

# 2025 Parent Handbook

- Transition to Year 12

## St Joseph's Catholic College



*Vision - A dynamic Christ-centred community of learners nurturing holistic development through*

- *Respect*
- *Resilience*
- *Relationships*
-

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## Staffing

There are approximately 60 staff working at St Joseph's Catholic College from Little Joey's to our Secondary Campus.

Leadership Structure:

**Principal:** Mrs Sunniva Antonucci  
**Deputy Principal:** Mrs Amy Agnew  
**Leader of Wellbeing & Pastoral Care:** Ms Emily Wardeiner  
**Leader of Teacher & Learning Primary:** Ms Natalie Walker  
**Leader of Teacher & Learning Secondary:** Mrs Rachel Hand  
**Business Manager:** Mrs Rowena Irlam  
**Librarian:** Mrs Lisa Goonan

Primary class teachers and secondary homeroom teachers will be allocated to classes and parents/guardians advised Day 1 of Term 1.

## 2025 Term Dates

<b>St Joseph's Catholic College</b> <b>2025 Terms and Holidays</b>			
	<b>Begins</b>	<b>Ends</b>	<b>Length</b>
Term 1	Thursday 30 <sup>th</sup> January	Friday 4 <sup>th</sup> April	10 weeks
<b>Holidays</b>	<b>Monday 7<sup>th</sup> April</b>	<b>Friday 11<sup>th</sup> April</b>	<b>1 week</b>
Term 2	Monday 14 <sup>th</sup> April	Friday 20 <sup>th</sup> June	10 weeks
<b>Holidays</b>	<b>Monday 23<sup>rd</sup> June</b>	<b>Friday 11<sup>th</sup> July</b>	<b>3 weeks</b>
Term 3	Tuesday 15 <sup>th</sup> July	Friday 20 <sup>th</sup> September	10 weeks
<b>Holidays</b>	<b>Monday 22<sup>nd</sup> September</b>	<b>Friday 3<sup>rd</sup> October</b>	<b>2 weeks</b>
Term 4	Monday 6 <sup>th</sup> October	Friday 11 <sup>th</sup> December	10 weeks
<b>Holidays</b>	<b>Monday 15<sup>th</sup> December</b>	<b>2026 - Date to be advised</b>	-

## College Bell Times

<b>PRIMARY SECONDARY</b>			
8:15 am	Warning Bell	8:15 am	Warning Bell
8:30 am	1 <sup>st</sup> Session	8:20 am	Home Room
		8:30 am	1 <sup>st</sup> Period
		9:30 am	2 <sup>nd</sup> Period
10:30 am - Recess			
11:05 am	Warning Bell	11:05 am	Warning Bell
11:10 am	2 <sup>nd</sup> Session	11:10 am	3 <sup>rd</sup> Period
		12:10 pm	4 <sup>th</sup> Period
1:10 pm - Lunch			
1:40pm	Warning Bell	1:40 pm	Warning Bell
1:45pm	3 <sup>rd</sup> Session	1:45 pm	5 <sup>th</sup> Period
2:45 pm - Home Bell			

## Office Hours

The College office hours are from Monday to Friday from 8:00 am – 4:00 pm Monday to Friday (unless otherwise notified). Please check our website and Facebook page regularly for hours over term breaks etc.

## College Photo Day

The College photo day is held early Term 1 each year. Information will be emailed home to the parent/guardian approximately 2 weeks prior to the photography.

The preference of our school is that all orders and payments be made online, as this reduces the administration and associated security issues related to the return of cash and envelopes on photo day. To ensure that all parents are catered for, orders can also be placed in the traditional manner using an order envelope and these will be available from the office if required.

*Sibling/Family Photos* can be ordered online or via envelope. To ensure a smoothly run photo day, online orders for *Sibling/Family Photos* will be cut off at 12.00 a.m. the night before our photo day to allow a list of students that require sibling/family photographs to be compiled. Sibling photos can still be ordered after the online cut-off date by collecting an envelope from the office and returning the envelope on photo day with your payment enclosed.

All online orders should be placed on or before our day of photography.

Correct money **MUST** be enclosed in order envelopes  
**NO CHANGE** is available from the photographers or the College Office on the day

## Partnership – School and Home

Parents are the first educators of their children. When children come to school a new partnership in their child's education begins. This partnership between home and school is essential for the child's balanced journey of growth in all areas of learning: physical, spiritual, emotional and psychological. At St Joseph's Catholic College we seek to develop this partnership through good communication.

## Religious Education

The programs used by teachers from Transition to 10 are developed through the NT Catholic Education Office. All students enrolled at St Joseph's Catholic College are expected to participate fully in these classes. College prayer will be held every week at 8.20 am on the last day of the school week. Classes will take turns to lead this prayer time. Parents and Guardians are most welcome.

As a Catholic school we offer Religious Education classes in Years 11 & 12 – Stage 1 and stage 2 of Religion Studies.

## College Administration

St Joseph's Catholic College is a rural systemic school which is part of the Catholic Education Office of Darwin. The Principal is the Administrator of the College and is assisted by a School Leadership team, consisting of the Deputy Principal, Assistant Principal Religious Education and Leaders of Teaching & Learning. A College Board, with parent representation, acts as an advisory body to the Principal.

## Sacramental Programs

The Sacraments of Reconciliation, Eucharist and Confirmation are parish based. St Joseph's Catholic College supports and assists with the sacramental formation programs initiated by the parish. Students also complete work on the sacraments during their religious education classes.

## Class Grouping

St Joseph's Catholic College is essentially a school with multiage class grouping in the primary and year level grouping in the secondary.

Each year students are mixed to create new groupings for the best learning environments and take into account various needs for students. These groups are established by the class teachers who know the children. Parents are encouraged to share any information they have about their child that will help staff make this decision. The final decision for the placement of students remains with the Principal.

Class lists for the beginning of each academic year are displayed in the College Office by the Friday of the week before school is due to commence. Please phone ahead if in doubt.

## Primary Breaks

### Water Bottles

All students are to bring a *labelled* water bottle to school so that they can keep it in the fridge and use it during class time. A drink bottle is also necessary during PE lessons.

### Fruit Break

Please ensure your child brings a piece of fruit or vegetables or a small tub of yoghurt to have for fruit break. We have fruit break every day at approximately 9.30am.

For students in Transition and Year 1 please speak to your child about their lunchbox and discuss with them what is to be eaten for recess and what is to be eaten for lunch.

### Canteen

The College operates a healthy eating canteen daily. Orders with the child's name and class should be written on a bag, money is to be included and the bag placed into the crate in the classroom. Wherever possible, correct money should be used. Parents are now also able to place orders online using the QuickCliq system. Please see details on this system below. Over the counter sales are available at recess and lunch. The canteen endeavours to supply nutritious lunches. Including fruit and fruit juices, crunch lunches, cheese, sandwiches and hot foods. A price list is sent out at the start of each term.

