Be it known to all who enter
St Joseph's School that
JESUS is the reason
for this school.
He is the unseen yet ever present
teacher in all its classes.
He is the model of its community
and the inspiration
of its children and staff.
Welcome and thank you for considering St Joseph’s School Alstonville for your child’s education.

At this school we provide a diverse environment in which children are encouraged to participate, discover their potential and meet challenges. All staff and parents work together in partnership to ensure our school can provide a contemporary learning journey for your child.

At St Joseph’s School we look to discover the potential within each of us. In addition, we strive to maintain a caring community:

- a community where individuals are valued for their unique gifts and for the contributions they make.
- a place where children and adults alike are free to express their views, entitled to feel safe and have fun into the bargain.
- a place where many opportunities are offered.

Learning is the key focus at this school. Your child’s success at school, and happiness while here, are our core businesses. These core businesses, your child’s success and happiness, are approached in a spirit of partnership between home and school. Together we make a difference.

As Principal of Joseph’s School Alstonville I know you will enjoy being part of this community. I am available at any time to discuss questions you may have about starting out on the school journey with your child. We can organise a time to meet and show you our terrific school.

Therese Seymour
Principal
31 March 2016
St Joseph’s Alstonville maximises the potential learning capacity and success of individual students in a Christ-centred, nurturing environment.

We achieve this through an engaging, collaborative learning journey to which all members of the school community are committed and all contributions are valued and respected.
UPDATED 2 Feb 2016
See: Handbooks/2016/Evacuation
plan for 2016
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St. Joseph’s School, Alstonville

is part of the Our Lady of the Rosary and St Patrick’s Parish which serves the communities of Alstonville and Wardell. School families are drawn from the towns and communities of Alstonville, Wollongbar, Wardell, Meerschaum Vale, Alstonvale, Richmond Hill, Goonellabah and Macleans Ridges

Location

Street Address .......................... 11 Perry Street, Alstonville NSW 2477

Office Hours ........................................ 8.30 am to 4 pm Monday to Friday

Postal Address ............................. P.O. Box 265, Alstonville NSW 2477

Telephone .......................................................... (02) 6628 1009

Schoolworx Roll Marking…text messages only .................. 0439 837 083

Fax No .............................................................. (02) 6628 1508

Web address ............................................. http://www.alstplism.catholic.edu.au

Email ............................................................. alstp@lism.catholic.edu.au
School Leadership Team

Principal
Mrs Therese Seymour

Assistant Principal & Curriculum
Mrs Tess Koning

Coordinator 2 – School Evangelisation
Mrs Libby Spash

Coordinator 1 – Catechesis
Mrs Nikki Wagner

Leader of Pedagogy
Mr Andrew Maslen

Enrichment Coordinator
Mrs Lisa Donohoe

Sports Coordinator
Miss Jess Fitness

Parish Priest
Fr Max Gow

Phone (02) 66283047
Email: alstcc@nor.com.au
Web: alstonvillecatholicchurch.org.au

Teachers, Class & other staff details

Kindergarten
Mrs Lisa Donohoe
Mrs Ros McElligott

Stage 1
Ms Sonya Lovett
Mrs Libby Spash
Miss Jess Fitness

Stage 2
Miss Clare Taylor
Mrs Margaret Lidbetter
Mrs Karen Faber/Mrs Lyn Kenyon

Stage 3
Mr Brendan Coyle
Mrs Nikki Wagner
Mrs Tess Koning

Release from Face to Face & Executive Release
Mrs Jan Seymour
Mr Peter Slattery
Mrs Lyn Rowling
Mrs Cathy McWilliam

Enrichment Tutors
Mrs Jennifer Slattery
Mrs Hermien Mellick
Mr Victor Murgha
Mrs Lisa Knight
Library Officer                Ms Ros Kingsford
ICT Support                   Ms Ros Kingsford
Secretaries                   Mrs Debbie McMahon
                                Mrs Tanya Pagotto
                                Mrs Patricia Steele
Wellbeing Support/Counsellor  Mrs Lyn O’Neill
School Chaplain               Mrs Lyn Rowling
Other Support Staff           
Canteen Coordinator           Mrs Leanne Harris
Uniform Shop Coordinator      Mr John Fivaz

**HOURS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 am</td>
<td>School begins with first bell</td>
</tr>
<tr>
<td>9.05 am</td>
<td>Into class</td>
</tr>
<tr>
<td>10.00 am (approx.)</td>
<td>Crunch ‘n Sip</td>
</tr>
<tr>
<td>11:50am – 12:40pm</td>
<td>First break (lunch)</td>
</tr>
<tr>
<td>2:00pm – 2:20pm</td>
<td>Second break</td>
</tr>
<tr>
<td>3:15pm</td>
<td>Pack up and prepare for home</td>
</tr>
<tr>
<td>3:20pm</td>
<td>School finishes</td>
</tr>
</tbody>
</table>
HISTORY

St Joseph’s School was opened at Alstonville in 1919 with the arrival of three Sisters of St Joseph, Sister Marie Therese being appointed the first Principal of the school.

The school was formally opened and blessed on Sunday 19 January 1919 by Bishop Carroll, assisted by Father Cullen, the Parish Priest of Ballina.

The school population remained static until the early 1980's when Alstonville experienced a residential development boom. In 1981 Alstonville was made a separate parish with Father Darcy McCarthy being appointed the first Parish Priest. His leadership continued until his death in 1991, when Father Frank Mulcahy became the Parish Priest.

1986 saw the withdrawal of the Sisters of St. Joseph, and the administration being handed on to the first lay principal. The St. Joseph sisters continued their presence in the school for another year leaving the school with a total lay staff from 1988.

The school has experienced much structural growth from its beginnings as a single classroom and convent (1919). Major construction has included 4 brick classrooms, foyer and girls’ toilets (1988) with a further 2 brick classrooms and boys’ toilet block being completed in 1992. From 1989, the school library was situated in the building previously serving as the convent, however, due to a rapid population growth, this building was seconded to be used as an additional classroom. The library then began operating from the school hall. 1998 saw the building and opening of the new school library and administration block.

2006 saw the opening of six new learning spaces and the new parish hall and canteen. These buildings were officially opened by the Bishop on Sunday 18 June 2006.

In 2007 there were two satellite classes on site for students with Autism from the local area. These are referred to as ASPECT classes.

From 2008 the ASPECT satellite classes increased to three.

In 2012, upon the retirement of Father Mulcahy, Father Max Gow was appointed as Parish Priest of Our Lady of the Rosary Parish Alstonville and St Patricks Parish Wardell.

In 2013 we began to operate as open classrooms in Stages and that continues today, where the idea of open classrooms is well supported in our school. This has provided opportunities for staff to nurture the learning of each individual student.
SAFETY PROCEDURES

**Parent Pickup**

All children who are being collected by parents after school will proceed to the car pickup waiting area in the afternoon.

If parents wish to park and come in to collect their children they will need to walk to the car pick up area to collect them.

Parents are encouraged to use our ‘drive through’ facility at the back of school. Students will be brought to cars as they reach the top of the line. Parents are asked NOT TO get out of their cars here.

The children are under the supervision of a duty teacher until 3.40pm. Those children not collected by this time will be walked to the office area and, if necessary, a phone call made to parents.

However, if parents arrive before the bell, you can collect your child by waiting near the undercover area.

**Bus Travellers**

We have two teachers on bus duty each afternoon. Children are supervised to their bus pick up area by a teacher, who ensures the children are placed onto their bus line.

For all children the carpark is not a walking area – all students must go around the edge when moving to or from bus lines or church. For this reason the car park cannot be entered from 8.30am to 9.15am and 3.00pm to 3.40pm as the boom gate is brought down for that period.

