



ST JOSPEH'S  
PRIMARY SCHOOL



**Welcome**

chào mừng

saumosvakom

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**Information  
Book**

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Last Updated: December 2020

# Principals welcome

It is my pleasure to warmly invite you to become part of our St Joseph's school. It's an honour to be the Principal of this school because of the consistent and very high level of student academic achievement and the excellent reputation for the care and nurture we provide all children. I am very proud to say that our students are at the heart of everything we do and say.

We are a very respectful community that lives out the Gospel values of love, forgiveness, justice and truth. We promote a Catholic environment and pastoral tone so that the Catholic message is experienced by students, parents and staff, where-by the climate of the school is a form of catechesis and living witness. (*Make disciples of all Mt 28:19*).

Everyone at St Joseph's strives with high expectations to give each child the opportunity to succeed and shine and to grow in all aspects, across their social emotional, spiritual, cognitive and physical learning. We infuse the core teachings of Catholicity and wellbeing across the whole curriculum. (*I came that you may have life and have it to the full Jn 10:10*).

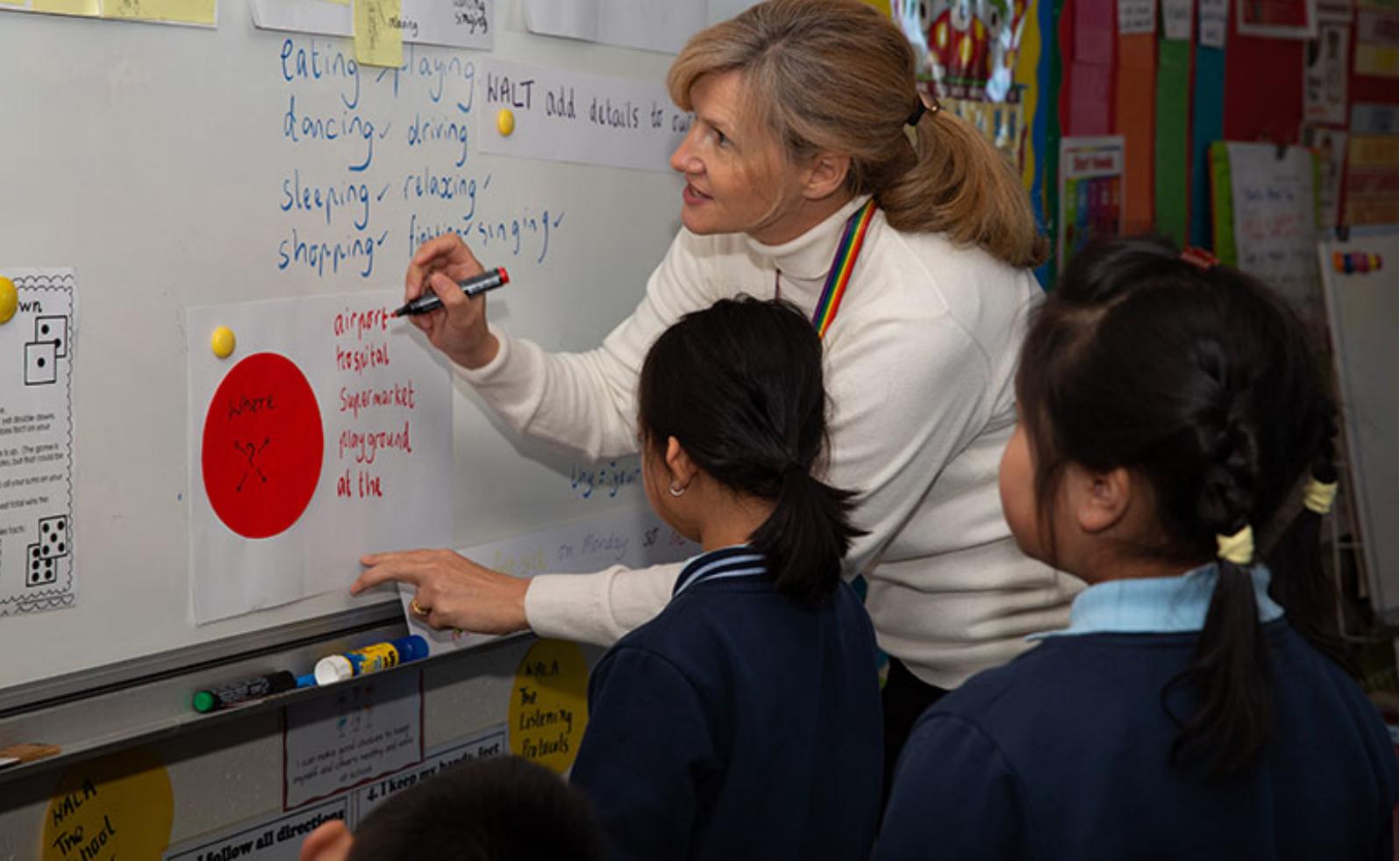
We aim to educate today for tomorrow, so your child will have the self-belief, skills, knowledge, wellbeing and attributes to contribute and flourish in a world that is fast moving, where jobs of the future are yet to be imagined. (*Nurture leadership of all Jn 13:12-25*).