No credit is available from the canteen unless organised by parents directly with canteen staff. Students who have forgotten their lunches need to go to the Administration Office and obtain permission from their parents to purchase food. A permission note will then be issued to the canteen.

Volunteers are always welcome to assist in the canteen.

Students who bring lunches to school are advised to:

- Mark lunch boxes and bottles clearly (refrigeration is available).
- Years T – 6 have a supervised eating time for both recess and lunch..



Welcome to QuickCliq  
ORDER YOUR CHILD'S MEALS ONLINE

New to QuickCliq? SIMPLY REGISTER AT:  
[www.quickcliq.com.au](http://www.quickcliq.com.au)

Select **SIGN UP** and fill out your details to register  
Once you have an account, log in & select **ADD STUDENT** and enter in your child's details: Name, School, Year, Class & Teacher.  
**TO ORDER:** Select **MEAL ORDER** from your account homepage.

The screenshot shows the QuickCliq online ordering interface. It is divided into several sections: 'Select a Child', 'Select a Date', 'Select Meals', and 'Confirm Order'. Annotations with arrows point to specific elements: 'Step 1 - Select Child' points to the 'Please select a child' dropdown; 'Step 2 - Select Date from drop down calendar' points to the 'Please select the date you are ordering for' dropdown; 'Step 3 - Select your items from the various break options. Click ADD TO CART' points to the 'ADD TO CART' button; 'Step 4 - Click PAY & PLACE ORDER' points to the 'PAY & PLACE ORDER' button. The 'Select Meals' section shows options for 'First Break' and 'Second Break' with items like 'Recess Stems', 'Crunch Lunch', and 'Fruit Break'. The 'Confirm Order' section shows a summary of the order and a 'Sub Total \$10.00'.

PLEASE PLACE YOUR ORDER BEFORE THE CUT OFF TIME  
If you need any assistance ordering online, please contact QuickCliq - 1300 11 66 37 or [info@quickcliq.com.au](mailto:info@quickcliq.com.au)

## Finance

### **Financial Information**

It is a requirement of Catholic schools in the NT to charge fees and fundraise due to the percentage of government funding they receive.

Invoices will be issued to families covering tuition fees, student levies, and a Parent & Friends' levy once a year. We also request and appreciate a tax deductible building fund donation to help in the ongoing renewal of buildings.

### **Payment Arrangements**

Several options exist in regard to the payment of the above mentioned invoices. If all fees are paid in full by the end of February, a 5% discount on tuition fees is granted. Instalments of tuition fees, student levies, Parent & Friends levy and the building fund donation are payable on receipt of each invoice.

Payments can be made at the front office between 8.00am and 4.00pm. We accept cash, cheque and EFTPOS. Arrangements for regular payments on a weekly / fortnightly / monthly basis can be organised.

### **Bank Account Details:**

Account Name: St Joseph's Catholic College, Katherine NT  
Bank Name: National Australia Bank, Katherine NT  
BSB: 085-933  
Account Number: 398651443

If you are interested in this method please contact the Finance Officer.

Fees can also be deducted directly from fortnightly Centrelink payments. If you are interested in this method please contact the Finance Officer for a form.

St Joseph's Catholic College Board has approved procedures that ensure school fees are collected by the end of each school year.

### **Discounts that apply:**

2 <sup>nd</sup> child	5% off each child's <i>Tuition Fee</i>
3 <sup>rd</sup> child	10% off each child's <i>Tuition Fee</i>
4 or more children	33% off each child's <i>Tuition Fee</i>

*Fees are reviewed during Term 4 of each year in accordance with CEO policy*

## Communication

### **College Newsletter**

Newsletters & Community Announcements are emailed to families every three weeks. Other notes are sent home from time to time for excursions, important events, etc. Please check your emails, child's school bag and diaries regularly for these notes.

If you would like the College newsletter emailed to you please contact the Front Office. The newsletter can also be accessed on the College website at [www.stjoeys.college](http://www.stjoeys.college)



If you change your email address at any time throughout the year, please advise the office ASAP.

### **Facebook**

The College has a very active Facebook page, <https://www.facebook.com/StJosephsCatholicCollege> and we encourage all families to “like” our page. We post about upcoming events, student and staff achievements and daily happenings at the College including camps and excursions.

### **College Website**

The College website is [www.stjoeys.college](http://www.stjoeys.college) and is updated on a regular basis and is a very useful reference for both current and prospective families. It offers information on our College Community, our staff, the academic and pastoral care programs offered, calendar of events and employment opportunities. The website is also used to help parents / guardians book their 3 Way Interviews in Terms 1 and 3.

### **Assemblies**

#### **Friday College Prayer**

Our College community begins each week with College Prayer on Friday at 8.30am. This is attended by all students and staff of the College in the Hall. Each class takes a turn at leading the College prayer.

#### **Friday Primary Assembly**

Primary assembly is held every other Friday at 8.45 am in the college hall following the College Prayer. It is led by the Primary College Captains. Classes take turns presenting assembly items and class awards are presented. The Principal/Deputy Principal addresses the students and issues principal awards.

#### Friday Secondary Assembly

Secondary assembly is held every other Friday at 8.45 am in the college hall following the College Prayer. It is led by the College captains. Classes take turns presenting assembly items and class awards are presented. The Principal/Deputy Principal addresses the students and hands out principal awards.

### **Family Records/Contact**

Records need to be kept current. We ask that you notify the school of any change in address, telephone numbers, child’s health or family situation. Information on file is regarded as confidential.

Parents are the first educators of their children and therefore it is important for parents and College staff to develop positive relationships. To enable us to help your child please keep us informed of any of the following:

- Major illness
- Difficulties at home, emotional or otherwise
- Loss of loved ones
- Anything worrying your child
- Behavioural changes
- Intended moves/shifts/deployments
- Job changes

## **Parent/Teacher Communication**

Parent/Teacher Interviews are formally held in Term 1 and 3. Parents and Teachers are both encouraged to communicate with each other on a regular basis to support student/teacher relationships. This communication is encouraged through the student diary or via email.

Student files are collated throughout the year and remain the property of St Joseph's Catholic College. Files are available for viewing by parents upon request.

### **Transition to Year 6**

#### **Term 1**

- In Week 2 of Term 1, each class teacher holds a Parent Information Evening. During this evening the teachers will hand out a Curriculum Overview. This overview contains a summary of the learning that will occur in each Learning Area (subject).
- In Week 9 of Term 1, each class teacher will hold a Three Way Interview (Student/Parent/Teacher). At this interview, students' learning goals are discussed and the student's progress with their goals.

#### **Term 2**

- A curriculum overview is provided to parents in Week 3 of this term. At the end of this term an A-E Student Progress Report is sent home.
- Parent/Teacher interviews are available on request from either the teacher or the parent.