More than 100 children are bus travellers. They wait under the covered area at the front of the church. Those children are placed in a dangerous situation unless the movement of cars is halted for the interim of their pick up time. The sealed bitumen area adjacent to the Admin Block and Church has been designated as teacher carpark. This will ensure no vehicle puts the safety of our child pedestrians in jeopardy, either in the morning or in the afternoon.

Government legislation permits free bus travel for children in Kindergarten, Year 1 and Year 2. Children in higher year levels receive free bus travel provided they live beyond a 1.6 km radius of the school. Private vehicle subsidy may be available for families in outlying areas. Find out if you’re eligible for the PVC subsidy at transport.nsw.gov.au/pvc or call 1800010123. Parents may also apply for free travel in cases of medical, safety or hardship, or if children have to walk more than 2.3 km by the most direct route. Application forms for both free bus travel and private car subsidy are available from the school office.

**Walking**

Students who walk to and from school are reminded they should not arrive before 8.30 am and must leave directly after school. Students must use crossings. Students should, where possible, walk with others and remember not to accept lifts from strangers.
Bike Riders
Please ensure that, if your child is a bike rider, they have a correctly fitted helmet. The law states that children must wear a helmet and we expect children to wheel their bike while on school property and until they have passed Alstonville Public School’s bus zone.

All bicycles are to be parked in the school bike stands – a lock is a good idea. Children are not to ride bicycles in the school grounds or car parking areas. Children in Infants classes are not encouraged to ride bikes to school. Riding any type of wheeled transport (eg. Skateboard, scooter etc.) requires the wearing of a helmet.

Supervision
Parents are advised that supervision of students does not begin until 8.40am. Because of this your children should not be at school prior to 8.30am.

Children are dismissed from class at 3.20pm and should proceed home. Those children who catch buses are supervised until the last bus has departed.

Before and After School Care is offered by Rainbow Region Kids at St Joseph’s School between 6.45am and 8.45am and 3-6pm. Please phone 66217397 for more information.

Special arrangements will be made in relation to authorised school activities which require attendance of pupils at the school outside these hours. As soon as these supervised, out-of-school activities have finished, the children are dismissed by the supervisor and are expected to go straight home. This may include sports training, dance classes or chess lessons. Parents need to supervise this.

Visitor Safety Guidelines
You are a valued visitor to our school and to assist you in your stay, please become familiar with the following guidelines.

1. All persons entering St. Joseph’s School Alstonville must sign in and wear a visitors badge between the hours of 9am and 3.30pm. Please sign in at office before entering school. This is a Child Protection legislation requirement. On leaving St. Joseph’s School Alstonville please sign out and advise the secretary that you are leaving.
2. Evacuation procedures: On the sounding of a SIREN, you must evacuate the premises, following the instructions of staff.
3. St. Joseph’s School Alstonville is a ‘no smoking’ environment;
4. No chemicals of any type are permitted to be brought onto the school premises unless reported to the school secretary and for inclusion in the Chemical Hazards inventory;
5. No person will engage in any activity that should be carried out by a certified trades person – be it lifting, chemical use, working with electricity etc;
6. No person entering this school will lift an object of a heavy nature or that is NOT relevant to their specific abilities.
7. No external electrical equipment is to be brought into this school site unless it has been tested and tagged (WHS Guidelines).
8. All tradespeople must report to the School Office before entering the school complex.
9. All visitors must use the staff or Hall toilet facilities.
10. Do not permit yourself to be alone with a student in any part of this school. Advise a staff member if you are placed in this position.
Ambulance School Cover
Ambulance Cover is provided by the school. This provides the security of knowing that if a child has an accident or falls ill whilst at school and requires ambulance services, neither the school nor the parents will be responsible for the payment of an account.

When a child requires an ambulance there is the peace of mind that there will be no monetary hardship to the parents, teachers or the school. The need for an ambulance can arise suddenly and without warning. Ambulance School Cover applies to all students either at school or on a school organised excursion when being supervised by a responsible adult.

Community Behaviour Code
At St. Joseph’s School Alstonville we value the following behaviours for ALL members of our school community.

A) SAFETY
School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others.

Safety is exhibited in conduct such as:
 a) Following supervisor instructions
 b) Using equipment correctly
 c) Observing rules and procedures
 d) Resolving conflict peacefully
 e) Following OH&S procedures

B) EFFORT
School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively fulfill their role in promoting this process to the best of their ability.

Effort is exhibited in conduct such as:
 a) Attempting to complete set tasks
 b) Punctuality
 c) Being prepared and organized
 d) Involvement
 e) Connectedness

C) RESPECT
School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities of each person. Such courtesy will be reflected in both action and communication.

Respect is exhibited in conduct such as:
 a) Speaking and acting politely to others
 b) Using equipment carefully
 c) Following supervisor instructions
 d) Active listening
 e) Accepting of differences, rights and feelings

D) SELF RESPONSIBILITY
School community members will endeavour at all times to make appropriate behaviour choices relative to the social context, and accept accountability for the outcomes of their actions.

Self-responsibility is exhibited in conduct such as:
 a) Working independently &/or with others
 b) Accepting corrective advice
 c) Owning mistakes and celebrating success
 d) Completing job roles
 e) Being where I’m expected to be punctually.
First Aid, Sickness and Medication
No medication will be given to a child without the written permission of a parent/guardian. All medication shall be kept in a central location – office of school secretary/fridge – clearly labelled with all relevant information for the child for whom it has been provided.

At no time during the school day should a student have medication in their possession.

A medication register has been established which provides the following information: date, time, name of student, type of medication, dosage and the name of the person administering the medication. All medication administered by school staff at school will be recorded in the Medication Book at the Main Office.

Parents should note that ALL medication sent in should be clearly marked with the child’s name, class and dosage details, and be accompanied by a letter of Request from the parent/guardian or Notification Form (which can be obtained from the school office).

Children with Specific medical conditions
It is the parent’s responsibility to notify the school if their child has a specific medical condition and provide necessary information.

Tick bites, Head lice and Splinters
We will not touch, apply anything or try to remove. Parents will be phoned and asked to collect their child for attention. Ticks can cause paralysis if not removed properly.

Headlice is an ongoing problem. No child will be allowed to borrow a hat for outside activities. If a child forgets their hat they will miss the activity.

Should a child be excluded from school with headlence they need to return via the Office for staff to check that they have been treated successfully. If your child has head lice it is necessary to remove all eggs and lice. Treat all bedding and hats.

Sickness Exclusion
From time to time young children catch a variety of contagious diseases. The NSW Health Department has produced a detailed chart outlining the symptoms and signs, how long a child should be isolated or excluded from school and how long contacts should be excluded. A copy of this chart is included at the back of this booklet.

Please do not send students to school if they are unwell. There are no facilities at school to mind sick children who would be better off home in bed. Keep your child home, rather than place the staff and other students at risk.

COMMUNICATION

Skoolbag App/School Interviews Online
Skoolbag App is a free downloadable App for smartphones, which the school utilises for quick updates regarding events and excursions, as well as allowing access to the school newsletter. This should be downloaded by parents. School interviews online is used by the school to co-ordinate all parent teacher student conferences interviews and sports event nominations. This site can be found at www.schoolinterviews.com.au.
Absences
All students should be in attendance at school each day - unless sick, attending necessary events or such. If a student is absent from school the parent can ring school to inform us OR they can text/ email. A note is only necessary if you have not advised school of an absence.
We use an application called Schoolworx to mark rolls. This has an SMS messaging facility to let us know about your child’s absence. It will also send an SMS from us if, after staff mark the roll, we find your child is absent. Please respond to this as it will negate the need to send us a note to explain an absence.
Text messages only on Schoolworx to 0439 837 083.

Assemblies
On Friday afternoons **fortnightly** in even school weeks at 2.20pm we hold an assembly beginning with the singing of our National Anthem and prayer. Awards are presented at this time. Parents are invited to join us. These are advertised in our Newsletter.

