nurturing and celebrating lifelong learners.



## MISSION

At St Joseph's we value our diverse faith filled community by:

- creating meaningful relationships with students, families and the wider community and communicating and sharing our school experiences
- being a Catholic school in which we celebrate, model and teach Catholic traditions and practices embedded within the Josephite Charism
- acknowledging, accepting and respecting our multiculturalism; our similarities and differences
- providing an invitation to faith through experiences

At St Joseph's we provide an enriching, educational environment by:

- having Jesus at the core of what we do as a Catholic school
- providing engaging, relevant and purposeful learning
- developing pedagogies that inform and influence the physical learning environment and cater for individual student needs
- working in partnership with students, parents, the parish and the wider community
- providing welcoming, safe and trusting learning spaces that celebrate and foster relationships and focus on student wellbeing
- ensuring that our staff are lifelong learners

At St Joseph's we nurture and celebrate lifelong learners by:

- fostering a love of learning
- valuing the whole child
- celebrating student achievements
- being models of lifelong learning and good values
- ensuring learning is relevant and authentic to the children and community of St Joseph's
- supporting students in developing lifelong social skills and skills in independence and responsibility
- providing scaffolding for success, encouraging student voice and challenging students to be the best they can be



### **St Mary of the Cross MacKillop ~ Cofounder of the Sisters of St Joseph's**

Our school acknowledges the history of the pioneering support of the Sisters of St Joseph. The Sisters of St Joseph's provided leadership at St Joseph's in 1954 until 1996. The first lay Principal, Mr Michael Hakendorf was appointed in 1997.

The Sisters of St Joseph began their work through the efforts of Mary MacKillop who started her work in Penola in the southeast of South Australia. The work of Mary continued to spread and other women joined Mary in her mission of love and service. This work continues today in various ministries in hospitals, the wider community, schools and parishes.

In 1869, Mary and the Sisters came to Port Adelaide and opened a school near the present K-Mart site. St Joseph's School Ottoway had very humble beginnings.

- 1954 two Sisters of St Joseph began classes in a small prefabricated Church for children in Years 1 to 3. Many of the children were from migrant families who had settled in the area.
- 1974 Preschool was available for 4 year old children.
- by 1975 classes were available for children from Year 1 to 7
- Building projects occurred in 1971, 1976, 1977, 1979, 1989, 1991, 1996, 2004, 2010 and most recently the Tenison Woods Centre.

As a school we will always be grateful for the pioneering efforts and sacrifice of the Josephite's. A dedicated lay staff now carries on the work of Mary MacKillop and the Sisters.

### ***St Joseph's Ottoway aims to educate young people in all dimensions of life by***

- ◆ developing the whole person - intellectual, moral, spiritual, religious, physical, and social capacities
- ◆ encouraging a lifelong searching for truth
- ◆ challenging students to become future leaders in the model of Jesus who came to serve
- ◆ inviting them to journey to personal Christian Faith
- ◆ drawing inspiration from the values of the Gospel
- ◆ inviting them to grow in responsibility and freedom
- ◆ recognising the unique presence of God in all people
- ◆ encouraging the pursuit of excellence
- ◆ being a place of celebration and reconciliation
- ◆ assisting them to develop the capacity for critical thinking
- ◆ preparing them to live and work in a world that values equality and solidarity among all people

(Adapted from *A Vision for Catholic Schools* - SA Commission for Catholic Schools)

## The School Emblem

Our school emblem was designed in 2009



This is from our previous emblem and symbolises Christ among us.



Hands represent our multicultural community here at St. Joseph's.



The dove symbolise peace.



This symbolise pages of a book and lifelong learners. It also symbolises the pages of the Bible the basis of our Catholic faith tradition.

**School Emblem ~ In All Things Love**  
**Our original emblem ~ In Omnibus Caritas**  
**This is the aim of our school**

## Parent Involvement

In educating students, St Joseph's School depends upon the development of good relationships between parents/caregivers and staff.

We acknowledge you as the first educators of your children and invite you to make an appointment to speak with your child/ren's teacher about any classroom issues, or with the Principal about general school matters that you need clarified.

We welcome parents/caregivers' involvement in the life of our school and you may consider volunteering in areas such as the following

- coach out of school hours sport
- provide classroom support
- help supervise children on excursions
- serve on the School Board
- join the Parents & Friends Committee
- help in the canteen
- stop for a tea or coffee with other parents at Parents and Friends morning tea

Catholic Education SA requires all volunteers to have a Department for Communities and Social Inclusion Screening before undertaking volunteer work in Catholic schools. There is no charge to have the Screening if this is done at our school.