#### **Term 3**

- In Week 9 of Term 3, each class teacher holds a Three Way Interview (Student/Parent/Teacher). At this interview, students' learning goals are discussed and the students' progress with their goals.
- A Curriculum Overview is provided to parents in Week 3 of this term.

#### **Term 4**

- A curriculum overview will be handed out to parents in Week 3 of this term. At the end of this term an A-E Student Progress Report is sent home.
- Parent/Teacher interviews are available on request from either the teacher or the parent.

### **Years 7 to 12**

#### **Term 1**

- In Week 3 of Term 1 the middle school teachers hold a combined Parent Information Evening during which parents receive a curriculum overview for each learning area and have the chance to meet with the teachers on an informal basis.
- Parent/Teacher Interviews are held. These interviews are 10 minutes in length and are available on request from either the Parent or Teacher.
- At the end of this term each student receives an interim progress report. This report will give an indication of how the student has settled into the new school year.
- Parent/Teacher interviews are available on request from either the teacher or the parent.

#### **Term 2**

- A curriculum overview for each Learning Area is sent home in Week 3 of this term.
- At the end of this term an A-E Student Progress Report is sent home.

#### **Term 3**

- A Curriculum Overview for each learning area is sent home in Week 3 of this term.
- Parent/Teacher Interviews are held. These interviews are 10 minutes in length and are available on request from either the parent or teacher.

#### **Term 4**

- A Curriculum Overview for each learning area is sent home in Week 3 of this term.
- Parent/Teacher interviews are available on request from either the teacher or the parent.
- At the end of this term an A-E Student Progress Report is sent home.

## Expectations

As Pope Francis recently stated, “Parents themselves enjoy the right to freely choose the kind of education – accessible and of good quality – which they wish to give their children in accordance with their conviction.”

Certain expectations are therefore made on the basis of St Joseph’s being a Catholic College and these are clearly explained during the enrolment interview/process.

It is expected at St Joseph’s Catholic College that all members of our community will treat each other with respect, listen to each other and encourage each other to participate in learning and College activities.

Catholic schools play a vital role in assisting parents in their duty to raise their children. Catholic schools should be encouraged in their mission to help students grow into mature adults who can view the world with the love of Jesus and who can understand life as a call to serve God.

### **Staff**

In order to build a Christ-centred community we ask that all staff:

- Model the Christian values in all College relationships.
- Work to provide relevant and meaningful programs that create a relaxed and challenging environment for learning.
- Continue to review and develop effective approaches to support students to be personally responsible for their behaviour.
- Endeavour to provide a safe, healthy and supportive environment for all students, recognising that each student is a unique individual.
- Maintain and encourage regular communication with parents.
- Maintain a positive presence with students beyond the classroom and help them be successful in school and life.

### **Parents**

Parents of students at St Joseph’s Catholic College are recognised as the primary educators of their children. Their involvement in the College is recognised both as a right and an obligation.

We ask parents to:

- Respect the Catholic nature of the College and to support the school in the activities that help to develop the spiritual life of students eg. prayer, Religious Education Programs, liturgies.
- Ensure that their children attend school well-presented and in full College uniform.
- Ensure that students comply with all attendance requirements as stated on the enrolment form and in the school diary.
- Ensure that the newsletter and all school communication is read.
- Ensure that the student diary is read and signed as required.
- Support the College in its efforts to develop academic excellence in its students through regular communication, attendance at 3 Way Interviews and meetings requested by specialists along with ensuring completion of set homework.
- Support school functions.
- When and if leaving St Joseph’s Catholic College complete a Student Leavers Form supplying required information (e.g. date of exit, forwarding address/contact numbers and destination school etc)
- Support the school when disciplinary measures are deemed necessary in regard to their own child’s behaviour choices.

- Collect departure forms from the College office ASAP if known that a student is leaving. A *Student Departure Form* is used to have Library/Textbooks Returned & School Fees Finalised.

### **Students**

#### **Students are expected to:**

##### ***Vision***

- Accept the College's vision of Respect, Resilience and Relationships;
- Treat each other, all staff and visitors with respect;
- Look after my possessions and respect the College environment by helping maintain grounds, buildings and furnishings;
- Develop resilience and form healthy relationships with peers and staff members.

##### ***Religious Dimensions***

- Participate fully in all College religious and spiritual activities/events including prayer, class programs, retreats and liturgies.

##### ***Create a Learning Environment***

- Assume responsibility, with the help of my teachers and parents, for my own work, study, handing in assessments, homework by the due dates and completing all class tasks;
- Respecting times and places of quiet study;
- Participating in discussions as required.

##### ***Attendance***

- Attend school regularly and punctually.

##### ***Participation***

- Create a community spirit by support of all College functions and by showing an interest in and an awareness of students at other year levels within the College;
- Take part in all excursions, retreat experiences, camps and other outings, as determined by the College curriculum;
- Witness to Christian values by their lifestyle within and beyond the College community;
- Support the work of the Student Representative Council (SRC).

##### ***Travel***

- Act politely and in a co-operative way, while at school and while travelling to and from school.

##### ***Uniform***

- To be neatly dressed on school days in the complete College uniform, including travelling to and from school; during sports/PE lessons in the complete sport uniform.

### **Supervision**

- The College provides supervision on campus from 7.50am before school. Students are supervised at bus and car pick up areas after school until 3.00pm and if not collected by this time are taken to the Front Office.
- The College provides supervision of all class and non-class activities to provide a safe environment for all children.
- The College provides opportunities for all staff to review the practices at the College in regards to curriculum and pastoral care.

### **Practical Matters**

- Parents will be expected to pay fees and capital costs are included in fees.
- In case of financial hardship, parents are urged to discuss matters confidentially with the Principal.

- The school does not accept liability for damage or loss of any personal possessions of students. *Insurance cover for student's personal possessions is the responsibility of the parents.*
- Parents are urged to insure their child/children against accidents using one of the insurance schemes available.

## Students Personal Responsibility

St Joseph's School Wide Positive Behaviour Matrix allows for development through Respect, Resilience & Relationships.

In the classroom it is expected that students will:

- Respect the rights of others at all times.
- Follow the appropriate rules set by the teacher and their class.
- Act in such a way that they facilitate learning for themselves and others.
- Be active listeners and participate.
- Treat each other with mutual respect.

In the playground students are expected to:

- Play in a sensible and safe way and respect the rights of others.
- Respect and look after playground equipment and gardens.

In regard to safety:

- Students have the right to both physical and emotional safety in their school environment. Harassment and bullying will not be tolerated.
- Students are required to behave in a way that will ensure the safety of themselves and others.
- In the interest of personal health/safety and the welfare of others, no dangerous substances, alcohol, cigarettes and/or articles should be brought to school.
- All equipment and facilities will be used in a safe and responsible manner.
- All students who ride to school are required by NT law to wear a helmet.