Bookclub
Purchase of books through the Scholastic Book Club is available at regular intervals throughout the year. This includes books suitable for preschoolers as well as Years K to 6. Order forms are sent home with the children.

Payment by cash, cheque or EFTPOS will be accepted. Please note that if you order from a number of the Bookclub Catalogues at one time, one payment to cover the total order is acceptable. Note that there is a minimum purchase required to use EFTPOS.

Calendar
**IMPORTANT DATES 2016**

**PUPIL FREE DAYS**
- Friday 8 April 2016 – Retreat Day
- Easter Break: Good Friday 25 March to Easter Monday 28 March
- Tuesday 26 April 2016 – Catholic World View Professional Development
- Friday 1 July 2016 – Curriculum Professional Development (with Woodburn & Coraki)
- Monday 18 July – Behaviour Professional Development
- Monday 8 August 2016 – School Review Professional Development
- Monday & Tuesday, 19 & 20 December – Pupil free

**SCHOOL TERM DATES 2016**
Term 1 Wednesday, 27 January to Friday 8 April
Term 2 Monday, 26 April to Friday, 1 July
Term 3 Monday, 18 July to Friday, 23 September
Term 4 Monday, 10 October to Tuesday 20 December
Parents are informed of events through the school newsletter. A calendar is also available on our school website.

Office
It is the priority of the office staff to attend to all **fairly**, however the children must be cared for first. Please be aware that visitors to our office may, at times, need to wait.
Collection of Children during School Hours
If a child is to be collected during school hours please notify the office prior to collecting the child. A note to the class teacher prior to the time of collection would allow the child to be in the office waiting for collection. In a normal busy day it is often difficult to locate students in a hurry.

Late Arrivals at School
Students arriving after school begins need to enter via the office. They will be given a late note and checked in on Schoolworx Attendance program. This will give teachers a record of what time students arrive.

Newsletter
A newsletter is published every TUESDAY and sent home with the youngest child in the family. This is our major form of communication. Newsletters are available through our school web address (http://www.alstplism.catholic.edu.au/newsletter), should you not receive a hard copy for any reason.

School Photos
A photographer will come to the school to take photos of our class groups and individual students. This date is advised in the newsletter. Parents are able to order photos. Envelopes are sent home prior to the day. These envelopes are to be sent back to the school prior to /or on the day of photographs detailing your order and enclosing correct money in payment. The photographer also takes family group photos and a special envelope is available from the office (as indicated on the individual/class group photo).
Please note: any student unable to attend school on Photo Day will be recorded as absent on the Photo day. Our Photographer will only make one visit to our school and alternative arrangements cannot be made for students absent on this date.

The date for school photos in 2016 is Tuesday 22 March.

Procedures
Please refer to the Parent Communication Grid on pages 19-20 of this book to find the most appropriate person to contact at school for your specific need.

Parents wishing to discuss any aspect of their child’s schooling with the class teacher are asked to contact the teacher to arrange an appointment outside class teaching hours.

Should parents have concerns on administrative procedures, either involving classroom or whole school situations, they are asked to make an appointment with the Principal. Please state the nature of your concern when booking.

Concerns by parents over the behaviour of other children must be addressed to the class or duty teacher. The school does not permit parents to enter the school premises and address such issues with other children. Any breach of this policy will be looked upon seriously and could jeopardize the enrolment agreement.

As there may be many changes in phone numbers, addresses, and other family information after the date of your child’s Application for Enrolment at this school, at the beginning of each year an Updated Information Sheet and Student Verification Report for each student will be sent home for completion. If families move house, change telephone numbers, emergency contacts etc. during the year, it is essential that the school office and the class teacher be informed immediately.

Children who will leave school during the day require a note signed by their parents. Any notes should be given to the classroom teacher.
As advised under Absences, notification to the school via a note, phone call or email is required each time:

- To explain a child's absence from school;
- Each time you wish your child to leave the school grounds during school hours for any purpose other than those mentioned above. Please limit these times as the child's education is important.

Schoolwork is used by the school for online roll marking each day. Should your child be absent at roll marking time each morning without a prior explanation from you then you will receive a text message to your nominated phone number asking for verification of this absence.

Families wishing to remove their child from school need to request prior approval from the Principal for any absence longer than 10 consecutive days. This is called an Exemption from School Attendance and the form can be found on the website under the Parent tab. Approval will not be given for family holidays. This will be seen as an absence from school (or unapproved leave).

**Reporting to Parents**

*Plain English Reporting*

The school endeavours to maintain close contact with parents, keeping them informed of their child’s progress.

The format will be

- Term 1 Parent Information Night (Best Start for Kinder only);
- Term 2 Parent/Teacher/Student Conference
- Term 4 Formal Report (Optional interview).

Parents are encouraged to arrange an interview with their child’s teachers to discuss any matters arising at any time. Should any parent have concerns about their child's progress, they are encouraged to notify the class teacher in order to arrange a more regular means of communication.

**Retention in a Class (Repeating)**

The school does not like to retain students in a class. However, should a parent request this occurs a review team will be put in place to determine the suitability of the request. The review team will examine all intervention strategies that have been used as well as plan for future support.

**Silent Phone Numbers**

If you wish your phone number to be listed as a silent number please indicate that on the Enrolment Form, the 2015 Update Information Sheet, Student Verification Report or forward a letter to the school secretary. All numbers are added to class phone trees for stage communication, unless advised otherwise.

**Messages**

Messages can only be delivered to students if they are received prior to 3.00 pm due to the rush at the end of each day. We all experience emergencies from time to time and that is understood and accepted.
Grid for Communication by families
This grid is designed to make communication between home and school, on a range of matters, far more efficient. Look for the enquiry focus and it will assist you to contact the person who can most efficiently and appropriately assist you.

(Where more than one number is shown please begin by contacting 1 first).

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Class Teacher</th>
<th>School Office</th>
<th>Parish Office</th>
<th>Specific person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Enquiry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before School Support</td>
<td></td>
<td>1</td>
<td></td>
<td>2 Rainbow Region</td>
</tr>
<tr>
<td>Baptisms for children</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3 Therese Seymour P</td>
</tr>
<tr>
<td>Behaviour</td>
<td>1</td>
<td>2</td>
<td></td>
<td>3 Therese Seymour P</td>
</tr>
<tr>
<td>Book Club</td>
<td>2</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bullying issue</td>
<td>1</td>
<td></td>
<td></td>
<td>2 Tess Koning AP 3 Therese Seymour P</td>
</tr>
<tr>
<td>Bus travel enquiries</td>
<td>2</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Car Pick Up</td>
<td>1</td>
<td>2</td>
<td></td>
<td>2 Leanne Harris</td>
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<tr>
<td>Canteen</td>
<td></td>
<td>1</td>
<td></td>
<td>2 Leanne Harris</td>
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<tr>
<td>Chess</td>
<td>2</td>
<td></td>
<td></td>
<td>1 Hermien Mellick</td>
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<tr>
<td>Classroom Helpers</td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
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<tr>
<td>Class Parent Reps</td>
<td></td>
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<td>2</td>
<td>1 PSF rep</td>
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<tr>
<td>Counselling</td>
<td>1</td>
<td>3</td>
<td></td>
<td>2 P or AP</td>
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<tr>
<td>Curriculum</td>
<td>1</td>
<td></td>
<td></td>
<td>2 AP</td>
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<tr>
<td>Enrolments</td>
<td></td>
<td>1</td>
<td></td>
<td>2 Principal</td>
</tr>
<tr>
<td>Excursions</td>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
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<tr>
<td>Enrichment Support (IPs etc.)</td>
<td>2</td>
<td></td>
<td></td>
<td>1 Lisa Donohoe</td>
</tr>
<tr>
<td>Exemption from School Attendance over 10 days</td>
<td>3 paperwork available on website</td>
<td>1 Principal 2 AP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family issues</td>
<td>1</td>
<td></td>
<td></td>
<td>2 Principal or AP</td>
</tr>
<tr>
<td>Fundraising ideas</td>
<td></td>
<td></td>
<td></td>
<td>1 Deb Howe/ PSF 2 Principal</td>
</tr>
<tr>
<td>ICAS tests</td>
<td>3</td>
<td>2</td>
<td></td>
<td>1 AP</td>
</tr>
<tr>
<td>Junior Joeys</td>
<td></td>
<td>1</td>
<td></td>
<td>2 Principal</td>
</tr>
<tr>
<td>Library</td>
<td>2</td>
<td></td>
<td></td>
<td>1 Ros Kingsford</td>
</tr>
<tr>
<td>Masses/ Parish</td>
<td>2</td>
<td></td>
<td>1</td>
<td>3 Libby Spash or Nikki Wagner</td>
</tr>
<tr>
<td>MJR</td>
<td>2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Medical</td>
<td>1</td>
<td>2</td>
<td></td>
<td>1 Libby Spash</td>
</tr>
<tr>
<td>Mini Vinnies</td>
<td></td>
<td></td>
<td></td>
<td>1 School Welfare Officer</td>
</tr>
<tr>
<td>Music lessons</td>
<td></td>
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<td>1</td>
</tr>
</tbody>
</table>
### ENROLMENT POLICY