In order to participate as a volunteer in our school you are therefore required to complete the following:

1. CEO Volunteer Application Package/Form
2. A Catholic Police Clearance or a Department for Communities and Social Inclusion Clearance
3. CESA Volunteer Declaration Form
4. Responding to Abuse & Neglect Training (either online or face to face here at school)

Department for Communities and Social Inclusion Screening

Each volunteer will also be required to attend a Volunteer Induction session. These sessions are held at our school. These are available from the school office.

## School Board

The School Board has responsibility for the overall wellbeing of its school. In practice this means that, in a spirit of partnership, Boards act in an advisory capacity to:

- develop policies that nurture the religious dimension and guide the direction of the school
- develop the relationship between the school and the local Church
- ensure that the academic standards of the school must be at least as distinguished as that achieved in other schools in the region
- support the administration of the school
- offer pastoral care to the school community
- protect children
- monitor buildings and grounds development and maintenance
- exercise financial stewardship of the school
- ensure compliance with legal obligations

## Structure of the Board

The Board consists of the Parish Priest, the school Principal as Executive Officer, elected parent members and a nominated representative of the staff and Parents and Friends.

## Parents & Friends Association

This group meets monthly - dates are announced in the school newsletter. Meetings are open to all interested parents and friends.

The Parents & Friends Association is a vital group within the school and provides much needed and valued financial and other support to the school.

It acts as a liaison between the school and the parents as well as raising funds to help the school in a number of areas.

The support and participation of all families is essential for the success of all activities held throughout the year.

## St Joseph's Curriculum

At St Joseph's School, we strive to provide high quality teaching and learning and an inclusive curriculum, which addresses the gifts, talents and needs of our students. Teachers work with the Australian Curriculum. The Australian Curriculum, Assessment and Reporting Authority (ACARA) leads national collaboration to produce the Foundation to Year 12 Australian Curriculum. The Australian Curriculum sets the expectations for what all young Australians should be taught, regardless of where they live in Australia or their background.

ACARA has developed Foundation - Year 10 Australian Curriculum in the following:

- English, Mathematics, Science, Humanities and Social Sciences, The Arts, Technologies and Health and Physical Education
- Arabic, Chinese, French, German, Indonesian, Italian, Japanese, Korean, Modern Greek, Spanish and Vietnamese
- Work Studies Years 9-10 (an optional subject designed to ready young people for work).

ACARA is continuing to develop F-10 curriculum for AUSLAN and classical languages.

Three key areas have been identified that need to be addressed for the benefit of both individuals and Australia as a whole. In the Australian Curriculum these have become priorities that provide students with the tools and language to engage with and better understand their world at a range of levels. The priorities provide dimensions which will enrich the curriculum through development of considered and focused content that fits naturally within

learning areas. They enable the delivery of learning area content at the same time as developing knowledge, understanding and skills relating to Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia or Sustainability. Incorporation of the priorities will encourage conversations between learning areas and between students, teachers and the wider community.

General capabilities are a key dimension of the Australian Curriculum. They encompass knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. They play a significant role in realising the goals set out in the Melbourne Declaration on Educational Goals for Young Australians (MCEETYA) 2008 that all young people in Australia should be supported to become successful learners, confident and creative individuals, and active and informed citizens.

The Australian Curriculum includes seven general capabilities. These are:

- Literacy
- Numeracy
- Information and communication technology capability
- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural understanding

Through the Australian Curriculum we aim to connect the curriculum to the lives, experiences and cultures of students at St Joseph's. Teachers develop ways for learners to understand, critically appraise, respond to and contribute to shaping their society. Using the Australian Curriculum teachers are provided with the flexibility to construct programs for their students, which suit their lives, and the changing world in which we live.

## Religious Education

The Religious Education Program at St. Joseph's School, Ottoway takes its foundation from the Catholic tradition, inspired by the goodness of God and with the person of the Risen Jesus as its central focus.

Religious Education is not confined to times of prayer and Religious Education lessons. Religious Education infuses the whole curriculum with gospel values and is a unifying force in this school. Religious Education engages 'the head, the heart and the actions' of the students.

The formal Religious Education Program is planned to use the Crossways, Religious Education Framework and consists of faith formative experiences such as reflections and prayer, participation in Liturgy, formal classroom lessons and whole school and class Masses.