Any form of serious violence will result in the Principal or Deputy Principal contacting parents/guardians and the student being suspended from school in accordance with the School Wide Negative Behaviour Consequence Table (outlined in the student diary). A re-entry interview will then be held.

Any suspensions or expulsion will be in accordance with the Policy of the Darwin Catholic Education Office

## College Uniform

The Uniform Policy of St Joseph's Catholic College addresses the total appearance of the student travelling to and from the College and while at the College. The uniform is seen as an external statement of the discipline of a student. As such the uniform presents the College to the public and ensures a positive image in line. The uniform eliminates any consciousness of wealth or class distinction.

### Requirements

The Uniform Policy is approved by the College Board. All students are to comply with the Policy in all its requirements. The policy will be enforced as written, however, students will be reminded of what the College does expect. All uniform items, apart from shoes and socks, are available from the Administration Office.

### Winter Uniform

Students in Transition to Year 9 may wear a College Jacket and/or plain black track pants/black business pants during the colder months. Students in Years 10 to 12 can wear long black College Pants and College Jackets.

Uniform Code – Transition to Year 6		
GIRLS UNIFORM		BOYS UNIFORM
Bottle green check dress (optional) or		Primary – polo shirt
Primary – polo shirt		College Black shorts
College Black shorts		College Hat
College Hat		Black Socks
Black Socks		Plain black shoes
Plain black shoes		House polo shirt & black shorts (PE day only)
House polo shirt & black shorts (PE day only)		
College Jacket		College Jacket
Uniform Code – Year 7 to 9		
GIRLS UNIFORM		BOYS UNIFORM
Middle School – polo shirt		Middle School – polo shirt
College Black shorts		College Black shorts
College Hat		College Hat
Black socks		Black socks
Plain black shoes		Plain black shoes

House polo shirt & black shorts (PE class only)		House polo shirt & black shorts (PE class only)
College Jacket		College Jacket
<b>Uniform Code – Year 10 to 12</b>		
<b>GIRLS UNIFORM</b>		<b>BOYS UNIFORM</b>
Senior College Blouse		Senior College Shirt
College Black shorts		College Black shorts
Black socks		Black socks
Plain black shoes		Plain black shoes
House polo shirt & black shorts (PE days only)		House polo shirt & black shorts (PE days only)
College Hat		College Hat
College Jacket		College Jacket

## Student Appearance and Grooming

### Hairstyles

The hair of all students must be clean, neat and tidy.

- Hair must not fall or obscure the face.
- If hair is longer than the top of the folded collar it must be tied back (male or female).
- Unusual cuts or styles will not be allowed.
- Hairnets may be required in instances, for safety.
- Inappropriate hair variations including coloured dyes/hairspray or gel are not allowed.

### Other Requirements

- Make-up or nail polish is not allowed.
- A simple gold or silver chain with one religious pendant may be worn.
- Bangles/bracelets/anklets are not to be worn.
- Earrings - only small plain studs or sleepers are allowed and no more than one must be worn in each ear lobe.  
No other face piercings are allowed.
- Rings – only one plain ring to be worn – no bling
- The College hat is compulsory for any activity in the sun.
- Sunscreen - students are encouraged to use sunscreen 30+ when outside.
- Watches may be worn.
- Body piercings or tattoos are NOT permitted e.g. nose studs, spacers.
- Any existing body art must be covered
- Males are to be clean shaven

### Observance and Interpretation

- All students are to observe the full Uniform Policy requirements travelling to and from school as well as at school. The uniform may be required at other official functions.

- The Principal has the final decision on any interpretation of this policy.
- Students failing to observe this policy will receive one caution and then a note will be sent home to parents. Refusal to comply with the policy in all its aspects will result in disciplinary action and, in extreme cases, the student being suspended until such time as the Principal is assured that the policy will be adhered to.

#### School Bags

- Students will require a school bag.

## Use of Technology in the Primary Area

Whilst technology is used widely and effectively in the classrooms to support learning, before lessons in the morning and after classes in the afternoon, are device free times.

Limiting the times that devices can be used will hopefully encourage the overall physical activity levels of our children and young adults, leading to numerous lifelong physical and mental health benefits. In addition, some devices brought to school by primary students are internet enabled, and therefore teachers are unable to guarantee what sites are being accessed.

We ask parents to support us in this matter and if there are any concerns, please make contact via the Administration Office.

## Lockers

Secondary students are supplied with their own locker. All students must have a lock for their lockers and to keep it locked when not using it. All bags must be left in lockers for the duration of the day.

We ask that key style locks are used (not combination locks) and that a spare key for the lock is left in their enrolment file at the front office for use in emergencies.

## Mobile Phones at School

Students who bring their mobile phone to the College must abide by the following procedure:

1. Mobile phones are not to be used during or between classes. If a phone rings or beeps in class it will be confiscated as per the College Mobile Phone Policy.
2. Use of the mobile phones for educational purposes remains at the individual discretion of the classroom teacher in the classroom.
3. Mobile phones may be used at recess and lunch times – for Year 10-12 only.

The device is to remain the students responsibility at all times. The College is in no way responsible for loss or damage to mobile devices.

## (BYOD) Bring Your Own Device Program

The St Joseph's Catholic College Bring Your Own Device program aims to enhance student learning experiences both in and out of the classroom. St Joseph's Catholic College provides considerable freedom to students in their choice of technology and in their use of technology in the classroom. The College does so with the expectation that they will make good decisions with regard to their personal use of technology.

This Bring Your Own Device User Charter must be agreed to and signed before students are permitted to bring their device to College and connect it to College facilities.



Students and parents/carers must carefully read the College Charter prior to signing it. Any questions should be addressed to the College and clarification obtained before the Charter is signed.

## Lost Property

To help us identify lost property, we ask that you print your child's name clearly on his/her property. A lost property container is kept in the front office. Parents/guardians and students are asked to check there whenever items are missing. At the end of each term, unclaimed articles are forwarded onto St Vincent de Paul Shop.

## Attendance

All students are expected to attend school on all designated school days. Attendance at camps, retreats, sporting carnivals, the Secondary Thanksgiving Liturgy and Primar Presentation evening at the end of the year is an expectation.

On those occasions when a student is unable to attend school, we ask that the school is notified by 9:00am. The purpose of this procedure is to ensure the safety of your child and to minimise the possibility of truancy. It is a legal requirement that a written explanation (note in the diary) is provided by the parent or guardian to explain the reason for the student's absence.

Students are also expected to attend special events outside school hours such as concert performances unless there are very special circumstances preventing their attendance. Prior written notification from a parent or guardian to the relevant teacher is required, on the student's return.

Students are expected to remain within the College at all times during the school day (8.15am - 2.45pm) unless participating in an organised school excursion or when withdrawn under special circumstances by a parent or guardian.

### Late Arrivals

Parents are requested to have their child/children at school by 8.15 am in time for the commencement of lessons. Students who are late to school should have a note of explanation from parents in their diary. On their arrival they must report to administration and be signed in by a parent. The child will be given a late note which they must then present to their classroom teacher. Students are not to leave the classroom during class time without permission.

