School History

On St Joseph’s Day, March 19, 1964, the Mother General of the Sisters of St Joseph, Mother Adrian, her assistant Mother Leone and teaching sisters Maureen, Joseph and Fergal (Margaret Lambert) arrived in Wyndham to open a Catholic School.

The sisters were to live in the presbytery and Fr Carl Boes, soon replaced by Fr Binno, lived in the garage until a presbytery was built.

School commenced in the Church, now the Pre Primary building. In true Kimberley style the desks went by mistake to Darwin and the church seats were used instead. School commenced on the 31st of March 1964.

By the 6th of April there were too many children for the building and so the Yrs 4-7 were taught on the convent veranda. On the 7th of April the desks arrived and on the 11th of April the boys and girls toilets were finished. Meanwhile everyone used the convent toilets. In August, the school was hit by an influenza epidemic.

The new school building was moved into during the last term of 1974, and was officially blessed by Bishop Jobst on the 9th of November 1975. In 1975 the old school, formerly the Church, was renovated for the new Pre Primary classroom and a sewing room. Soon afterwards the building was damaged by fire and needed more renovations to become the building it is today.

In 1984 the first lay teacher commenced teaching at the school. Aboriginal Teaching Assistants have been working in the school since early times.

In 1979, the Ngalangangpum School at Warmun opened and many children from the Nine Mile outside Wyndham, moved to Warmun. Today the school still holds strong links with the Warmun school and community.

In 1986, the school underwent further renovations and additions.
In 1989, the school celebrated its Silver Jubilee.
In 2002, the school underwent further refurbishments.
In 2004, the School celebrated its 40 years of Catholic Education in the East Kimberley
In 2010, the School will continue with renovations to the Pre Primary.
School Motto

“WE ARE ONE”

School Vision

We at St Joseph’s are a welcoming and supportive Catholic School Community. We recognise, respect and nurture the gifts of each of us. We are committed to providing quality education, which develops the whole person.

School Mission

- Create and foster hope, acceptance, reconciliation, respect and equality.
- Demonstrate our support through open communication, pastoral care and service to all.
- Welcome and encourage participation in school and parish life.
- Provide an education that reflects our Catholic Identity.
- Bare witness to Jesus’ message by the way we live and relate to each other.
- Ensure that the needs of the whole person are met—spiritually, socially, emotionally, academically and physically.
- Provide a challenging and comprehensive curriculum that promotes a respect of learning and a positive view of self as a life long learner.

As part of our participation in the Teacher Designed Schools Program, the School Vision and Mission Statements are under review. This Project will continue into 2010.
School Profile

St Joseph’s school is a Catholic Primary School catering for students from Kindergarten to Year 7. St Joseph’s school is situated in the far north east Kimberley region of Western Australia. The school enrolment is about 90 students, 95% of whom are Aboriginal.

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POSTAL ADDRESS: PO Box 19, Wyndham WA, 6740

TELEPHONE: (08) 9161 1021

FAX: (08) 9161 1247

E-MAIL: admin@sjwyndham.wa.edu.au (office)
gray.clare@cathednet.wa.edu.au (principal)

WEBSITE: www.sjwyndham.wa.edu.au

PRINCIPAL: Mrs. Clare Gray
Mobile 0408611272
# School Staff 2011

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>PRINCIPAL</td>
<td>Clare Gray</td>
</tr>
<tr>
<td>Yr 5-6-7</td>
<td>Tim Hogan</td>
</tr>
<tr>
<td></td>
<td>Sunny Duinker</td>
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<tr>
<td>Yr 3-4</td>
<td>Shaun McGee</td>
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<td></td>
<td>Jean O’Reeri</td>
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<tr>
<td>Yr PP/1/2</td>
<td>Sarah Kelly</td>
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<tr>
<td></td>
<td>Edith Thompson</td>
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<tr>
<td>Kindy/PP</td>
<td>Kylie Hardtville</td>
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<td></td>
<td>Amanda Duinker</td>
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<tr>
<td></td>
<td>Natalie Tinning</td>
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<tr>
<td>ICT/Technology and Enterprise/Science</td>
<td>Maureen Farrell</td>
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<tr>
<td>Numeracy Key Teacher</td>
<td>Maureen Farrell</td>
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<tr>
<td>Music Teacher</td>
<td>Emily White</td>
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<tr>
<td>Special Needs Assistant</td>
<td>Emily White</td>
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<tr>
<td>Literacy Key Teacher/Reading Recovery</td>
<td>Shirley Davey</td>
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<tr>
<td>Religious Education Coordinator</td>
<td>Tim Hogan</td>
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<tr>
<td>Administrative Assistant</td>
<td>Jane Petz</td>
</tr>
<tr>
<td>Canteen</td>
<td>Candice Bradley</td>
</tr>
<tr>
<td>Pastoral Care</td>
<td>Sr Alma</td>
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<tr>
<td>Grounds</td>
<td>Margie Lippitt</td>
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<tr>
<td>Grounds</td>
<td>Brad Lippitt</td>
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School Times