We are an incredible learning community and as such a wonderful place to belong. I am, along with everyone, truly privileged to be in this unique school community. (*Where two or three gather, I am there Mt 18:20*).

As Principal of St Joseph's I warmly welcome you to come and visit us and have a tour of our beautiful school.

Chris O'Connell





## School Profile

St Joseph's Primary School Springvale is part of the vibrant, culturally and linguistically diverse community of Springvale and broader St Joseph's Parish Community.

Our school nurtures a strong Catholic culture centred on Jesus Christ. Our staff, in partnership with our Parrish, strive to ensure that the children in our care have the opportunity to develop a personal relationship with God through the lens of Catholic social teaching and a commitment to student and family wellbeing.

Our highly experienced and capable staff are able to meet the individual needs of students and to support them to achieve and grow to meet their potential. St Josephs is proud of the academic performance and growth results which students achieve which are above state and national averages.

St Joseph's offers a broad range of experiences for students which meets the requirements of the Victorian Curriculum, but also develop students as global citizens and independent lifelong learners.

St Joseph's has approximately 620 students in Years Prep – Grade 6. The school is nestled behind the Springvale shopping precinct with its main entrance on St John's Avenue. St Joseph's school are excited to be able to easily walk to the new Springvale Library and community Hub.

St Joseph's Primary School, Springvale, commenced in 1938 with an opening enrolment of approximately 43 children. It was initially staffed by the Sisters of Notre Dame Des Missions, but from the 1950s the school was run by the Brigidine Sisters. In 1974 the Conventual Franciscan Friars, OFM Conv, assumed the pastoral care of St Joseph's Parish. The Brigidine Sisters maintained a presence in the school until the mid-1980s.

Our school and parish have grown and reflected the changing post war migration patterns, from British and European immigrants to refugees from Asia, Africa and South America. St Joseph's, like Springvale, has a strong and proud link to the Vietnamese community and a significant number of families whose children attend the school are from a Vietnamese background.

# St Joseph's vision statement

St Joseph's School is a culturally and linguistically diverse community sharing a common belief in a Catholic ideal of life centred on Jesus Christ. We offer students a learning program pervaded with the spirit and values of the Gospel. We are committed to an understanding that education aims to achieve 'wholeness' for all its members. The key features of our school are:

## Welcoming

Our school has a special welcome for all – children, parents, staff, the newcomer, the outsider and the disadvantaged. As a school we strive to create a sense of home, a place of warmth, friendliness and openness; a place where children feel safe and at ease with others, where the Parish Clergy, parents, children and staff feel that they and their contributions are important and valuable.

## Serving

Our school provides the specialisation, the facilities and the resources for the benefit of the whole Parish community. We cater especially for those who are in need within the school community.

## Celebrating

As a Catholic school community, we celebrate together because of our common belief in Jesus the Christ expressed through the Eucharist, liturgies, sacraments and prayer. Our celebrations bring the school community closer together and to one other.

## Supporting

The school is committed to providing a safe, nurturing environment where all children are safe and protected. The Pastoral Policy of our school is to encourage, accept, affirm and support all the members of our school and parish community. Through our policies and programs, we assist our students to become active and responsible Australian citizens.

## Empowering

Our school seeks to promote learning as a partnership between the family and the school involving parents, students, staff and other community members. Students are encouraged to have an active voice in the school community. All participate in the decision-making processes based on the model of service that Jesus himself practised.