### Early Pick Up

Parents need to liaise with College office staff or classroom teachers when students need to leave the College during the day. The following procedures must be followed:

- Written Consent - Parents must provide a written request in the student's diary explaining the reason and time of departure.
  - This signed request should be presented to the relevant teacher (at the earliest possible opportunity) & administration staff at the time of departure.
- Verbal Consent - Parents phone ahead or call in to collect a student/s for an early departure:
  - The student will be called to the office at time of collection.
- The parent or guardian will collect the student from the Office, and **MUST** sign the student sign in/out register.
- If a student is to be collected by a person other than the parent/guardian this **MUST** be explicitly stated when giving verbal or written consent.

- Photo identification will be requested at the time of collection if not known by administration staff.
- Students returning to the College during the day, after being signed out for an appointment, must report to administration on their return to sign back in.

As a general rule, students are not permitted to leave the school grounds during the day except for exceptional circumstances and with written parental permission. At no time are parents/guardians to collect children directly from classrooms.

## Homework

Homework is an extension of classroom learning activities. It is important for all students attending St Joseph's. Four objectives lie behind the setting of homework.

- To reinforce the learning process encountered that day by use of practise and repetition.
- To establish habits of refreshing, reviewing and studying work.
- To foster individual study habits and routines in completing tasks.
- To complete class work.

Research carried out in Australia and overseas shows a clear link between the time spent by students on out-of-class study and student achievement. Homework helps to provide a partnership between home and school.

Parents can help by:

- Supporting students in completing homework tasks.
- Providing, if possible, a dedicated place/desk for homework and study.
- Assisting teachers to monitor homework by signing the diary weekly.
- Communicating with teachers about any concerns with homework or their child's approach to homework.

The role of the teacher is to provide relevant and consistent homework tasks and to correct, encourage and recognise efforts made by students. The times given are recommended minimum times to be spent on home tasks – preferably on a nightly basis.

As a guide, St Joseph's Catholic College recommends the following suggestions for home study:

### Year level Activity Time limit

Transition Reading, sounds word and number activities 10 mins

Year 1 Reading, sounds, spelling and number activities 10-15 mins

Year 2 Reading, spelling and number activities 15-20 mins

Year 3 Reading, Spelling and Mathematics activities 20-25 mins

Year 4 Reading, Spelling and Mathematics activities 25-30 mins

Year 5 Reading, Spelling and Mathematics activities 30-50 mins

Year 6 Reading, Spelling and Mathematics activities 30-50 mins

Year 7 1 hour 4 nights per week

Year 8 1-1.5 hours 4 nights per week

Year 9 1.5 - 2 hours 4 nights per week

Year 10 2 hours 4 nights per week

Year 11 2 hours 5 nights per week

Year 12 3 hours 5 nights per week

The class teacher will set weekly homework tasks for students in Years Transition to Year 6. It is expected that all students will complete tasks. All homework will be corrected by the class teacher and returned to students. Homework activities for students in Year 7 to Year 10 may vary according to the needs of the various subject areas being studied. While most homework will consist of completing work begun in class and preparing for future lessons, students may also be given work to consolidate what they have learnt and to help them progress to the next stage of their learning.

Examples of homework for senior students include:

- COMPLETING work taught in class, completing tasks, working on assignments, written responses and practicing examples.
- PREPARATION of presentations to class.
- READING is beneficial. Students will generally have a novel for English, or may borrow from the range of books for pleasure and for factual knowledge contained in the library. Newspapers can provide an excellent source of data for subjects such as English, Science, Studies of Society and the Environment, Religious Education and for any work on current affairs.
- INTERVIEWING and gathering information from family, relatives and neighbours for a number of different subjects.
- CREATING AND DESIGNING materials for Design and Technology, Geography, etc.
- ASSIGNMENTS that may be set on major topics in a number of subject areas. Such assignments are set well in advance. Students need to plan their time carefully to complete such assignments. Resources may need to be gathered and notes made, questions answered and presentations planned.
- STUDY NOTES will be beneficial to all students in preparing for exams, class tests and other forms of assessment. These are only a few of the many different forms that HOMEWORK may take, and parents are encouraged to support children in planning and completing any task that has been set.

## Diaries

The diary that has been purchased for students is not a personal diary. Rather it is designed to assist students in the planning and organisation of school work. Under NO circumstances is graffiti, drawings, pictures or decorations allowed. Any interference with, or defacing of the student's own or another student's diary will be considered a serious breach of College discipline.

The diary serves a number of very important functions. It will:

- Be a main channel of communication between parents and teachers.
- Provide students with a convenient and efficient means of organising homework and study.
- Enable the teacher to make regular comments on students' progress.
- Enable administration staff to record when medication is given
- Enable parents to keep in touch with their child's homework and study and send notes to teachers.
- Enable parents to notify teachers of absences or concerns.

It is important therefore that the diary be well maintained. The diary should:

- Be used to record all home study and assignments and their due date.
- Be taken to all classes and produced upon request.

- Be presented to admin staff when signing in late.
- Be signed by parents weekly.
- Be signed by the teacher weekly.

## Transport Arrangements

Students travelling to and from the College should observe the rules and regulations appropriate to their means of transport.

Cyclists need to:

- Enter the school grounds via Raymond Place off Maluka Road NOT the main College gate.
- Follow normal road regulations pertaining to cyclists.
- Wear a helmet.
- Use bike tracks and crossings where provided.
- Use bike racks provided. All bikes must be stored in these racks during the day. The College strongly recommends that bike locks are used.

### Bus Travellers

Bus travel in Katherine is commissioned out to Travel North and is free for all students. Any queries should be addressed to the company on 8971 7397.

Travellers need to:

- Observe the Bus Company regulations.
- Behave in a suitable manner when travelling and display courtesy towards the bus driver.
- Only travel on their allocated bus.

## Student Drivers – Cars and Passengers Registration

It is a requirement of the CEO and St Joseph's College that student drivers need to *register their vehicle/s and any passengers conveyed to or from school by completing the driving permission form*. It requires approval by a parent or guardian of the driver and approval by the parent or guardian of each of the passengers who may travel with that driver.

A parking permit will be issued and this *must be displayed* on the vehicle dashboard whilst on school grounds.

As the Student Car Park at St Joseph's is inside a *15 km/h speed zone*, that speed limit applies both in the car park and on the access road leading to and from it. Students are only permitted to park in the designated *Student Car Park* and should do so with consideration for other vehicles.

Any request or direction given to student drivers and passengers by College staff must be followed promptly.

Only students who are on a flexible timetable will be able to arrive and leave as stated on their sign in/sign out sheets which are located at the front office. Students having approval to drive to/from school are expected to be on time for all classes and college functions as required.