Parents applying for enrolment of their children at St. Joseph’s School Alstonville are subject to the enrolment policy formulated by the Catholic Schools Office in Lismore. Enrolment at St Joseph’s is based upon:

1. The family’s commitment to Christian principles and faith expressed in their Parish community and their willingness to fully accept the school’s Religious Education program.

2. A positive commitment by families to contribute to the well-being and community nature of the school.

3. Children must turn 5 years of age on or before 31 July of the year of commencement.

4. Children turning 5 years between 1 April and 31 July may be enrolled at the discretion of the Principal and on the agreement of parents that the child may be asked to repeat a class if this is considered advisable.
Advice for Parents of children commencing Kindergarten

Junior Joeys Program & Kindergarten Orientation Sessions

Our school runs a program called Junior Joeys. It is a transition program to assist them to settle into the school routine easily and be prepared for the academic nature of school as well as the socialisation required.

This program commences on Wednesdays, from Week 1, Term 2, from 9am to 11am. This is a FREE service.

In Term 4 there are two special morning sessions for Kinder. orientation called Meet & Play - dates are 19 October 2016 and 2 November 2016.

A Parent Information Night is held for all interested parents in Term 3.

Kindergarten Requisites
All items and uniforms, hats, lunch-boxes, drink bottles, school bags, books, etc. must be clearly and indelibly marked with name tapes or proper marking pens. Biro and pen become illegible after a few weeks.

School Bags
A school bag is available through our Uniform shop. As most children have similar school bags, the problem of trying to identify their own among many others can cause considerable distress to small children who cannot read their own names. Therefore, in addition to the child's name and address inside the bag, perhaps you could place a transfer or sticker on the outside to aid identification by the child.

Transport Arrangements
If there is to be any variation from normal travel arrangements for your child, please send a note, not a verbal message. This is most important with small children.

Bringing Possessions to School
Some small children feel more secure if they bring something familiar and comforting with them to school. While we would not wish to cause anxiety by asking that these things be left at home, please realise that very precious possessions and expensive toys can be damaged or mislaid. Therefore, anything brought to school should be suitably marked with the owner’s name and the child be made aware of the responsibility of looking after it.

Ways in Which You Can Prepare Your Child for School

1. Give your child many opportunities to use pencils, crayons, scissors.
2. Read and tell stories frequently. Try to use different types of literature – stories, rhymes, poems, alphabet and number books.
3. Encourage your child to talk. Answer his/her questions and encourage interest in his/her daily environment and activities. The best preparation for reading and writing is good oral language development.
4. Play games as a family.
5. Enrol your child in the local library and visit it regularly.
6. Give the family time to talk with each other by sometimes turning off the television.
7. Encourage drawing and writing.
8. Sometimes scribe for your child, i.e. write down a ‘story’ as your child tells it.
9. If your child wishes to write his/her name, please do not use capital letters, eg. It should be John NOT JOHN. This is a habit which is very hard to break.
10. Teach your child to use and flush the toilet without help and to put on and take off items of clothing, e.g. jumpers, shoes and socks.
Settling into School
The change from short sessions at pre-school to a full day, five days a week, brings many pressures to bear on small children, some of whom find it very difficult to cope, especially in Term 1. You can help your child settle into school by observing some of the following suggestions:

1. Lunch: many little children find lunchtime with a large group of children quite disconcerting and eat poorly at the beginning of the year. It is best to give them **smaller quantities** of known favourites. Children are asked to take home what they do not eat. This prevents waste and allows you to adjust lunches accordingly.
2. It is helpful if your child can go to bed early. A tired child cannot benefit from a full day at school.
3. Kindergarten children often get very tired and feel the strain of being part of a large group. You will notice this particularly towards the end of the week for the first few months. Please let us know if this occurs.
4. Should your child be unhappy at school, for any reason, please let us know. We cannot help with a problem unless we know it exists. It would be appreciated if parents could arrange to use the time before and after school and lunchtimes for interviews, not class time. Kindergarten children require constant supervision and any interruptions can cause considerable disruption.

Immunisation
Children enrolling in Kindergarten are required to provide the school with a NSW Health Department Immunisation Certificate for Primary School Enrolment which can be obtained from your Doctor. Immunisation itself is not compulsory however, in the event of an outbreak of a vaccine-preventable disease in a school, unimmunised children will be required to remain at home for the duration of the outbreak for their own protection.

The vaccine-preventable diseases are Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Mumps, Rubella and Meningococcal. (See pages 34 & 35 for more information)

FEES

Tuition Fees
Tuition fees were set at a Parish Finance Council meeting in November 2015.

The Tuition fees for 2016, **payable in advance over three terms**, have been set at:

- 1 child at St. Joseph’s $1110
- 2 children at St. Joseph’s $2010
- 3 or more children at St. Joseph’s $2880

Most book fees are included in this annual tuition fee.

Parish Levy
A Parish Levy of $680 per family for the year is payable. forwarded to the Parish; this levy assists the parish cover operational expenditures incurred.

Additional School Fee

| Information Technology fee | $90 per student |

This IT fee has been levied because of the growing need to provide quality technology to all school members. **This fee is payable by the end of February.**

**Arrangements need to be made with the Principal** each year for those who have special financial circumstances.

A full breakdown of fees is available from the Office.
Payment can be made by cash, cheque, EFTPOS or bank transfer. We encourage you to telephone the school secretary to obtain our bank account details to arrange weekly, fortnightly, monthly transfer payments.

Catholic schooling heritage, fully endorsed at St. Joseph's, is that no family should be deprived of their right to a Catholic education during times of financial hardship. Parents experiencing difficulty in meeting school financial commitments are required to contact the Principal.

Unfortunately fees that are not paid promptly or regularly place your child’s enrolment at jeopardy and recompense for outstanding fees will be sought.

Money
To assist in the collection and counting of all money (e.g. school fees, excursion money, etc.) parents are asked to always:
• place money in a sealed envelope (a recycled one is fine)
• clearly marked with the child's name, class, amount and purpose.
Children are discouraged from bringing large amounts of spending money to school. Since the school cannot be responsible for money left in bags, desks, pockets etc. excess money should be given to the class teacher for safekeeping.

A SECURED MAIL BOX can be found in the office foyer for all correspondence, payments etc. Students are encouraged to drop off any items directly into this box. Items should not be left on the front desk of the administration office.