## Reconciling

Our school is sensitive to the feelings of those who are struggling to succeed and live with dignity in the face of adversity. We look to the Gospel values of compassion, empathy, tolerance and reconciliation to help us overcome barriers and find new directions to enable us to move forward and grow.

## Educating

Staff demonstrate a passion and dedication for teaching providing a stimulating and challenging environment. This encourages students to take initiative and become independent learners. We promote lifelong learning and excellence to assist our students to be active learners who can articulate and reflect on their learning. As a school we recognise that students learn in different ways and feedback is an essential component of the learning process. Our school fosters a strong partnership based on mutual trust and respect between students, parents, teachers and the wider community.

## Evangelising

Evangelisation is part of the missionary role of the Order of Franciscans Minor Conventuals (Grey Friars) which in turn is reinforced within the school. We welcome each and every child and encourage understanding and appreciation of different creeds and cultures, whilst fostering a knowledge of the Catholic Faith Community.

This Vision Statement is the cornerstone of our school policy. Consequently, St Joseph's is committed to welcoming, supporting, educating, empowering, serving, celebrating, reconciling and evangelising in order to enable all members of our community to grow in body, mind and spirit.

## School Values

At St Joseph's we believe that we all have the right:

To be treated  
with **respect**.

To feel  
safe and  
be **safe**.

To **learn**  
and to  
teach.

To a  
**welcoming**,  
stimulating  
environment.

To achieve this at St Joseph's we:

- Develop positive relationships within the community
- Create a safe and inclusive learning and teaching environment
- Develop sustainable community links and partnerships which will benefit all members of the community
- Develop social and emotional learning skills
- Engage students in effective wellbeing practices which focus on prevention and early intervention
- Develop resilience to face the challenges of an ever-changing society with confidence

Our school rules reflect our school values and known and practiced by our students.

St Joseph's core values reflect the [Values of Australian Schooling](#): love, respect, compassion, tolerance, flexibility, optimism, forgiveness, integrity, cooperation and justice. Also promoted is [Social and Emotional Learning](#): Self-awareness, Self-management, Social awareness, Relationship skills and Responsible decision-making.



# A child safe school

St Joseph's takes our commitment to child safety very seriously and we have developed a suite of policies and procedures to ensure that.

## St Joseph's child safety commitment

St Joseph's holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. St Joseph's has a universal expectation for the protection of children. We are resolutely committed to ensuring that all those engaged in our school promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment

Every person involved in education at St Joseph's has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all we do and every decision we make.

Other material associated with child safety at St Joseph's can be viewed on the school website [www.sjspringvale.catholic.edu.au](http://www.sjspringvale.catholic.edu.au)



## Working with children check

Parents are welcome and encouraged to support students in the classroom and to supervise students on Excursions. All parents who are working with children in the classroom or on excursions require a current working with children check. A working with children check is free for volunteers. Online applications can be completed at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

# Religious education

St Joseph's school was founded to proclaim Jesus' message of God's love for all. Our Catholic faith calls us to embrace the contemporary world with a Catholic imagination, and a particular hope-filled view of the human person and all of creation. We invite students to make sense of their world and their lives within a faith community that is faithful to the mission of Jesus.

**Horizons of Hope**, the new education framework for the Archdiocese of Melbourne supports our school to engage in dialogue about the distinctive nature of learning and teaching, leading learning, and enhancing our Catholic identity in our school.

Religious Education at St Joseph's is focussed on the key content areas: Church and Community; Scripture and Jesus; Prayer, Liturgy and Sacraments; God, Religion and Life and Morality and Justice.

Engaging in this learning students explain, interpret and reflect on the Catholic faith, traditions and teachings of the Church. They develop the ability to respond to these teachings in their lives and the world.

## Sacramental program

Every child in the school participates in the Prep to Year Six Sacramental Program. From the very start of the Prep Year the children are taught about the Sacraments of Baptism, Reconciliation, Eucharist and Confirmation.

As part of this ongoing learning of Sacraments, children who are baptised are eligible to receive the Sacraments of Penance and Eucharist whilst in the Middle school level (Years 3 & 4) and Confirmation whilst in the senior school level (Years 5 & 6).

The school operates a two-year cycle for the reception of the Sacraments. The Year 3/4 children receive the Sacraments of Penance (Reconciliation) and Eucharist (First Communion) one year while Confirmation is offered to the Year 5/6 children on the alternate year.