Monday to Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:45 - 9:45</td>
<td>Morning Teaching Block</td>
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<tr>
<td>9:45 - 10:15</td>
<td>RECESS</td>
</tr>
<tr>
<td>10:15 - 12:15</td>
<td>Middle Teaching Block</td>
</tr>
<tr>
<td>12:15 - 12:30</td>
<td>Healthy Eating time in Classrooms</td>
</tr>
<tr>
<td>12:30 - 13:15</td>
<td>LUNCH</td>
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<tr>
<td>13:15 - 14:15</td>
<td>Afternoon Teaching Block</td>
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<tr>
<td>14:15</td>
<td>Home Time</td>
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Friday

<table>
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<th>Time</th>
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<tr>
<td>7:45 - 9:45</td>
<td>Morning Teaching Block</td>
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<tr>
<td>9:45 - 10:15</td>
<td>RECESS</td>
</tr>
<tr>
<td>10:15 - 12:15</td>
<td>Middle Teaching Block</td>
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<tr>
<td>12:15 - 12:30</td>
<td>Whole School Assembly (unless otherwise advised)</td>
</tr>
<tr>
<td>12:30</td>
<td>Home Time</td>
</tr>
</tbody>
</table>

Kindergarten Times

Monday/Tuesday/Friday

7:45am—2:15pm
Learning Areas

Religious Education

St Joseph’s School uses the Western Australian Religious Education Guidelines from K-7, in conjunction with the School Religious Education, Evangelisation and Pastoral Care Policies. For information on what unit of Religious Education are taught each year, refer to the Religious Education Unit Scope and Sequence Outline. Pre Primary and Yr 1 Units are programmed in 3 week cycles and Yr 2-7 Units are programmed in 5 week cycles.

Pre Primary has a time allocation of 15 minutes of Religious Education per day. Yr 1-7 has a time allocation of 30 minutes of Religious Education per day. Each class also needs to engage in catechesis activity each week.

Each classroom needs to maintain a prayer table. Clothes, candles and bibles are provided to each classroom and teachers are encouraged to change the theme of the prayer table according to the liturgical calendar and the classroom religious education program.

Each class is required to begin each day with a prayer.

Sacramental programs are run in alternate years—2011, 2013

Literacy and Numeracy

Each class needs to timetable four 2 hour literacy blocks and four 1 hour numeracy blocks each week. These are non negotiable teaching times that must be timetabled every week regardless of other school activities and excursions. Please refer to Literacy and Numeracy Policies for more detail.

St Joseph’s School Wyndham is focused on data driven teaching and learning. Please refer to whole school literacy and numeracy assessment procedures.
Learning Areas

Society & Environment-Sean McGee

Technology & Enterprise

The Arts

These learning areas are the responsibility of classroom teachers. Teachers are encourage to develop integrated curriculum programs with the above learning areas.

Health & Physical Education

The focus for Physical Education will be the Blu Earth Program. The organisation of sports equipment for students to use at recess and lunch times is also organised by the Physical Education Teacher.

Many opportunities are provided throughout the year for middle and upper primary students to participate in team game competitions with other east Kimberley schools. All students participate in an athletics carnival during the cooler dry season. Swimming lessons are a part of the Physical Education program when adequate arrangements can be made for pool supervision and qualified swimming instructors.

The health program incorporates the PATHS Program.