Valuable Personal Property
Children are discouraged from bringing valuable personal items to school. Should this occur, the item is to be left at the office or in the custody of the class teacher. In the past, valuable items have been brought to school and have been lost or stolen. The school cannot take responsibility for students who bring such items to school. Mobile phones, Ipods and other equipment, if brought to school, need to be left safely in the school office. The school accepts NO responsibility for items in bags or desks. If mobile phones are found to be in bags they may be confiscated.

SCHOOL CURRICULUM

Pastoral Care
*Our School Motto* – Growth Through Love

We aim for each child to experience that he/she is lovable, unique and successful. With this approach we hope to witness the love of Christ.

Staff attempt to make Jesus the centre of the school and thus endeavour to treat each child with the respect as befits his/her dignity as a human person and as a child of God. Discipline is firm but just, and aims to be consistent. The school attempts to teach the skills of self-discipline and encourages each child to aim for and reach high expectations. Corporal punishment is prohibited as a means of punishment or correction of students.

All teachers need to be informed about aspects of the children’s health and home environment, when these are seen to be relevant to their welfare.
Key Learning Areas

St Joseph’s Alstonville teaches across seven Key Learning Areas. These are:

- Religious Education
- English – Australian Curriculum began in 2014
- Mathematics – Australian Curriculum in 2015
- Science – Australian Curriculum began in 2014
- Creative Arts
- Personal Development Health & Physical Education

The NSW Board of Studies syllabuses and the Diocese of Lismore guidelines are used to provide the learning experiences for all Key Learning Areas.

Religious Education Program

We acknowledge the place of parents as the first educators of their children, especially in matters of faith. Therefore we aim:

* to assist the children to come to know the good news of God's love for them.
* to unfold to the children an understanding of the traditions, culture, history and future of our Catholic faith.
* to guide the children in the integration of religion with life leading them to respond to God's love through prayer, celebration and witness.
* to nurture the faith development of the children in and through a supportive community of believers.
* to support the Religious Education program with the use of the resource, “To Know, Worship and Love” and through the Year 6 Religious Education test.

Children of other faiths are included in prayer, worship and religious instruction, but do not actually receive the Sacraments of the Catholic Church.

The parish provides programmes for the Sacraments of Reconciliation, Confirmation and Eucharist. During each term children attend Liturgy on either a class or school basis. The Liturgy is prepared by the teachers and children. Parents are encouraged to attend.

The school is an integral part of Our Lady of the Rosary Catholic Parish Community of Alstonville and part also of the wider St Patrick’s Church Wardell. Parents are invited to take an active part in all aspects of parish life.

Mass Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00pm</td>
<td>St Patrick’s Wardell at 5.30pm Sundays (Summer) and 5.00pm Sundays (Winter)</td>
</tr>
<tr>
<td>8.30am</td>
<td></td>
</tr>
<tr>
<td>7.30am/ 5.30pm</td>
<td></td>
</tr>
<tr>
<td>11.00am (unless otherwise advised)</td>
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</tbody>
</table>

Computer Education

Children are given the opportunity to experience and familiarize themselves with computer technology. All children have access to computers in the school. We are well equipped with computer technology. We also have a Policy in place in relation to Computer use and the Internet in our school.

Every year the Internet User Agreement must be signed by all Technology users at our school. There is NO access to devices until this is signed. We allow students to ‘Bring Their Own Devices’ to school for use at lunch times. If they do BYOD they must be left at the office in the morning and collected at lunch for use, and then returned to office until going home.

This applies to all electronic devices (phones, tablets, computers, ipods, ipads, etc.)
Homework Policy  
(Under review 2016)

School Commitment  
At St Joseph’s we believe that homework should:

- Be relevant and beneficial to the students,
- Assist students in organising and managing their time,
- Encourage positive family interactions,
- Recognise a wide range of after school activities,
- Allow relaxed time for students to pursue their own learning,
- Not cause stress nor be an impediment to family life.

School Management  
At St. Joseph’s all classes will be using the Home Activity Grids (HAG), or something similar. The HAGs are designed to provide consistency throughout the school as well as offering:

- Choice of activities for students,
- A balance of work and leisure,
- Variety and relevance of activities relating to family life,
- An opportunity for students to develop time management and organisational skills,
- The opportunity for families to be involved in the student’s learning and thus being more aware of the individual’s progress,
- More time for the practice and enjoyment of reading,
- An opportunity to celebrate the diverse skills of students.

Students are encouraged to complete activities on the Grid. Teachers will not be using a reward or punishment system for homework. However, staff take a great deal of time to prepare these grids so completion is expected. Students or parents record the activities which have been attempted. Each class will use a scrap book for pasting sheets in and sending home. Teachers will keep copies of HAGs given out during each term. Parents will be given the suggested activities sheet which is to be kept in the student’s scrapbook. No suggested time expectations will be provided by teachers. Reading activities are compulsory. The HAG is to be returned to school each Thursday.

Responsibilities  
The Teacher’s Role is to:

- Ensure students are aware of what is expected of them with the Home Activity Grids.
- Communicate to parents the expectations and procedures of the Home Activity Grids for their class.
- Set students homework which allows them to demonstrate what they are capable of and challenges them to progress.
- Create an environment where students are willing and enthusiastic to attempt tasks and where no system of reward or punishment operates in relation to the Home Activity Grids.
- Monitor HAGs and communicate with parents regarding the student’s progress.
- Encourage, support and acknowledge the efforts of students.
- Consider the child’s needs, interests and circumstances.
The Student’s Role is to:

- Be responsible for taking work home and returning it to school within the given period.
- Accept responsibility for the completion of tasks to the best of their ability.
- Show all work to parents and have their HAGs signed by a parent or guardian.
- Be willing to ask for help from the teacher or family whenever necessary.

Parents and Caregivers can assist by:

- Reading every day with your child.
- Supporting students in attempting activities on the HAGs.
- Providing a study environment where the student can be encouraged and supported in a positive and affirming manner.
- Communicating with teachers regarding concerns with HAGs or their child’s approach to their work.

Library Borrowing Policy

Classes are taken to the library at least once a week. The children are encouraged to take books home to read and return them during the week or at the following week’s lesson.

Due to the costs associated with replacing lost library books, we ask that any books borrowed that aren’t returned and cannot be found, are paid for according to replacement cost. A fabric, draw string Library bag is necessary for all classes.

There are some restrictions in place on borrowing to ensure your child is reading books at their reading and interest level.

Sport at our School

We love students to play sport and we think they are given great opportunities to represent our school and Diocese in many varied sports. But these opportunities also come with the responsibility to meet some requirements set by us. If a student puts their name down for a lunchtime sport team or to represent our school at Zone or Diocese then they must stick to their agreement. It is not a possibility that they can drop out of these teams as they are letting their team mates down. Commitment is essential. If a student has been displaying poor behaviour then their sporting representation can be cancelled by the school. We will not allow students to represent us unless their behaviour is exemplary. There is a note signed by the sport person and parent to be returned to school to acknowledge this behaviour responsibility.

All sports notes need to be returned promptly. If a student is not taking up an opportunity to join a sporting event they need to return the note stating they do not want to be involved so others may be offered the opportunity. We respect the right of parents to choose not to allow their child to participate in sports events above school level. We also respect the right of parents to limit the number of sports events a child can participate in during any term. We are thrilled that parents go along to support our students and our teams. We need to ask that if parents are present at sports events that they always adhere to the code of conduct (see below) and support staff in insisting on this with students.

Sports Day can be any day - this is why our school uniform has been designed the way it is. Children are given experiences and instruction in a variety of sports throughout the year.

