



# **Organisation and Management Policy**

# MISSION STATEMENT

Our Mission as the community of St Joseph's Catholic School is to live our Faith, recognising Jesus in Each Other.

As a Caring Community we reach out in compassion, valuing the dignity of the human spirit by embracing the Gospel message of "Love One Another."

As a Christian community we affirm and empower one another on our journey as Lifelong Learners.

## **Background Statement:**

St Joseph's School, as an integral part of the St Joseph's and St Anthony's Parish, is a warm and welcoming communion of people who recognize Jesus in Each Other.

## **Rationale:**

Our organization and management policy exists to provide clear procedures and structures for the effective operation of our school that are reflective of Gospel values.

## **Values:**

- ❖ Service
- ❖ Justice
- ❖ Openness/Trust
- ❖ Welcoming
- ❖ Compassion

## **Policy Statement**

**We recognise at St Joseph's the importance of providing a welcoming, safe, open and effective learning environment. Consequently we establish procedures and structures that are reflective of Gospel values and allow for the effective operation of our school.**

## Related Focus Areas

- ❖ Allocation of classes
- ❖ Class Structures
- ❖ School Review Processes
- ❖ Financial Management
  - Budgets
  - Capital Works
  - Fund Raising / Sponsorship
  - Resourcing
  - School Fees/Levies
- ❖ Enrolment Procedures
- ❖ Promotions and Marketing
- ❖ School Routines
- ❖ Security - School Premises
- ❖ Tuckshop
- ❖ Uniforms
- ❖ Use of school facilities after hours
- ❖ Work Place Health and Safety
  - Evacuation Plan/Procedures
  - Risk Assessment
  - Lock down
  - First Aid
  - Student Medication
  - Management of Student Safety
  - Sun Safety