Science

St Joseph’s Wyndham uses the Primary Connections Science Program that has been adopted by many Catholic schools throughout WA as current best practice in Science Education.
Assessment and Reporting

Learning Journals
Learning Journals, containing samples of students work from all learning areas, are taken home at the end of 1st and 3rd Terms. In addition, each Learning Journal needs to contain a student self reflection/self assessment, general classroom teacher comment, attendance and a comment from the principal. Typically, Learning Journals need to be completed by classroom teachers at the end of Week 9 to allow the Principal time to read and comment on each students achievements.

Learning Areas and strands, due dates and going home days will be confirmed at the beginning of each Term.

Reports
As is the current practice in all Catholic schools in Western Australia outcomes based reports are issued to parents at the end of Semester 1 and Semester 2. These reports require students to be levelled against end of year targets across a range of strands in all learning areas.

Reports are completed on a computer database. Templates are available for teachers to enter results and comments approximately one month prior to reports being due to the Principal.

The learning areas and strands to be reported on in each semester will be advised at the commencement of the school year. Teachers will need to prepare their yearly curriculum overview in line with reporting requirements. Three work samples will be collected for every student in every area reported on and kept on file.

Kindy and Pre Primary students do not receive an outcomes based report. Instead an additional Learning Journal is sent home at the end of Term 2 and a Developmental Report is issued to parents at the end of Term 4.

Whole School Assessment Schedule
The 2010 Literacy and Numeracy Schedules will be advised early in Term 1.
All staff need to be familiar with the St Joseph’s School Wyndham Behaviour Management Policy and the Positive Playground Behaviour Policy.

**In the Classroom**

All classrooms need to establish their own routines, rules, rewards and consequences as appropriate for the student’s age and developmental needs. Classroom teaching teams are encouraged to discuss their expectations and behaviour management plans together to be able to provide support for each other and consistency for all students.

While a red card system is in place for students to be sent to the school office, teachers are encouraged to plan appropriate engaging learning experiences and have adequate classroom behaviour plans with a number of steps in place before resorting to sending students to the school office.

At times individual students may need to be placed on behaviour contracts. Please seek support from the Principal or nominee, if you have any further concerns.

**In the Playground**

Please make sure you are aware of the duty roster and you are on time to your scheduled duty. It is part of our duty of care to ensure that students are well supervised at all times.

Please refer to the PATHS Program and the PATHS Kid of the Week Awards.

At times, playground rules may vary. These will be discussed at Staff Meetings and agreed upon.
Communication

Staff
All staff members have a pigeon hole located down stairs in the office area. It is important for staff to check their pigeon hole regularly. A term planner whiteboard is located downstairs in the office. Please mark any excursions, professional development or special events on this board. A weekly memo is prepared by the Principal each Monday morning and displayed in the staffroom as a weekly running sheet. Last minute changes will be hand written on the staff room whiteboard. All staff are required to check this regularly.

Newsletter
The school newsletter is sent home every Thursday. If you have any additions for the newsletter please email them to the Principal by Tuesday morning.

Notes to Families
All notes home to parents need to be seen by the Principal or nominee, before they are sent home to parents.

Contacting families
If there is a need to contact families to discuss concerns about students behaviour or academic progress, teachers are required to discuss this with the Principal or nominee, prior to making contact.

Special or Community Events
On occasions the School participates in community events and celebrates special events with parents and family members. Teachers are required to support these activities.
Staff Responsibilities

Absence of Staff
If a staff member is absent for any reason, they must notify the school office by 7am. For more than two days absence a medical certificate must be presented. If a staff member is running late they must contact the school office before the school day begins to ensure adequate supervision arrangements can be made for students.

Assemblies
Weekly whole School Assemblies are held in the library. They are organised by Maureen with the assistance of Yr 6/7 students. Please have your class seated ready for Assembly to commence promptly at 12:15. Each classroom teacher needs to give one merit certificate and any birthday certificates to Maureen on Thursday afternoon. In the case of special presentations, Assembly will commence at 11:45 and staff will be notified of this via the weekly memo or staffroom noticeboard.

Attendance Records
All classroom teachers are responsible for keeping accurate, up to date attendance records. Attendance Registers are distributed to classroom teachers at the commencement of the school year with instructions on how they are to be filled in. Teachers are reminded that attendance records are legal documents and need to be filled out accurately.