Children within the school are divided into three (3) sports teams:

- **DARA** (yellow), named after the first Sister of St Joseph’s Alstonville;
- **CAWLEY** (green), named after one of the first students enrolled at St Joseph’s; and
- **McCARTHY** (red), named after the first Parish priest appointed in Alstonville.
We run three school carnivals:
  Late Term 1: Cross Country – Friday 1 April
  Late Term 2: Athletics – Friday 24 June
  Late Term 4: Swimming – Monday 12 December.

Children eight (8) years and above, who do well at our carnivals, are able to represent their school at the Richmond Zone Carnivals. The Diocese of Lismore currently offers primary school students representative opportunities in the following sports: Athletics, AFL, Basketball, Cricket, Cross Country, Diving, Hockey, Netball, Rugby League, Rugby Union, Soccer, Softball, Swimming, Tennis and Touch Football.

Student Representative Pathways:
- School
- Zone
- Diocesan
- Polding
- State Championships

**Diocese of Lismore—Primary Sports Council**

**3.12.1 Implementation Guidelines**

The Diocesan Primary Sports Council has adopted the following Codes of Behaviour (with minor modifications) which have been accepted by the Australian Sports Commission, Australian School Sports Council, Australian Secondary Schools Sports Association, Australian Primary Schools Sports Association, Australian Council for Health, Physical Education and Recreation, National Coaches Accreditation Scheme and National Sports Association. The codes are in line with the National Junior Sports Policy.

These “Fair Play” codes are for teachers, coaches, managers, players and spectators. They provide a practical guide to reinforce the positive elements of students’ participation in sport. They expound a philosophy of fair play – with an emphasis on fun, friendly competition and individual fulfilment. They are designed to foster programs in which students can participate with their peers, confident in their abilities and potential, as well as being mindful of the lifelong benefits of sports activity and physical fitness.

**3.12.2 Players’ Code**

- Be a good sport.
- Play for enjoyment.
- Work hard for your team as well as yourself.
- Treat all team-mates and opponents as you would like to be treated.
- Play by the rules.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.
- Co-operate with your coach, officials, team-mates and opponents.
- Respect the official’s decision.

**3.12.3 Lismore Diocesan Parents’/Spectators’ Code of Conduct**

- Remember, children are involved in organised sport for their enjoyment, not yours. Be careful you are not chasing a goal that you personally failed to achieve.
- Encourage your child to always play by the rules.
- Applaud good performance and efforts from each team (or other competitors). Congratulate all participants upon their performance regardless of game’s/race results. Children learn from example.
- Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials and accepting officials’ decisions.
- If you need to make a complaint, please do so in the appropriate manner. Approach your team manager and ask him/her to take your concerns to the appropriate personnel.
Excursions

The educational importance of extending education beyond the classroom is recognised and carefully planned by teachers. Cost is always a consideration in planning an excursion as is the skill and ability level of the students to cope with the rigours of an excursion. Parental consent in writing is required before a child is included in a specific education excursion. There is an excursion policy available.

For larger, more expensive excursions (e.g. S3 camp) all school fees must be up-to-date prior to attendance at camp. Please talk to the Principal if this is a problem.

PARENTAL INVOLVEMENT

At St. Joseph’s School we are very proud of the extent of parent and community involvement in assisting our children. Parents are welcome to participate whenever possible in the life of the school, whether it be in class programs or outdoor activities. Our main body of involvement is through Parish School Forum. There is a Manual available explaining how this works.

Many Parent Groups meet regularly and dates are published in our newsletters. A Parish School Forum Update is also published once a term in our Newsletter.

Other groups include Uniform, Class Parent Reps, Social Committee, Fundraising, Working Bee and Parent Assembly etc. Every family is encouraged to actively belong to at least one group.

The involvement of our parents in school is vital in building community. We seek the involvement of all families to support our community.

Banking

The Commonwealth Bank offers facilities for children to bank through the school every WEDNESDAY morning. Account application forms are available from the school office.

Many thanks to Mrs Kylie Glavocih and Miss Louise Doust who volunteer to help us with this banking.

Class Parent Reps

Class Parent Reps are convened under Parish School Forum and Parent Assembly. They are co-ordinated by our School Chaplain, Mrs Lyn Rowling.

The role of Class Parent Reps is to:

- Liaise between parents and teachers.
- Coordinate Support and social Activities among Parents.
- Include all Parents as much as possible in the life of the class.
- Care for the children and teacher.

Possible tasks include:

- Ask the teacher what help is needed with reading, craft and other areas. Then find someone who will follow up parents to help out.
- Coordinate special functions such as the Year 6 Farewell, celebrations at sacrament times for family picnics.
- Informally assist teacher.
- Pass on to the teacher, parents’ interests and hopes and educational needs.
- Organise a family get-together a few times a year.
- Breakfast gatherings.
- Arrange meals, baby sitting or other needs for families with difficulties.
- Telephone Tree.
- Welcome new parents.
- Many parents have special skills. Find out parents’ gifts and match them up to class needs.
- Help with a class newsletter occasionally.
- Party and gift for a child leaving the school.
- Acknowledge teachers special events, such as birthday, babies, marriage etc.
Class Parents Do Not:

1. Mediate between a parent or group of parents and a teacher.
2. Abuse their position of trust in the class by searching out confidential information about students, nor do they tell other parents this information should they find it out accidentally.
3. Inappropriately or uncaringly act in any way.

UNIFORM

Everyday

Summer
GIRLS will wear EITHER:
- Navy school skort and school polo shirt, OR
- Navy school shorts and school polo shirt, WITH
- Short navy school socks; black leather shoes and school hat.

BOYS will wear:
- The school polo shirt and school navy shorts WITH
- Short navy school socks; black leather shoes and school hat.

Please note: the school shoes should be black soft leather –*not* suede or skate shoes.
Shoe laces will be done up correctly at all times.

Winter

GIRLS will wear:
- The navy school skort and school polo shirt, with navy blue school jumper, OR
- Navy school shorts and school polo shirt with navy blue school jumper;
  with
- Short navy school socks OR navy tights (please note: not both socks and tights at one time); OR
- New school trackpants and jacket or school jumper, with school polo shirt, short navy school socks; AND
- **Black leather shoes**
- School hat.

BOYS will wear:
- The school polo shirt and navy school shorts, with navy blue school jumper OR
- New school trackpants and jacket or school jumper with school polo shirt; WITH
- Short navy school socks, black leather shoes
- School hat.

*No specific date is set for the introduction/wearing of the “Winter Uniform”*

For Sport

As appropriate for the weather, the everyday uniform is worn, with black shoes. NB. The same shoes can be worn every day if soft black leather with soft soles are purchased.
The SCHOOL HAT is part of the uniform. In the interests of Skin Cancer Education, and in accordance with the wishes of the PSF, the school adopts a ‘NO HAT NO PLAY’ policy.

The neatness and personal appearance of each pupil, correctness of uniform, etc. is sensitively and constantly promoted by each teacher.

A school backpack is available through the Uniform shop. This backpack has been approved by chiropractors and while not compulsory, we recommend its purchase and use.

Jewellery is not allowed, however students who have pierced ears may wear sleepers or studs. Children will be asked to remove all ‘excess’ jewellery and place this in their school bag. Please also note that ribbons, scrunchies, etc. worn in the girls’ hair should be in school colours: white, light blue, navy blue. Students are asked not to wear coloured nail polish. Dyed hair is not permitted and shoulder length hair should be tied back for health reasons. Hair that is shoulder length must be tied up. No hair should cover the eyes. We do not tolerate “trendy” hair styles.

Most items of the uniform are available at the Uniform Shop which is located in Room P4. It is operated by our Uniform Shop Convenor John Fivaz – times may vary, so please check with school office. There are usually a number of good second hand items of clothing available at the Uniform shop. Contributions in the way of used uniforms are always appreciated.