The school conducts family activity evenings to assist parents to prepare their children to receive the Sacraments.

St Joseph's will provide on-going experiences to develop the students' faith, however the family has the final decision regarding the reception of the Sacraments. It is important that the teachers, who are preparing your child to receive the Sacraments in partnership with you, are given an assurance that you will provide your child with an opportunity to grow in faith. This means regular attendance at Sunday Mass, involvement in the Parish and by your example. During the year there are several school Masses and class liturgies, such as the Beginning of the Year Mass, Feast of the Sacred Heart (Poor Man's Mass), Feast of St Joseph and End of Year Mass. Parents and families are always welcome to attend.



# School hours and office



For general enquiries or to make an appointment please contact the school office between 8.30am – 4.00pm on any school day.

Phone (03) 9546 8223 or email [principal@sispringvale.catholic.edu.au](mailto:principal@sispringvale.catholic.edu.au)

The school office is situated at the main entrance of the school on St. John's Avenue. Please use this entrance if you are visiting the school during school hours.

Children should be at school in class ready to learn at **8.50 am**

Before School care	6.30am – 8.45am
Staff on site to supervise children arriving at school	8.15am
Classes commence	8.50am
Roll is marked	8.50am – 8.55am
First Lunch Eating lunch in class	10.55am
First Lunch	11.05am – 11.45am
Second Lunch - Eating time in class	1.45pm – 1.55pm
Second Lunch Outdoor play	1.55pm – 2.35pm
Dismissal bell	3.15pm
After school care commences	3.15pm – 6.15pm

## Teacher supervision of children

Teachers are rostered on duty in the main yard before school and during the school day. Children are not allowed in the grass yard or adventure playgrounds before school begins.

Ball games in the main yard are NOT permitted before school. During recess and at lunch times, there are four teachers on duty in designated areas around the school yard.

## Lateness for school

Parents are asked to make sure that their child arrives on time for school at 8.45am each day. Being late for school has a negative impact on your child's learning and emotional wellbeing.

All late coming is noted at the school office. Punctuality may also be referred to in the child's school report.

## Departure from school

**School finishes at 3.15pm.** Children are supervised by teachers at each exit and should be picked up after school before 3.30pm Monday – Friday. Children who are not collected by 3.30pm are taken to the school office. Parents are then contacted by office staff.

It is not appropriate or safe for your children to wait outside the school in the street, at the shops, Woolworths or Springvale Library.

Parents can [book their child](#) into the Out of Hours Program on either a full or part-time basis. Contact details for Youth Leadership Vic. Inc. (YLV) are 0402 106 679 or Central Office 8790 6511.

More information on the Out of School Hours program are on page 18.



## Parish Office Hours

The Parish office is open:

Monday	9:00am – 12:30pm	2.00pm – 4:00pm
Tuesday	9:00am – 12:30pm	2.00pm – 4:00pm
Wednesday	9:00am – 12:00pm	
Thursday	9:00am – 12:30pm	2.00pm – 4:00pm
Friday	9:00am – 12:30pm	2.00pm – 4:00pm

# Student management

The St Joseph's Student Management policy and procedures seek to:

- Foster high quality interpersonal relationships between staff, students and parents. Each member of this partnership is encouraged to recognise his/her potential for building acceptance, trust, self-esteem and friendship within the school community;
- Provide a framework that encourages supportive, sensitive and open school relationships;
- Provide a context for the provision of a comprehensive and socially responsible curriculum;
- Recognise that with freedom and rights there are responsibilities;
- Provide flexible structures that are responsive to the needs and wellbeing of the school community;
- Establish and coordinate networks of care for the benefit of all;
- Encourage the skills students need for wellbeing and provide them with every opportunity to value themselves.

## Guiding principles

At St Joseph's, we believe that every child has the right to feel safe and be safe. We teach students to take responsibility for their behaviour and to learn from their mistakes. This is supported through a whole school approach to Social and Emotional Learning (SEL) and restorative practices.

At St Joseph's School, we believe that the fundamental principle of student behaviour management is the belief that each person is made in the image and likeness of God (Genesis 1:27). We believe the management of student behaviour is a whole school responsibility and that there are basic rights common to all.