The Crossways, Religious Education Framework focuses on 12 Key Ideas integrated over three learning strands: Believing, Living and Celebrating.

The Sacramental Program at St Joseph's Ottoway is organized through the school with the support of our local Church. The celebration of the Sacraments of the Rite of First Reconciliation, Confirmation and First Eucharist are also offered throughout the year. Parent participation and commitment is a prime focus.

## MITIOG - Made in the Image of God

The family community is the most important foundation for society, and is also the very basis of Church, for it is upon that community which the whole network of social relations is founded

As a result the Church considers serving and supporting the family to be one of its essential and most important roles.

Made in the Image of God (MITIOG) program is designed not to replace parents in this important role, but to support parents by providing a coherent, family curriculum firmly based on Catholic moral teaching.

At all stages, the information given is appropriate to the age of the students.

Made in the Image of God explores five key ideas:

Being Human: Students respond to the belief that we are created in the Image of God and called to demonstrate reverence for self and others.

Being Sexual:	Student's explore the belief that sexuality is integrated to the human person and develops an understanding of the teaching of the Catholic Church regarding human sexuality.
Health Awareness:	which presents detailed information on healthy practices for avoiding the spread of communicable diseases, such as colds and flu, chicken pox and also information on HIV/AIDS as well as the issues related to caring for all members of a Christian community.
Being Connected:	Students explore how God is revealed to us in and through relationships with family, friends and community, and demonstrate a respect for diversity.
Being Moral:	Children respond to the idea that we are called to be moral and investigate and apply the processes in Christian decision making.

## Specialist Programs

### English as a Another Language (EAL)

We have teachers who support students from Non-English Speaking Backgrounds (NESB). The EAL teachers work in conjunction with the classroom teachers to support children in their English language development, which includes oral language, reading, writing and listening skills across all curriculum areas.

### Information Communication Technology

All classrooms and specialist areas at St Joseph's School are networked and have on-line facilities. Students Year 3 – 6 have their own surface devise and Reception to Year 3 have a bank of iPads and laptops.

### Gabby Hamlyn Centre

The Resource Centre is the hub of the school where students have access to the very best literature as well as researching tools. This facility is open each lunch break as well as before school on most days. At St Joseph's School we provide the time and resources for successful learning.

Each class has a weekly lesson in the Gabby Hamlyn Centre and children are encouraged to borrow books from the Centre. Parents may also become borrowers if they wish to do so.

### Italian Language/Culture

Students from Reception to Year 6 participate in a 45 minute Italian lesson per week.

### Physical Education and Sport

Each class has Physical Education lessons taught by the classroom teacher. Children take part in fitness activities each day. Our year round school active wear uniform accommodates for children being physically active every day.

Depending on the availability of parents to assist with transport and supervision, students may have the opportunity to be involved in sports competitions.

Children are trained in track and field events and the school is involved in the Catholic Primary School Athletics Carnival.

St Joseph's School, Ottoway participates in the Sporting Schools Program. A variety of sports are introduced i.e. touch, table tennis, volley ball, dance.

### The Arts

Students from Year 3 to Year 6 have the opportunity to participate in Wakakirri performance each year. Wakakirri run's throughout Terms 2 to 4.

Opportunities are available for children in Years 4 to 6 to be part of the School Choir. Children in Years 4, 5 and 6 are encouraged to participate in the Catholic Schools Music Festival each year that performs at the Festival Theatre.

Individual weekly lessons are available on keyboard, piano, guitar and drums and parents are charged for these.

## Homework

Children from Years 3-6 are given written homework from Monday to Thursday of each week. Parents are requested to ensure that this homework is neatly done and that homework diaries are signed at appropriate times. The younger children are expected to read each evening and to learn weekly spelling lists and sight words.

## Reporting Procedures - Assessment

A Parent Information night is held early in Term 1 each year. Formal reporting of student progress is given on three occasions each year with the option of a fourth in Term 3 –

- Parent-teacher interviews - Term 1
- Interviews as requested early - Term 3
- Written Report - Term 2
- End of Year Written Report - Term 4

Parents are encouraged to approach the teacher if they have any concerns about their child's learning. Teachers may also, throughout the year, invite parents to discuss their child's learning needs.

## School Excursions / Incursions

Class teachers plan excursions / incursions as part of a total learning program and all children are expected to attend.