Uniform Shop Hours:  
Friday 8.30am to 9.30am  
2.30pm to 3.30pm

Uniform Shop Contact: John Fivaz 66286816 or 0409526345.

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**PRIVACY POLICY**

Your privacy is important  
This statement outlines the School’s policy on how the School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to a School’s operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the School collect and how does the School collect it?  
The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information about:

- pupils and parents and/or guardians (‘Parents’) before, during and after the course of a pupil’s enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

**Personal Information you provide:** The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

**Personal Information provided by other people:** In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

**Exception in relation to current employee records:** Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School’s treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.
How will the School use the personal information you provide?
The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the School’s primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:
- to keep Parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils’ educational, social and medical well being;
- seeking donations and marketing for the School;
- to satisfy the School’s legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the School’s primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:
- in administering the individual’s employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School;
- to satisfy the School’s legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

Marketing and fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School’s fundraising, for example, the School’s Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools: The Privacy Act allows each school, being legally related to each of the other schools conducted by the Diocese of Lismore to share personal information with other schools conducted by the Diocese. Other Diocesan schools may then only use this personal information for the purpose for which it was originally collected by the Diocese. This allows schools to transfer information between them, for example, when a pupil transfers from a Diocesan school to another school conducted by the Diocese.

Who might the School disclose personal information to?
The School may disclose personal information, including sensitive information, held about an individual to:
- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers and sports coaches;
- recipients of School publications, like newsletters and magazines;
- Parents; and
- anyone you authorise the School to disclose information to.
**Sending information overseas:** The School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

**How does the School treat sensitive information?**
In referring to ‘sensitive information’, the School means: information relating to a person’s racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**
The School’s staff are required to respect the confidentiality of pupils’ and Parents’ personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

**Updating personal information**
The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the Principal of the School at any time.

The National Privacy Principles require the School not to store personal information longer than necessary.

You have the right to check what personal information the School holds about you
Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the School holds about you or your child, please contact the School Principal in writing.

The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

**Consent and rights of access to the personal information of pupils**
The School respects every Parent’s right to make decisions concerning their child’s education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil’s Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School’s duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil’s personal circumstances so warranted.

**Enquiries**
If you would like further information about the way the School manages the personal information it holds, please contact the Principal.
STANDARD COLLECTION NOTICE

1. The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the pupil and to enable them to take part in all the activities of the school.

2. Some of the information we collect is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.

7. The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school’s legal obligations under Part 5A of the Education Act 1990 (NSW).

8. The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.

9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a pupil of the school.

10. Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual’s life, health or safety.

11. The school may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

12. Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school’s duty of care to the pupil or where pupils have provided information in confidence.

13. The Dioceses’ Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.

14. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

15. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines and on the school’s intranet. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines and on our intranet. The school will obtain separate permissions from the pupils’ parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as the internet.

16. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.
## A guide to immunisation

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>WHAT IS IT?</th>
<th>WHAT IT DOES AND WHAT CAN IT DO?</th>
<th>SIDE EFFECTS OF VACCINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria</td>
<td>Bacteria spread by droplets (from sneezing and coughing).</td>
<td>Causes severe throat and breathing difficulties. About 1 in 15 patients dies. The bacteria release a toxin, which can produce nerve paralysis and heart failure.</td>
<td>About 1 in 10 has local inflammation or fever. Serious adverse events are very rare.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Virus spread mainly by blood, sexual contact or from mother to newborn baby.</td>
<td>Causes acute hepatitis or chronic carriage. About 1 in 4 carriers develops cirrhosis or liver cancer.</td>
<td>About 1 in 15 to 1 in 100 has pain or fever. A sudden or severe reaction occurs in about 1 in 5,000,000.</td>
</tr>
<tr>
<td>Hib (Haemophilus influenzae type b)</td>
<td>Bacteria spread by droplets.</td>
<td>Causes meningitis, epiglottitis (respiratory obstruction), septicaemia, osteomyelitis. About 1 in 20 meningitis patients dies and 1 in 4 survivors has permanent brain or nerve damage. About 1 in 100 epiglottitis patients dies.</td>
<td>About 1 in 20 has discomfort or local inflammation. About 1 in 50 has fever.</td>
</tr>
<tr>
<td>Measles</td>
<td>Virus spread by droplets.</td>
<td>Causes fever, cough, rash. 1 in 15 children with measles develops pneumonia and 1 in 1000 develops encephalitis (brain inflammation). For every 10 children who develop encephalitis, 1 dies and up to 4 suffer permanent brain damage.</td>
<td>About 1 in 10 has discomfort, local inflammation or fever. About 1 in 20 develops a non-infectious rash. Fewer than 1 in 1 million may develop encephalitis.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Virus spread by saliva.</td>
<td>Causes swollen neck and salivary glands and fever. 1 in 200 children develops encephalitis. 1 in 5 males past puberty develops inflamed testicles. Sometimes causes infertility or deafness.</td>
<td>1 in 100 recipients may develop swollen salivary glands. 1 in 3 million develops mild encephalitis.</td>
</tr>
<tr>
<td>Polio (Poliomyelitis)</td>
<td>Virus spread by faeces and saliva.</td>
<td>Causes fever, headache, vomiting and may progress to paralysis. About 1 in 20 hospitalised patients dies and 1 in 2 survivors is permanently paralysed.</td>
<td>Local redness, pain and swelling at the site of injection are common. Up to 1 in 10 has fever, crying, and decreased appetite.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Virus spread by droplets.</td>
<td>Causes rash, fever, swollen glands, but causes severe malformations in unborn babies. About 1 in 2 develops a rash and painful swollen glands; 1 in 2 adolescents and adults has painful joints; 1 in 300 develops bruising or bleeding; 1 in 3,000 develops inflammation of the brain.</td>
<td>About 1 in 10 has discomfort, local inflammation or fever. About 1 in 20 swells swollen glands, stiff neck or joint pains. About 1 in 20 has a non-infectious rash. Bruising or bleeding occurs in about 1 in 30,000 cases.</td>
</tr>
<tr>
<td>Tetanus</td>
<td>Caused by toxin of bacteria from soil.</td>
<td>Causes painful muscle spasms, convulsions, lockjaw. About 3 in 100 patients dies. Risk greatest for very young and old.</td>
<td>About 1 in 10 has local inflammation or fever. Serious adverse events are very rare.</td>
</tr>
<tr>
<td>Whooping cough (Pertussis)</td>
<td>Bacteria spread by respiratory droplets.</td>
<td>Causes whooping cough and vomiting lasting up to 3 months. About 1 in 200 patients under the age of 6 months dies from pneumonia or brain damage.</td>
<td>About 1 in 10 has local inflammation or fever. Serious adverse events are very rare.</td>
</tr>
<tr>
<td>Meningococcal infections</td>
<td>Bacteria spread by respiratory droplets.</td>
<td>The typical symptoms of meningococcal meningitis include fever, a stiff neck, severe headache, dislike of bright light, vomiting, pain or muscle pain, drowsiness and even coma; there may also be a rash. The symptoms of meningococcal meningitis in young babies may differ and include: slow feeding, vomiting, a high pitched crying cry, irritability and a dislike of being handled, a blank staring expression, lethargy or drowsiness and a pale, bluish complexion. About 1 in 10 patients dies. Of those that survive, 1 in 30 has severe skin scarring or loss of limbs, and 1 in 30 has severe brain damage.</td>
<td>The vaccines are very safe, however, side effects can occur. The most common are pain and redness at the injection site, irritability, headache and fever. Serious side effects are very rare.</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Virus spread by the vomit or faeces of an infected person through person-to-person contact, contaminated food, drink or objects, and may also be spread by droplets (coughing and sneezing).</td>
<td>Causes severe gastroenteritis in early childhood. Symptoms include: watery diarrhoea, vomiting, fever. In some cases severe dehydrated and rarely death can occur.</td>
<td>Slightly increased risk (1-3%) of developing diarrhoea or vomiting in the week following vaccine administration.</td>
</tr>
<tr>
<td>Human Papillomavirus (HPV)</td>
<td>HPV is a sexually transmitted infection. There are many strains of HPV, only some of which can cause cancer. About 1 in 2 cervical cancers worldwide have been associated with HPV16 and 1 in 10 with HPV18. Cervical cancer is the abnormal growth of cells in the cervix (neck of the womb). It can cause illness and death. Symptoms can include unexpected bleeding, discharge or pain. With regular smear tests at two yearly intervals, and appropriate treatment of abnormalities, most cervical cancer could be prevented.</td>
<td>The vaccine prevents infection from HPV strains 16 and 18 if vaccinated before infected. About 9 in 10 will have pain and 2 in 10 will have swelling/redness at the site of injection, very occasionally headache, fever and nausea may occur.</td>
<td></td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Caused by the herpes zoster virus. It is very contagious and commonly occurs in children. Spread by coughing, sneezing and direct contact with skin sores.</td>
<td>Sudden onset of slight fever, sunburn, redness and an itchy skin rash. Sores begin as lumps and turn into blisters then scab over. All about 100,000 patients develop encephalitis. About 3 in 10 will be infected. Infection during pregnancy can result in congenital malformations in the baby. Reactivation of the virus later in life causes shingles.</td>
<td>About 1 in 5 children may experience pain, redness or swelling at the injection site or fever. A mild Chickenpox-like rash may develop in 3 to 5% of children six to 20 days after vaccination. Serious side effects are very rare.</td>
</tr>
<tr>
<td>Pneumococcal infections</td>
<td>Caused by infection with the bacteria Streptococcus pneumoniae causing a range of illnesses including pneumonia (infection of lungs), otitis media (infection of middle ear) and meningitis (infection of membranes around the brain). In spread by droplets/saliva.</td>
<td>Pneumonia: shortness of breath, fast breathing, fever, lack of energy, headache, chest pain, cough. Otitis media: fever, irritability, poor hearing, and sometimes diarrhoea and vomiting. Meningitis: fever, headache, stiff neck, nausea, vomiting, drowsiness. About 1 in 10 meningitis patients dies.</td>
<td>Mild side effects such as some pain or swelling at the injection site and, occasionally, low-grade fever. N.B. All diseases, except tetanus, are contagious/infectious.</td>
</tr>
</tbody>
</table>
A guide to immunisation