Classroom Budget Allocation
Each classroom has a class budget of $500. This money is allocated to cover, for example, the costs of cooking, special class supplies like stickers and art materials. Teachers need to provide tax invoices for purchases to be reimbursed by the office.

Class Timetables
All classrooms need to have their weekly timetable displayed. A copy needs to be given to the Principal as soon as practical.
Staff Responsibilities

Confidentiality
All staff are expected to keep all school related business confidential. All staff will be required to sign a confidentiality statement in accordance with the Management of Confidential Information and Privacy Policies.

Daily Routines
All staff need to be on the school premises at 7:30am to allow learning time to begin for students promptly at 7:45am. As role models for students all staff members need to be downstairs when the bell rings at 7:45am ready to commence the school day promptly.

Students arrive at school from 6:30am onwards and are supervised in the library until 7:30am when they go downstairs to order lunch from the School canteen. When the morning bell rings at 7:45am students line up in class groups in the undercover area ready to commence the school day.

Teachers dismiss students from their class for recess at 9:45am, and when students have finished eating their lunches at 12:30pm.

Two bells are rung at the end of recess and lunch. The first bell is a signal for students to go to the toilet, have a drink and line up. Staff are required to go to the undercover area to supervise their class lining up. Five minutes later a second bell is rung. This is a signal to move off from the undercover area into the classrooms.

Duty of Care
Once a staff member is on the school grounds they have a duty of care to all students on the premises. All staff are on duty all of the time regardless of the official duty roster for the day. Please let a colleague know if you are leaving the school grounds at recess or lunch time.

Duty Roster
A roster for before and after school, recess and lunchtime duty is prepared at the start of each term. Please be punctual and inform staff on duty when you arrive to take over from them. If you will be away from school on an excursion or PD please arrange in advance to swap your playground duty. Serious injuries/incidents need to be reported to the Principal ASAP. Teachers on After School Duty will be required to lock the downstairs toilets.
Staff Responsibilities

Evacuation Procedures

Please refer to the Evacuation Policy distributed and discussed at the commencement of the school year. Staff are reminded to assemble on the basketball court and to bring their class attendance register with them. A practice evacuation drill will be held in Term 1 of each school year.

Excursion/Incursions

Excursions/incursions need to be well planned and have clear learning outcomes for students. Teachers are required to discuss their plans in advance with the Principal. Evidence will need to show adequate risk management is undertaken. No teacher may exclude a child from a School event. This decision must be made in consultation with the Principal. Please refer to the Excursions and Camp Policy.

Security

Teachers are responsible for locking their own classrooms at the end of each school day, ensuring that lights and air conditioners are turned off. If you are the last person to leave in the afternoon, please check the Staffroom, Library and Health room doors are locked.

Smoking

In accordance with the WA laws governing all state and independent school, St Joseph’s School Wyndham maintains a smoke free environment at all times. No smoking is permitted within any school building, grounds or vehicle either during or outside school hours. This prohibition applies to all staff, students, parent and visitors.

Staff Room

All staff are asked to ensure the ambience of the staff room by cleaning up after themselves. Under no circumstances are students to be in the Staff Room. This is for safety and privacy reasons.
Staff Responsibilities

Student Records
Office Files contain information collected at the time of enrolment and other confidential student information. A key to access these files is available from the Principal or Administrative Assistant.

Classroom files need to contain recent literacy and numeracy assessment, any behavioural records, copies of the years learning journal comments and reports in addition to any other information considered relevant.

Duties Other than Teaching Time (DOTT) Allocation
Teachers in WA Catholic Schools are entitled to 220 minutes of DOTT time per week. Please refer to individual staff timetables.

Information and Communication Use by Staff
All staff need to be aware that unacceptable use of email and internet systems within the School environment will not be tolerated under any circumstances and that disciplinary action will be taken for breaches of this policy. Please refer to the Information and Communication Use by Staff Policy.

Staff meetings
A whole school staff meeting is held weekly on Wednesday after school at 2:30pm, for approximately one hour. Staff members are rostered to prepare a prayer to begin the staff meeting. All staff are given an opportunity to raise any concerns or issues that may have arisen.

Three curriculum meetings are held per Term. These occur after school on Fridays, for approximately two hours. These meetings provide valuable opportunities for Professional Development and sharing of ideas between colleagues. Dates and curriculum areas for meeting will be advised at the commencement of each Term.