The car park is an out-of-bounds area unless students are arriving at or leaving the College grounds. Students must not be in the car park at any other time.

Students are not to access their cars at other times for any reason unless *permission* is obtained from a member of the Secondary Leadership Team. If a student is leaving for an appointment, they require a *parent or guardian note in their College diary*, approved and signed by a member of the Secondary Leadership team before they sign out at the front office.

*Passengers in cars remain the responsibility of parents and student drivers.* Parents are asked to ensure they have advised their child whose car they can travel to/from school in.

Please list the names of students who have your and their parent's permission to travel in a car with your son / daughter: *The passenger's parent/guardian must sign off* on this next to the relevant student's name.

An "Approval To Drive To/From School: Student Driver" form can be collected from the Leader – Pastoral Care & Wellbeing. This form is to be read, acknowledged and signed by both the parent/guardian and student and returned to school.

## Parking

Parking bays are provided. Parents and friends are urged, in the interests of safety, to follow and obey the traffic rules and signs within the College grounds taking particular note of the speed limit of 15 kph, parking areas and the drop off and pick up areas. No parking is allowed in the Drop Off/Pick-up Area or Bus Zone.

Students and parents are expected to use the pedestrian crossings at all times.

## After School Pick Up

All after school students meet at the pick-up area under the supervision of a staff member. We ask that you please do either one of the following:

- Park your car and walk over to pick up your child via the pedestrian crossing. Please do not sit in your car and call out for students to cross the road unescorted. The amount of traffic in the car park at this time can make the situation very hazardous for students.
- Pull up in the pick-up area. Please note this is NOT a parking area. Cars must **NOT** be left unattended in this area.

### Wet Weather

If it is raining, all students will be kept supervised under the covered walkway to wait for the bus/parents.

### Uncollected Students

All students not part of the Out of School Care Program or Homework Centre should have left the school grounds by 3.00pm each school day. In the event that a parent/guardian is late, students will be taken to the Front Office.

If there are any changes to normal travelling arrangements for your child, i.e. a friend collecting him/her, please contact the school by phone or note. In these cases, please provide the name of the person collecting your child, time of pick up. Photo ID will be required when children are collected from the office.

## Support Services

### **Inclusion Support**

The College has an ongoing Inclusion Support program coordinated by an experienced teacher. Students who have special needs are identified in the following ways:

- Parent identification.
- Teacher identification.
- Notification from a previous educational facility.

All students with an identified Special Needs will have Specialist's reports completed by Student Services and the recommendations made by these specialists will be followed.

## **Student Wellbeing**

All students need a balanced approach to study and life. They need time for: sport and activities, study and rest. Students need to be encouraged to maintain a positive attitude towards work and College activities.

When students need support several avenues are available:

- Class Teachers/Home Room Teachers
- Deputy Principal
- Assistant Principal
- Principal
- Catholic Care Counsellor (Permission forms are available from the Front Office for Primary students. Middle School students can self-nominate.

## **Library**

St Joseph Catholic College has a modern Library facility located inside the Mary MacKillop Centre. Access to library resources and services is available to all students from T-12 and Little Joey's.

**Borrowing & Loans:**

Students are encouraged to borrow regularly from a substantial collection of picture books, fiction and non-fiction titles. The loan period for general borrowing is two weeks, although textbooks are issued to secondary students for the duration of the year or subject.

If students wish to take a book home, they need to present with a Library bag. This is something suitable to protect the resource in transit from school to home (preferably waterproof). SJCC Library bags can be purchased from the office if students do not already own a suitable bag.

All library loans are considered the responsibility of the student, *damaged or lost library loans will incur a replacement fee* made payable in the front office.

**Borrowing Limits**

- Transition - Year 2            2 books per week
- Years 3 – 6                    3 books per week
- Years 7 – 10                  6 books per week (including text books)

**Library Classes:**

Primary classes (T-6) enjoy a timetabled 45 minute Library session each week where students share a story/book, have topical discussions surrounding themes/authors and time to peruse Library shelves and borrow.

**Library opening Times:**

Recess Tuesday – Friday for primary students & Lunch Monday – Friday for secondary students. During these times students are able to play board games, draw, read quietly or work on assessments.

**Library Events:**

- National Simultaneous Story time (May)
- Book Week, culminating in Book Character Dress Up Day a whole school event (August)
- Literacy & Numeracy Week (August)

Please contact our Librarian, Mrs Colleen Mc Taggart should you have any questions:

[colleen.mctaggart@nt.catholic.edu.au](mailto:colleen.mctaggart@nt.catholic.edu.au)

### **Book Fair**

A Book Fair is held once a year. Books for sale are displayed for one week and a percentage from the sales goes towards our College.

### **Book Club**

Ashton Scholastic Book Club operates in the College and books may be bought through this club approximately six times a year. Should your child wish to order books, you are able to purchase online or alternatively send money along with the order form to the College office.

## **Out of Hours School Care**

### **Aim**

The After School Care program aims to provide a secure and happy environment where students can enjoy planned activities.

### **Times**

After School Care is available from 2:45 pm until 5:30pm, Monday to Friday with afternoon tea provided. Students need to be booked in and separate enrolment forms need to be completed.

### **Absences**

Administration Staff or the OHSC Coordinator should be notified if children will be absent from the After School Care program. Full time and permanent part time absentees will be charged normal weekly rates.

### **Collection of Fees**

Fees are to be paid via Ezidebit. Forms will be provided in the St Joseph's Out of Hours School Care Enrolment pack and need to be returned asap to ensure placement.

### **Collection of Children**

To ensure the safety of children, no child will be released from After School Care until collected by a Parent or Guardian (who is over the age of 18) and signed out. If someone else is to collect your child please inform the College via phone and supply a written and signed note. Children are to be collected by 5:30pm or a late fee will be charged. Emergency situations/conditions will be referred to the Coordinator.

## College Committees

### **College Board**

St Joseph's Catholic College Board has the task of assisting the Principal, Parish Priest and staff in ensuring the College operates effectively as a Catholic School.

Functions of the Board are to:

- Develop, formulate and review all College Policies.
- Assist the Principal in the development of structures that may be helpful in determining the future needs of the College.
- Assist with the forward planning of the capital development of the College.
- Assist in the formation of the annual budget and the developing of priorities within the budget.
- Oversee the establishment of sub-committees of the College and monitor their effectiveness in the College. Such sub-committees shall appoint their own officers and determine their own policies under the coordination of the College Board.

### **Membership**

There are three categories of Board membership: ex officio, elected and co-opted. Elected and co-opted members serve for a two year term. A maximum of three terms may be served.

Ex-Officio Members

- Parish Priest
- Principal

Elected Members

- Six (6) members shall be elected for a two year term. All of these elected members shall be parents/guardians of children currently enrolled at the College at the time of their election.
- A member of staff will be elected annually by College Staff.