Written information about these excursions is sent home together with a permission slip to be signed and returned to the school. A Medical form is sent home at the beginning of each year and must also be completed and returned. **Unless written permission is received before the excursion, children will not be allowed to participate and will remain at school in another class.**

General permission forms issued at the beginning of each year seek parental permission for children to go on walks around the local area only or to go to the nearby oval to play on the playground or take part in sporting clinics.

## Playgroup

Friday mornings have been set aside for Playgroup for children. A parent or some other adult person must accompany children. Cost per child is \$2.00 per session to be paid on the day. The Playgroup takes place from 10.00 a.m. to 11.30 a.m. in the Preschool every Friday morning.

## Enrolment in Preschool

Children may start Preschool at the beginning of Term 1 or Term 3 each year.

Children will spend a full year in Preschool; January – December or July - June.

If your child turns four on or before April 30, they will start Preschool on the first day of Term 1 in that year. If your child turns four between May 1 and 31 October, they will start Preschool on the first day of Term 3 in that year.

Preschool sessions are Monday 8.45 am to 2.45 pm, Tuesday 8.45 am to 2.30 pm and Wednesday 8.45 am to 12.00 noon.

## Enrolment in Junior Primary Classes

Junior Primary encompasses the time children are in Reception to Year 2 classes.

The movement of children to Reception classes is as follows –

Children will start school on the first day of Term 1 or Term 3 each year. The start date will be the first day of Term 1 or Term 3. If your child turns five on or before April 30, they will start school on the first day of Term 1 in that year. If your child turns five Between May 1 and October 31, they will start school on the first day of Term 3.

## School Uniform

All students from Reception to Year 6 are expected to wear the correct school uniform. Parents are expected to ensure that children are wearing their correct uniform, particularly footwear. If a child is not in the correct uniform on any day, please send a note to the teacher explaining why.

GIRLS	BOYS
Navy shorts, skorts <b>OR</b> track pants with logo	Navy shorts <b>OR</b> track pants with logo
Long or short sleeved polo with logo	
School Jacket with school logo	
Plain white sport socks covering ankles ( <b>no logos or stripes</b> )	
Sport lace up shoes <b>OR</b> velcro shoes for JP ( <b>predominantly white or black</b> )	
Navy reversible hat with school logo (bucket style)	

**Each year we offer the students due to commence studies in Year 6 the opportunity to purchase a commemorative jacket and polo top.**

## School Hats

Hats - **to be worn all year round for excursions/all day events outside (ie sports day etc).**

Must be worn for all outdoor activities including play during Terms 1 and 4.

Hats may be worn but not compulsory during Term 2 and 3 for all outdoor lessons, Break 1 and Break 2.

(Refer to Cancer Council Guidelines)

NOTE: For OSHC, refer to their guidelines.

## Hair Styles

Hair colour and streaking is limited to 2-3 shades lighter or darker than a child's own natural hair colour and must be kept in a clean, neat and tidy manner. All hair longer than top of collar length must be tied back (ie pony tail).

### Hair Accessories

Headbands: pale blue or navy blue

Ribbons:

pale blue or navy blue

Scrunchies: pale blue or navy blue

Clips/Clasps:

blue, brown or black only

Hair Ties: pale blue, navy or natural hair colour

## Optional Accessories

### Sunglasses

At the wearer's risk; they must be sun-safe, and the lenses made of plastic (not glass).

### Winter Coat/Parka/Spray Jacket

Navy blue (available from the Uniform Shop), bright (eg yellow) raincoats/jackets may be worn by students walking to and from school ONLY for visibility purposes. An additional outer garment for extra warmth may be worn if it is plain navy blue.

### School Bags

St Joseph's school bags are available through the uniform shop and are encouraged but are not compulsory. Predominantly plain blue or black school bags (no large logos).

### Other Options

A thin gold or silver chain with a religious symbol may be worn **under clothing, at the child's own risk**. Watches and Medic Alert identification may be worn. Earrings – only small studs may be worn (birthstone, gold or silver) – limited to ONE per ear. Scarf, Gloves and Beanie - Navy and/or Pale Blue.

### NOT PERMITTED

- unusual cuts/styles, rats' tails, shaved heads, patterned cuts, colour patterns
- cuts less than a 'Number 2'
- use of coloured gel or hairspray
- fashion accessories (including Bangles, bracelets, rings)
- make-up of any kind (including nail polish)
- any body piercing jewellery (including clear studs) other than approved earrings
- acrylic nails

## Lost Property

All items of clothing should be **clearly marked** with the student's name. This also applies to footwear and lunch boxes. Property that is found will be stored in the Lost Property Box in the School Office for one term.