RECOMMENDED IMMUNISATION SCHEDULE - JULY 1, 2013

CHILD PROGRAMS

<table>
<thead>
<tr>
<th>AGE</th>
<th>VACCINE</th>
<th>CHILD 1</th>
<th>CHILD 2</th>
<th>CHILD 3</th>
<th>CHILD 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td><strong>Hepatitis B (hepB)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>2 months</td>
<td>**Hepatitis B, diptheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)</td>
<td>⬜️</td>
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<td>**Pneumococcal conjugate (13t/PCV)</td>
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<tr>
<td></td>
<td><strong>Rotavirus</strong></td>
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<td>⬜️</td>
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<tr>
<td>4 months</td>
<td>**Hepatitis B, diptheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)</td>
<td>⬜️</td>
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<tr>
<td></td>
<td><strong>Rotavirus</strong></td>
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<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td>6 months</td>
<td>**Hepatitis B, diptheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)</td>
<td>⬜️</td>
<td>⬜️</td>
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<td></td>
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<tr>
<td></td>
<td><strong>Rotavirus</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>12 months</td>
<td><strong>Haemophilus influenzae type b (Hib)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
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<td></td>
<td><strong>Meningooccal C (MenCCU)</strong></td>
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<tr>
<td></td>
<td><strong>Measles, mumps and rubella (MMR)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td>18 months</td>
<td><strong>Measles, mumps, rubella and varicella (chickenpox) (MMRV)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td>4 years</td>
<td>**Diptheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td></td>
<td><strong>Measles, mumps and rubella (MMR)</strong></td>
<td>⬜️</td>
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</tbody>
</table>

NOTES TO THE NATIONAL IMMUNISATION PROGRAM (NIP) SCHEDULE

- Hepatitis B vaccine should be given to all infants as soon as practicable after birth. The greatest benefit is if given within 24 hours, and must be given within 7 days.
- Rotavirus vaccine: third dose of vaccine is dependent on vaccine brand used. Contact your State or Territory Health Department for details.
- Hepatitis B and Varicella vaccine: contact your State or Territory Health Department for details on the school grade eligible for vaccination.
- HPV vaccine: is for all adolescents aged between 12 and 13 years. A catch-up program for males aged between 14 and 15 years is available until December 2014. Contact your State or Territory Health Department for details on the school grade eligible for vaccination.
- Pneumococcal vaccine:
  - Medically at risk children: a fourth dose of 13vPCV at 12 months of age; and a booster dose of 23vPPV at 4 years of age (but less than 6 years of age).
  - Infants born at less than 28 weeks gestation: a fourth dose of 13vPCV at 12 months of age.
  - Aboriginal and Torres Strait Islander children require a fourth dose of pneumococcal vaccine (13vPCV) at 12 months of age (but not more than 18 months) for children living in high risk areas (Queensland, Northern Territory, Western Australia and South Australia). Contact your State or Territory Health Department for details.
  - Hepatitis A vaccine: two doses of Hepatitis A vaccine for Aboriginal and Torres Strait Islander children living in high risk areas (Queensland, Northern Territory, Western Australia and South Australia). Contact your State or Territory Health Department for details.

SCHOOL PROGRAMS

<table>
<thead>
<tr>
<th>AGE</th>
<th>VACCINE</th>
<th>CHILD 1</th>
<th>CHILD 2</th>
<th>CHILD 3</th>
<th>CHILD 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>10–15 years</td>
<td><strong>Hepatitis B (hepB)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td></td>
<td><strong>Varicella (chicken pox)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td></td>
<td><strong>Human papilloma virus (HPV)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td></td>
<td><strong>Diptheria, tetanus and acellular pertussis (whooping cough) (dTPa)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
</tbody>
</table>

AT-RISK GROUPS

<table>
<thead>
<tr>
<th>AGE</th>
<th>VACCINE</th>
<th>CHILD 1</th>
<th>CHILD 2</th>
<th>CHILD 3</th>
<th>CHILD 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months and over</td>
<td><strong>Influenza (flu) (people with medical conditions placing them at risk of serious complications of influenza)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td>12 months</td>
<td><strong>Pneumococcal conjugate (13t/PCV)</strong> (medically at risk)</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
</tr>
<tr>
<td>12–18 months</td>
<td><strong>Pneumococcal conjugate (13t/PCV) (Aboriginal and Torres Strait Islander children in high risk areas)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>12–24 months</td>
<td><strong>Hepatitis A (Aboriginal and Torres Strait Islander children in high risk areas)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>4 years</td>
<td><strong>Pneumococcal polysaccharide (23vPP) (medically at risk)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>15 years and over</td>
<td><strong>Influenza (flu) (Aboriginal and Torres Strait Islander people)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td></td>
<td><strong>Pneumococcal polysaccharide (23vPP) (Aboriginal and Torres Strait Islander people medically at risk)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
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</tr>
<tr>
<td>50 years and over</td>
<td><strong>Pneumococcal polysaccharide (23vPP) (Aboriginal and Torres Strait Islander people)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>Pregnant women</td>
<td><strong>Influenza (flu)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td>65 years and over</td>
<td><strong>Influenza (flu)</strong></td>
<td>⬜️</td>
<td>⬜️</td>
<td>⬜️</td>
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<tr>
<td></td>
<td><strong>Pneumococcal polysaccharide (23vPP)</strong></td>
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