Co-opted Members

- A delegate nominated by the College's Parents and Friends Association.

School Board Elections

- New Members
- Three elected board members may retire annually and new members elected at the AGM.

Retiring Members

- May be re-elected but not hold office for more than six consecutive years.

Officers

- Chairperson.
- Deputy Chairperson.

Meetings are held twice a term.

## Parents and Friends' Association

The St Joseph's Parents and Friends' Association is a subsidiary committee of the College Board. Meetings are held on a needs basis. All parents and guardians are most welcome to attend.

The Association exists to:

- Organise functions for social staff interactions of parents, staff and students of the College.
- Foster the welfare and progress of the school and the students.
- Fundraise for various College projects.

The role that is often seen to be the most obvious for the Association is that of fundraising. It is indeed true that the school is significantly supported by this group's fundraising activities. But this is not its only function. St Joseph's



Parents and Friends, provides support for the College community in areas such as social gatherings, College maintenance and development of facilities.

## Medical Information

St Joseph's provides a safe working environment by ensuring that adequate numbers of personnel are trained in first aid treatment and are present at school at all times.

### Calling for Medical Assistance

First aid is a first level of assistance. Further medical assistance will be sought if a First Aid Officer (in consultation with the Deputy Principal/Principal) determines it is needed. Seeking medical assistance could involve calling for an ambulance. In a less urgent circumstance, it can mean informing the student's emergency contacts that the first aider's training indicates that advice from a medical practitioner is advisable.

#### Arrangements for Ill Students

1. A student feeling ill while at school notifies the class teacher or teacher on duty.
2. If the teacher thinks the student is able to walk to the office, the student goes to the office, accompanied by another student if required.
3. Assessment of the illness is made by a First Aid Officer. Depending on this assessment, the action taken may be:
  - o Rest in sick room
  - o Rest in sick room and notification to parent or emergency contact
  - o Notification to Principal seeking immediate medical help
4. An Injury or Illness Home Report may be used to advise parents or guardians of first aid care provided to the student.

It is the responsibility of parents and guardians to:

- Make sure staff have up-to-date relevant *written* recommendations from the doctor regarding any predictable, individual first aid needs.
- Liaise with the doctor (if permitted) to ensure first aid plans reflect the scope and limits of staff training and can be managed at the school.
- Assist students for whom they are responsible to self-manage as much as is safe and practical, their health and first aid needs.

#### Medications (Paracetamol, Aspirin etc.)

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. It should be noted that paracetamol is not listed as a requirement for Basic First Aid Kits).

Exceptions:

- Paracetamol may be issued and prescribed by a medical professional under the employment of Catholic Education (school nurse).
- Paracetamol is supplied by a parent or guardian with a medical certificate and held by the school/college to ensure the correct amount is issued.

#### Administration of Prescribed Medication

In line with Catholic Education NT Health, Safety & Wellbeing, parents/guardians of children requiring prescribed medication must, in the first instance, make a written request to the Principal.

The form Administration of Prescribed Medicine to Students is included in Enrolment Packs and can be obtained from the office on request. Original will be retained for recording purposes (copy given to parent/guardian either at the

completion of the course of treatment or as required). All forms will be transferred to student files at the end of each year.

Children will not be given any medication (including Panadol, Nurofen & Aspirin) without written permission from parents/guardians.

The Principal will authorise trained staff to administer the medication.

- Medicine will be kept in a secure place.
- The medication must be in the original container obtained from the pharmacist or medical practitioner.
- All unused medication will be returned to the parent/guardian.

*Instructions for the administration of the medication must:*

- Be labelled on the container by the pharmacist at the medical practitioner's direction.
- Indicate specific times at which the medication is to be administered.
- Show the dosage and the patient's name.

*Please note that:*

- Permission will not be accepted verbally from the parent to administer medication.
- Puffers are the only medication permitted to be in children's bags.

Procedures are being developed to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis and epilepsy. Parents are strongly encouraged to obtain Action Plans from the doctor and to provide a copy to the school.

***A NEW FORM MUST BE COMPLETED BY PARENT/GUARDIAN FOR ANY CHANGES IN MEDICATION, DOSAGE OR TIME GIVEN.***

## Nut Aware Policy

Our aim is to provide a safe learning environment for all people in our school community. To support this, St Joseph's Catholic College is a 'Nut Aware School'. This policy aims to increase our community awareness in order to minimise the risk of children with documented allergies to nut products.

We have developed and will maintain a whole school action and implementation plan when dealing with students who have critically life threatening allergies.

**WHY?** Anaphylaxis is a severe form of allergic reaction which is potentially life threatening. It can be fatal within minutes; either through swelling that shuts off airways or through a dramatic drop in blood pressure. There are many causative agents for anaphylaxis with nuts often being the precipitative factor.

Anaphylaxis is preventable. Avoidance of specific triggers is by far the best option. Management is via immediate injection of adrenaline and emergency transfer to hospital.

Food allergies affect approximately 1 in 50 children and it is likely that at school children will encounter and may accidentally ingest one of the many products which causes an allergic reaction. Students with a food allergy may react to tactile (touch) exposure or inhalation exposure. Not every ingestion exposure will result in anaphylaxis but the potential always exists. This means we encourage parents, children and staff to avoid bringing foods that contain nuts (especially peanuts) to school.

Products that contain nuts include:

- Peanuts
- Peanut butter
- Nut spreads such as Nutella
- Some fruit and nut bars and muesli bars
- Some biscuits and cakes
- Chocolates and any other products that have nuts listed in the ingredients

Staff receive training every 3 years by Australian Red Cross /St John Ambulance Training Services in the use of Epi pen administration through the renewal of their Senior First Aid training.

Those children who have nut allergies will have their photo taken and on display in the Primary and Secondary Staff Rooms and also in Yard Duty Bum Bags. Emergency procedures for teachers on duty should be followed.

At St Joseph's Catholic College we seek to ensure the safety and well-being of all members of our school community. We believe an effective partnership between home and school will ensure the successful inclusion of students with life-threatening allergies. We are committed to responsible and achievable management practices in reducing foreseeable risks associated with the support of students with anaphylaxis within the school environment.

#### Dental Clinic

Oral Health Services NT provides free dental services to *eligible* children from infancy to the completion of senior school. Services can be accessed through School Dental Clinics and Community Dental Clinics at Darwin, Palmerston, Nhulunbuy, Katherine, Tennant Creek and Alice Springs and in rural/remote locations through Community Health Centres.

Services to children are generally provided by Dental Therapists and Oral Health Therapists, who are health professionals that are specially educated and trained to provide oral health services to children. (Oral health therapists are also educated and trained to provide some services to adults). In some cases your child may be referred to a Dentist or Specialist if more complex or specialised treatment or advice is needed. The Therapist works with a Dental Assistant, who provides chair-side assistance, and helps run the clinic.

Where Services are available?