## Supervision at School

The Principal and teachers have a legal responsibility for the supervision of children on the school premises during normal school hours.

Staff accept responsibility between 8.25 am and 3.20 pm (3.05 pm on Tuesdays) and provides supervision in the yard before school, at Break 1, Break 2 and after school.

Parents are asked to ensure that children are not at school outside of these times. If school staff find that children are early they are checked into Out of School Hours Care and parents will receive an account.

During school time the gate on Rosewater Terrace is locked so people must enter via the Ina Avenue gate.

The school gates are locked after school hours for safety and security and also to prevent vandalism of school property. The unauthorised use of school grounds is prohibited.

## Play Yard

In the school play yard, the basic rules are that children are to feel safe and to allow others to feel safe. Respect for the rights of others is fundamental. Teachers provide supervision of the play yard during school hours. Children are not to leave the play yard for any reason without permission. If there are any difficulties in the play yard, children should go to the teacher on Yard Duty. Children are not permitted to play on the basketball courts, oval or playground before or after school.

## School and Office Hours

### School and Office Hours

Office Hours	<b>8.25 am – 3.30 pm</b>	School Hours	<b>8.45 am – 3.00 pm</b>
<b>Tuesday</b>	<b>2.45 pm to allow for staff Professional Learning</b>		

Staff are on duty from 8.25 am – 3.20 pm except on Tuesdays 8.25 am – 3.05 pm

<b>Break 1</b>	11.00 am – 11.30 am	<b>Break 2</b>	1.30 pm – 2.00 pm
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### Preschool Hours

Monday	<b>8.45 am – 2.45 pm</b>	Tuesday	<b>8.45 am – 2.30 pm</b>
Wednesday	<b>8.45 am – 12.00 pm</b>		

### Out of School Hours Care Times

Morning	<b>7.30 am – 8.30 am</b>	Afternoons	<b>3.00 pm – 6.00 pm</b>
Tuesday	<b>2.45 pm – 6.00 pm</b>		

### Contact Details

School Office	<b>8447 4969</b>	School Fax	<b>8241 0380</b>
OSHC Program	<b>0437 863 067</b>	Website	<a href="http://www.stjotito.catholic.edu.au">www.stjotito.catholic.edu.au</a>
Email	<a href="mailto:info@stjotito.catholic.edu.au">info@stjotito.catholic.edu.au</a>	Skoolbag App	

## Absenteeism

If your child is sick or unable to attend school for some other reason, please either use the Skoolbag App, email or phone the school by **9.30 am**. A note to the child's teacher the day he/she returns to school is also required.

## Late Arrivals

If your child is late to school, he or she must first go to the office to sign the **STUDENT IN/OUT REGISTER**.

## Taking Children Out of School During School Hours

If you need to take your child out of the school grounds for any reason during school hours you are required to report to the office first and sign the STUDENT ON/OUT REGISTER that your child is leaving with you. Children needing to leave the school for any appointments must be accompanied by an adult - either parent or an adult approved by the parent.

If you bring your child back to school after an appointment you are required to report to the office and register the time your child returned to school.

## Out of School Hours Care (OSHC)

St Joseph's School operates an Out of School Hours Care (OSHC) service for before and after school care during school terms.

Children must be booked into care and individuals must enter into an arrangement with the service on the planned arrangements for care of a child. The only type of agreement that can enable families to receive Child Care Subsidy or Additional Child Care Subsidy is called a 'Complying Written Agreement' (CWA).

Session charges apply for use of the service and the fee structure is available on request. Enrolment notices will be submitted weekly and invoices will be issued.

In order to access subsidies for the cost of care individuals are required to create or access their Centrelink online account via [www.my.gov.au](http://www.my.gov.au) to lodge a Child Care Subsidy Claim for their child.

Children on the school premises outside of the previously stated school yard supervision times will be placed in the service.

- Individuals who have entered into a CWA with the service will be charged the relevant session rate through the service billing system, SPIKE and subsequently is eligible to access Child Care Subsidy from Centrelink for the provision of care
- Individuals who have not entered into a CWA with the service will be charged at a rate of 200% of the relevant session rate through the School's school fee billing system and subsequently is not eligible for access Child Care Subsidy from Centrelink as this is not an approved agreement.