The four rights that form the basis of our policy are:



Student management at St Joseph's is based on restorative practices. The philosophy of restorative practices informs a positive and formative approach to the management of student behaviour. Our commitment to restorative practices aims to promote resilience in both the one harmed and the one causing harm. Restorative measures help students learn from their mistakes, grow in self-discipline, recognise the impact of their actions and take responsibility for them in order to reconcile and resolve conflict.

All students will be taught strategies to support their relationships with others so that they act in a positive manner. We believe that positive approaches and encouragement are generally more effective than punishment.



## School Rules



- I follow directions
- I care for property
- I keep myself and others safe
- I keep my hands, feet and objects to myself
- I move safely around the school
- I speak and act appropriately

## Consequences

When a student has disregarded the rights of others and failed to obey the classroom, playground or school rules natural justice will be upheld. This allows the student the opportunity to take responsibility for his/her own behaviour. In extreme cases restrictions, loss of privileges, withdrawal or detention are some of the measures available. Corporal punishment is not permitted.

The following items should not be brought to school:

- expensive or dangerous items or toys;
- inappropriate jewellery;
- computer or electronic games;
- items intended to be traded;
- chewing gum.

Phones and electronic devices are handed in at the school office and collected by students after school.

### **Conflict resolution strategies for solving problems in the playground**

The teacher will assist the students in dealing with conflict in the playground by:

- Allowing the students to take turns to explain their version of the problem in their own words;
- Encourage the students to attempt to agree on an acceptable solution;
- If no solution is available, the teacher will assist by offering some choices to the students.

Parents will be contacted about a student's continuing misbehaviour. If the student is a danger to himself/herself or others, parents may be contacted to take the student home from school.

# Absences and child health

## Absences

Please inform the school office between 8.15am and 9.00am by telephone on 9546 8223 if your child will not be attending or will arrive at school after 10am. Once the class attendance roll is marked the school will send an SMS message to any family that we believe has not notified us of the absence. Please reply to this message as office staff are required to follow up with a phone call if we are not informed. Attendance is recorded on your child's school report.

Good attendance is important for academic and social progress. Please organise overseas visits during the school holiday periods. If your child will be away from school for a period outside this time, please see the office to complete the Student School Absent Notification Form.

## Sick children

Sometimes children are sent to school when they are sick. Please keep any child who is sick at home and take your child to the doctor.

## Asthma friendly

St Joseph's has an Asthma Management Policy which is informed by current best practice. Any child attending St Josephs who has been diagnosed with Asthma must have a current Asthma management plan developed by the child's doctor. A copy of that plan must be provided to the school. Individual Asthma Management plans must be updated at least annually.

## Anaphylaxis management Plans

St Joseph's Catholic Parish Primary School acknowledges its responsibility to develop and maintain an anaphylaxis management policy and associated procedure. The school will comply with Victorian Government's Ministerial Order 706, 2015 and the associated guidelines published and amended by the Victorian Department of Education and Training from time to time.

It is the responsibility of Parents / Carers to:

- Provide an ASCIA Action Plan;
- Inform the school in writing if their child's medical condition, in so far as it relates to allergy and the potential for anaphylactic reaction, changes, and where relevant provide an updated ASCIA Action Plan;
- Have the ASCIA plan reviewed by / updated by a Medical Practitioner annually. The colour photo for the plan should be updated annually as part of the process.
- Provide the School with an adrenaline auto injector that is current and not expired for their child.

It is the responsibility of the school to:

- Complete an individual Anaphylaxis Management Plan with the parent annually which includes risk assessment, location of the EpiPen's and response procedures.

## Medicine at school

If for some reason your child has to have medicine administered at school, the school must be advised in writing of the type of medicine to be administered, the dose and the time. Medication forms are available from the school office. When medicine is sent to school it must be in the original packaging with the chemist's label indicating the child's name, date and dosage. St Joseph's keeps a register of all medication that is administered at school.

## Accidents

Parents are always contacted if their child receives a serious injury at school and if it is thought the child may require medical attention. We attempt to inform all parents if their child has a bump to his/her head. Therefore, it is vital that each child's information, their address, telephone number and parent contact telephone numbers are always current.



# Communication and reporting

## Daily/weekly communication

Regular newsletters are printed and sent home with students. Other printed correspondence about school activities will also be sent home with students.