#### Katherine

MacFarlane 8972 3070

Clyde Fenton 8972 1495

Katherine Dental Clinic 8973 8573

These clinics offer the following services: dental examinations, treatment services and oral health advice. The school based dental clinics are not staffed on a full time basis as staff are also rostered at other schools in urban and rural/remote locations. In the case of an emergency, parents are advised to contact the Katherine Dental Clinic 8973 8473.

All children attending dental appointments will be required to be accompanied by a parent or carer. Being present during your child's appointment helps you to understand what treatment is required and how to keep your child's mouth and teeth healthy.

It is recommended that children start having regular dental visits as early as one year of age to detect early signs of tooth decay and encourage a positive attitude towards dental treatment. For further information visit the Oral Health Services website: [www.health.nt.gov.au/oral\\_health](http://www.health.nt.gov.au/oral_health)

#### Head Lice

Head lice are a constant problem. Lice spreads readily from person to person. The checking and treatment of children's hair remains a parental responsibility. If head lice are found please commence treatment. Parents will be notified if head lice are suspected of being present in a class. If live nits are clearly visible on a child, parents will be notified and asked to remove the child until treated. If a particular child continues to be untreated he/she may be excluded from school.

The NHMRC recommends that children who are physically unwell should be excluded from attending school, preschool and childcare centres.

These guidelines may be reviewed from time to time. Parents are advised to always check with your doctor or healthcare worker if you are not sure whether your child should go back to school.

## Infectious Diseases

<http://www.mydr.com.au>

STOP, don't go to school

OK to go to school

Depends - see criteria

Condition	Does my child need to stay away if he/she has this condition?	Does my child need to stay away if they have been in contact with a person who has this condition? Do other people need to stay away if they've been in contact with my child who has the condition?
Amoebiasis (Entamoeba histolytica infection)	Yes, until there has not been a loose bowel motion for 24 hours.	No
Campylobacter infection	Yes, until there has not been a loose bowel motion for 24 hours.	No
Chickenpox (varicella)	Keep your child away until all blisters have dried. This is usually at least 5 days after the spots first appeared in unimmunised children and less in immunised children.	No, unless he or she has immune system problems, such as leukaemia, or is receiving chemotherapy.
Conjunctivitis (acute infectious)	Yes, until the discharge from the eyes has stopped.	No
Cryptosporidium infection	Yes, until there has not been a loose bowel motion for 24 hours.	No
Cytomegalovirus (CMV) infection	No	No
Diarrhoea (No organism identified as the cause)	Yes, until there has not been a loose bowel motion for 24 hours.	No
Diphtheria	Keep your child away until your doctor signs a medical certificate of recovery. Your child must have at least 2 negative throat swabs after antibiotic treatment is finished, to ensure they are fully recovered.	Yes. All contacts living in same house should stay away from the school until your doctor or another appropriate health authority clears them to return.
Giardiasis	Yes, until there has not been a loose bowel motion for 24 hours	No
Glandular fever	No	No
Haemophilus influenzae type b (Hib)	Yes, until the child has received antibiotic treatment for at least 4 days.	No
Hand, foot and mouth disease	Yes, until all blisters have dried.	No
Head lice	No, if effective treatment is started before the next day at the facility - that means the child does not need to be sent home immediately.	No
Hepatitis A	Yes, until your doctor signs a medical certificate of recovery. Children should stay away until at least 7 days after jaundice begins.	No
Hepatitis B	No	No
Hepatitis C	No	No
Herpes simplex ('cold sores', fever, blisters)	If your young child isn't able to follow hygiene practices while the cold sore is weeping, then he or she should stay away until it is dry. Cover cold sores with dressings if possible.	No
Human immunodeficiency virus (HIV/AIDS)	No. However, if the child is severely immunocompromised they will be vulnerable to catching infections from other people.	No
Hydatid disease (type of tapeworm)	No	No
Impetigo (school sores)	Yes, until antibiotic treatment has begun. Sores on exposed surfaces must be covered with a watertight dressing.	No
Influenza and influenza-like illnesses	Stay away until well	No
Legionnaires' disease	No	No

Leprosy	Yes, until your doctor or other health authority gives approval to return.	No
Measles	Yes, until at least 4 days after the rash begins.	Not if immunised. Not if he or she gets immunised within 72 hours of contact with an infected person. If not immunised, he or she should stay away until 14 days after the appearance of a rash in the last person to be infected. All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial)	Yes, until well and has received antibiotics.	No
Meningitis (viral)	Yes, until well.	No
Meningococcal infection	Yes, until antibiotic treatment has finished.	No
Molluscum contagiosum (skin infection)	No	No
Mumps	Yes, for 9 days after the onset of swelling.	No
Norovirus	Yes, until there has not been a loose bowel motion or vomiting for 48 hours.	No
Parvovirus (erythema infectiosum - 'fifth disease', 'slapped face disease')	No	No
Respiratory syncytial virus (RSV)	No	No
Ringworm, tinea	Can return the day after treatment has begun.	No
Roseola	No	No
Ross River virus	No	No
Rotavirus infection	Yes, until there has not been a loose bowel motion or vomiting for 24 hours	No
Rubella (German measles)	Yes, until fully recovered or can go back 4 days after the rash started.	No (women of childbearing age working at the school should ensure they are immune to the disease or vaccinated against it).
Salmonella, shigella infection	Yes, until there has not been a loose bowel motion for 24 hours.	No
Scabies	Yes, until the day after treatment has started.	No
Streptococcal sore throat (including scarlet fever)	Yes, until your child has had antibiotics for at least 24 hours, and feels well.	No
Thrush (candidiasis)	No	No
Toxoplasmosis	No	No
Tuberculosis (TB)	Yes, until your doctor or other appropriate health authority issues a medical certificate.	No
Typhoid fever (including paratyphoid fever)	Yes, until your doctor or other appropriate health authority issues a medical certificate.	Not excluded unless a public health authority says so.
Viral gastroenteritis (viral diarrhoea)	Yes, until there has not been a loose bowel motion or vomiting for 24 hours.	No
Warts	No	No
Whooping cough (pertussis)	Yes, until 5 days after antibiotic treatment has begun, or for 21 days from the start of coughing.	Contacts living in the same house who have received fewer than 3 doses of pertussis vaccine must stay away until they have had 5 days of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the case was infectious.
Worms (intestinal)	Yes, until treatment has occurred.	No

Source: National Health and Medical Research Council. *Staying Healthy in Child Care. Preventing Infectious Diseases in Child Care*, 4th edition. Endorsed December 2005.

# College Map



St Joseph's Catholic College



PO Box 535, Katherine NT 0850  
Cnr Maluka Road & Chambers Drive, Katherine East, NT 0850

Email: [admin.stjosephs@nt.catholic.edu.au](mailto:admin.stjosephs@nt.catholic.edu.au)

P: (08) 8972 3555

[www.stjoeys.college](http://www.stjoeys.college)

