



Important Reminders

With the new school year commencing on Wednesday 4 February, below are some timely reminders so that the first week begins in a positive way.

Code of Conduct

Please read through the College's Code of Conduct document accessible via the link in the welcome email. All staff, students, and parents are expected to abide by these guidelines for the safety and wellbeing of all community members.

Punctuality

School begins each day at 8.40 am and all students from Three-Year Old to Year Twelve are expected to be present before this time. Students arriving after the siren must go to the College Office and sign in. Being punctual to school is an important life skill and an expectation at St Joseph's College. From the beginning of Week Two, parents whose children are continually late for school will be contacted by the Principal or Heads of School.

Uniform

The College's uniform allows all students to be equal; there is no demand to keep up with the fashions or to declare allegiance with a particular social grouping. This gives students' freedom to be themselves. Our uniform is also in itself an identity; it declares the students at St Joseph's College. As members of this community, it is a requirement to be correctly attired and neatly groomed.

All students are expected to wear the correct uniform each day. Where the correct uniform cannot be worn, then a student must have a note from a parent outlining the reason (written or Seqta message to class/homeroom teacher). Below are some general reminders for all parents and students regarding uniform and personal grooming.

- The hem of a girl's skirt/pinafore must be no more than 5cm above the knee.
- Girls are required to wear navy ankle height socks.
- Long hair is to be tied back. Hair ribbons, bands or scrunchies are to be navy in colour. No other decorative items are to be worn. Students with long hair that hangs over their face need to have the fringe cut.
- All boys are required to wear their shirts tucked in unless on the playground equipment, the courts or the oval. Please ensure the length of the shirt is such that it will remain tucked in when general movement occurs.
- All boys are required to wear plain grey ankle height socks.
- Students must be clean shaven each day.
- The only jewellery to be worn in school uniform is a wristwatch, one pair of sleepers or studs and a metal necklace. No other body piercings are permitted. All other jewellery will be confiscated.
- Extremes of hair style are not accepted at the College. This includes shaving sections short, dread locks and use of excessive hair product.
- Hair may be dyed providing the entire head is one colour e.g. all black, brown or blonde. Streaks or patches of pink, green, purple, blonde etc are not to be worn.
- All Year One to Year Twelve students must wear black leather lace up school shoes. No jogging shoes.
- For Physical Education classes and sporting activities all Year One to Year Twelve students must wear sports shoes (not canvas or skate shoes).

- Students in Kindergarten to Year Twelve must wear a College hat when outside at recess and lunchtime and during Physical Education lessons. Where no hat is present, a student will be required to remain in the shade.

Note: It is less stressful for students, parents and staff if the above uniform and grooming requirements are sorted out before the first day of school.

Identification of Personal Items

Parents have spent enormous amounts of money purchasing uniforms, books and other items of stationery. Each year a large amount of lost property is accumulated and unable to be returned to the owner due to no name being present. Please ensure all uniform items, books, other stationery items and bags are clearly labeled with the student's name before school commences. It is also important that parents make clear their expectation that if a personal item is lost the child is expected to return to school the next day and find it.

Attendance

It is important that each student attends school daily. The only exceptions are illness, medical appointment, family emergency or special circumstances which should be communicated to the appropriate staff member. Regular absences from class do result in 'gaps' in a student's long-term knowledge and can cause social difficulties within the peer group.

When a student is absent from school, a parent or guardian is required to notify the College before **9.00 am**. This can be done in any of the following ways:

SEQTA Engage App

Parents may record the student's absence directly through the new attendance section on the SEQTA Engage app. This serves as an official notification and replaces the need for both a phone call and a written note. A reason for the absence must be included in the comment field.

Phone Call

Call the College on (08) 9844 0280 before 9.00 am to inform us of the absence.

Email

Parents may send an email to absent@sjc.wa.edu.au on the day of the absence. The email must include the required details listed below. This email also replaces the need for both the phone call and the written note.

On the day the student returns to school, if notification has not already been provided via phone, SEQTA Engage, or email, a written note or SEQTA message must be supplied containing:

the student's full name

the student's class group

the reason for the absence (must be stated)

the full name of the parent/guardian

College staff do not provide schoolwork for students on holidays during term time.

Nut Free Policy

St Joseph's College is a nut free school. This means that peanut paste, Nutella, raw nuts and nut bars are not permitted to ensure the safety of all students.

Bus Travel

For students travelling on buses, the driver's instructions must be always followed. Students must remain seated and seat belts, if available, must be used. Excessive noise is not to occur, and all students must be

respectful towards other passengers. Food and drink must not be consumed on a bus unless permission is given by the driver. Students who do not display appropriate behaviour on the bus will lose the privilege of this service.

School Finish Time

The formal day concludes at 3.00 pm for all students in Three-Year Old to Year Six. Secondary students finish classes at 3.10 pm each day. Parents are not to park in the pickup and drop off bays.

I thank in advance all parents and students for their anticipated support in relation to the above matters.

Ms Rachael Keenan

Principal