Mandatory Reporting
All Staff have a legal responsibility under the Mandatory Reporting Act. Advice from the Broome Office is that any staff member with concerns should firstly raise these matters with the Principal.
School Facilities

Library and Technology Usage
At the first staff meeting of the year a library timetable will be drawn up with each classes computer session blocked out, then each class will nominate a weekly half an hour time for their library session to be taught by the classroom teacher. This timetable will be laminated and displayed in the staffroom for teachers to write on each week if they would like to utilise the computer, library or smart board facilities at other available times. Teachers are encouraged to utilise these facilities to supplement their literacy, numeracy and integrated curriculum programs. Maureen is available to assist teachers to prepare MyClasses pages or other technology options if she is approached in advance.

Digital Camera
A digital camera is available for staff use in the library. If you choose to use your own personal digital camera please download photos onto school computers to ensure photos can be archived and accessed for School purposes.

School Bus
The School bus is available for classes to use for excursions. A number of staff members have a bus drivers license. Please refer to other information about excursions.

School Canteen
The School canteen is open for recess every day, and lunch from Monday to Thursday. Lunch orders are taken and money collected each morning from 7:20-7:30am. Students line up to order their recess when they are dismissed from classes at 9:30am. Two students from each class need to be sent to the canteen a couple of minutes before 12noon each day to collect the lunch baskets. Baskets then need to be returned to the canteen. The School will provide students without adequate lunch/money with recess and lunch. Families may be invoiced for the cost of food provided at the Principal's discretion.
School Uniforms

All students are expected to wear the correct School uniform. Teachers need to encourage students to wear the correct School uniform. During the cooler months, any jumper may be worn with the School uniform. School hats must be worn all year round.

<table>
<thead>
<tr>
<th>Uniform Prices</th>
<th>Grey Boys Shorts</th>
<th>Checked Girls Shorts</th>
<th>Blue Polo Shirts</th>
<th>Hats</th>
<th>Bucket Style Hats</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20</td>
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<td>$10</td>
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The Principal (or Nominee) and the Administrative Assistant are the only staff authorised to hand out uniforms and discuss payment arrangements with families. Please direct families to these staff if you receive any inquiries.

Health Services

School nurse services are provided by the Wyndham Hospital Community Health team as needs arise. Routine screening of hearing and vision typically occur in Term 3 for all Kindy and Pre Primary students, however referrals can be made for any students as concerns arise. Concerns with untreated sores, boils, bites or runny ears need to be discussed with the Principal for families to be contacted and appropriate services to be obtained. The Community Health Team are available to visit and talk to class groups on various health issues as relevant to classroom programs.

Each classroom is provided with basic first aid supplies at the start of the school year. A first aid kit is also located on the school bus for excursions.

Speech Therapist, Occupational Therapist and Physiotherapy services are available on a fortnightly basis from the visiting Allied Health Services team based in Kununurra. A referral form needs to be completed by the classroom teacher in conjunction with the Principal and student’s family.

A school psychologist service is available for consultation/support, operating out of the Broome CEO. Any concerns and possible referrals need to be discussed with the Principal.

Dental treatment is provided by the visiting Dental Van each year.
The Catholic Education Commission of Western Australia is appointed by the Bishops of Western Australia and remains responsible to them. Under the terms of reference of the Commission, issued by the Bishops in 1993, the Commission fills two fundamental roles:

- The development and evaluation of Catholic school policy where the Bishops elect to adopt a joint policy in relation to Catholic Education in WA, and
- Action for each Diocesan Bishop in specific matters concerning the Catholic schools in his diocese.

The Catholic Education Office (CEO) is the executive arm and provides the secretariat for the Commission. It gives advice and service to Catholic schools and implements the policy decisions of the Commission. It negotiates arrangements with governments and other agencies as well as administering government funded programs.

The Director of Catholic Education, assisted by the Deputy Director and the Director of Religious Education, heads the Catholic Education Office. There is a regional Catholic Education Office located in Broome.

**CEO Director**
Mr. Ron Dullard

**Deputy Director CEO**
Mrs. Mary Retell

**Principal Schools Advisor**
Mrs Carol Guerts