## Newsletter

Fortnightly newsletters are uploaded on the webpage and on the Skoolbag App on **Wednesdays**. We also email the newsletter to families that have provided an email address. The newsletter contains important information relating to the school and to coming events. On some occasions the newsletter contains forms to be returned to your child's teacher. Any notes to be put in the newsletter should be handed in to the school office by Monday 3.00 pm. The newsletter is translated into Vietnamese. If you require a hard copy, please inform the front office.

## Fire Drill / Lock Down

The school has a policy for evacuation of the school in an emergency. This is on display in all rooms. The procedure is practised with the children at least once a term. There is also a disaster plan in place in case of a major emergency, e.g. chemical spill.

## Dental Clinic

Our school is associated with the Dental Clinic at Butler Avenue, Pennington and all children from the school have free access for dental treatment. For more information telephone the Dental Clinic on 8447 6949.

## Child and Youth Health

All children beginning in Preschool are given a Health Screening by the Child and Youth Health Nurse.

## Infectious Diseases

Parents are requested to notify the office if their child/children contract an infectious disease. They are also expected to keep their child/children home from school during the infectious period.

## School Parking

St Joseph's is situated in a suburban street, which can make the movement of traffic difficult during peak school pick up times. To ensure that the students are safe during this time teachers are on duty ensuring the safe use of the school crossing (at the front of the school on Ina Avenue) and at the 'Kiss and Drop' Zone (at the rear of the school on Rosewater Terrace).

The 'Kiss and Drop' Zone is in operation from 8.25 am - 8.45 am and 3.00 pm - 3.20 pm. Once the car has moved into the 'Kiss and Drop' Zone the children move quickly and safely in or out of the car and cars move off. During these times parents and carers are only able to drop off or pick up their children. The 'Kiss and Drop' Zone is for the convenience of parents and carers, so they don't have to get out of the car when picking up or dropping off children. You can only wait in your car with the engine running for a couple of minutes, if the children haven't arrived in that time please do a lap of the block and then return to the 'Kiss and Drop' Zone to pick them up. Adults **MUST not** be getting out of the car. This ensures the smooth movement of vehicles along the streets and prevents congestion at intersections near the school. It also ensures that the children are safely moving to and from the footpath and cars.

Parents are asked to park in either Ina Avenue or Rosewater Terrace. All are welcome to come into the yard once cars have been parked.

***This precaution is for the safety of your children.***

In bringing or collecting children from the school, parents are asked to observe the road rules of not parking in driveways or double parking. Observation of speed limits near the school is expected.

## Collecting Children After School

In the interest of their safety, children are to wait inside the school gates on Rosewater Terrace and Ina Avenue after school. When children see their parents have parked on the same side of the road as the school gates, they are permitted to leave the school grounds and walk to their car. For parents who have parked on the other side of the road, we ask that you leave your vehicle and come and collect your child/ren. A teacher will be on duty supervising the collection of children.

## Change of Address and Emergency Contacts

Parents are asked to notify the school office of any change of address or phone numbers and any change in emergency contacts to ensure these records are kept up to date.

## Canteen

All parents are asked to assist in the running of the Canteen through assisting in serving occasionally. If you can assist as a volunteer, please let the Canteen Supervisor know or respond to the forms sent out with the School Newsletter from time to time. Price lists are published and sent home for reference. The Canteen operates on a policy of providing healthy foods.

## School Fees

The financial running of the school relies heavily on the payment of school fees.

If difficulty is experienced in the payment of fees, parents are asked to make an appointment to speak to the Bursar.

Families approved for School Card by the Department of Education and Children's Services will receive a reduction in school fees.

School fees are set by the School Board and are subject to change from year to year. Fee accounts are sent out three times a year in Terms 1, 2 and 3.

Children commencing part way during the year will be charged school fees prorated based on the number of weeks attended. A fee account will be sent on commencement and then each term as required. (Please see School Fee Structure leaflet)

## Building Levy

Each family is expected to make a family contribution to the buildings of the school. This is a compulsory fee.

## School Card

The School Card Scheme is a State Government initiative. It is a means tested scheme to provide assistance for full time students of low-income families towards the cost of schoolbooks and other school charges.

Applicants applying for School Card assistance must complete a School Card application Form ED003A and make a signed DECLARATION that the family gross income for the last financial year is within the School Card income limit.

More information is available from the school office.

## Composite Fee

The Composite Fee is charged to cover the cost of consumable materials such as stationery and textbooks and other costs incurred by children's participation at school. It also includes costs for excursions, student insurance and Ambulance SA Levy. This fee is charged in first term.