Digital communication can also be found on the St Joseph's Primary School Communication Platform. Notifications regarding new information on the platform are sent to parents in a link via SMS.

Please ensure that the school always has your current mobile phone details.

## School reports

Parents will receive a written report outlining student progress across all curriculum areas towards the end of term 2 and term 4 each year. Parents are then invited to discuss the report with their child's classroom teacher. Teachers are available to speak with you about your child, their progress and wellbeing.

Regular two-way communication is essential for student success.

You are encouraged to speak to your child's teacher regularly about their progress and particularly if you have any concerns or if there is something happening at home that may impact on your child's learning, behaviour or wellbeing.

Parents often worry about contacting teachers expressing that they do not wish to impose on a teacher's busy schedule. Be reassured that you **are always welcome to speak to your child's teacher** or other members of the school leadership team.

If you need a few more minutes than is allowed at either end of the day you are further encouraged to contact your child's teacher by email or using the classroom app. and request an appointment or telephone call.

## Use of technology

St Joseph's integrate computer equipment and devices across the curriculum and support students to be responsible and safe digital citizens. Child safety online is explicitly taught in all classrooms and is developed as a partnership between the school and families through information sessions. For more information you can visit the Safety commissioner website [www.esafety.gov.au](http://www.esafety.gov.au).

# Homework

Homework is given from Prep to Year 6, usually Monday to Thursday. Homework may be presented either in a traditional or digital format.

**Reading:** A child's success in all areas of learning is dependent upon their ability to read. Daily reading is, therefore seen as an integral part of homework.

The aims of homework are to:

- Develop competence and confidence in reading;
- Reinforce and consolidate work covered in class;
- Inform parents of what students are learning and support parent involvement;
- Develop organisational skills, sound study habits and independent work skills.

## Suggested time for students

Prep

10 – 15  
minutes

Year  
1 & 2

15 – 20  
minutes

Year  
3 & 4

20 – 30  
minutes

Year  
5 & 6

30 – 45  
minutes



# Before and after school care

Youth Leadership Victoria conducts the Out of School Hours (OSH) program at St Joseph's Primary School. The program is open to all primary school aged children and offers a range of planned activities for children in a safe and caring environment. The program operates on the school premises out of the school hall.

The program provides:

- a safe and supervised environment for all children attending;
- a planned indoor/outdoor program for all children in care;
- a range of activity choices for children;
- a program costs below those of other programs in the municipality;
- snacks included in costs;
- Child care rebate available;
- experienced, motivated and dedicated staff.

## Bookings and enrolments

All parents wanting to enrol children in the Out of School Hours program must first complete an enrolment form which is available from program staff ([see times of operation](#)).

Bookings can be made by contacting program staff at the Out of School Hours program or through the central office.

## Contact

Telephone contact numbers for Youth Leadership Vic. Inc. (YLV) are:

Out of School Hours program	0402 106 679
Central Office	8790 6511

## OSH times of operation

- **Before school**  
6.30am to 8.45am Mondays to Fridays. Children that are left at the program before 7.30am can be given breakfast for a small extra cost.
- **After school**  
3.15pm to 6.15pm Monday – Friday.
- **Curriculum/pupil free days**  
7.00am to 6.00pm.

## Holiday program

A holiday program operates during school term holidays. A range of interesting planned activities and excursions are provided for children through this program.

# School crossings

## Please note the following:

- a School Crossing without flags IS NOT a legal School Crossing;
- motorists do not have to stop on an unflagged crossing;
- children should be very careful in using an unflagged crossing;
- parents should talk to their children about these points;
- parents bringing their children to school must use the school crossings;
- the roads around our school have a 40-kph speed limit. Drivers can be fined for failing to obey the 40-kph speed signs in St. John's Avenue and Buckingham Avenue.

There are two drop off zones, one on St. John's Avenue and the other in Buckingham Avenue. Cars are not allowed to park in these areas before and after school.

The council parking officers patrol the area around the school and strictly enforce the by-laws.

## Church car park

The Church Car Park is a parking area for teachers during school days. Please do not park or use this area to drop your children off at school or to collect them at the end of the school day.



Children and parents **MUST OBEY** the crossing supervisors at all times.



# School uniform

## School uniform shop

Uniforms are sold at the School Uniform Shop. Open every Monday from 9.00am – 10.00am; and every Thursday from 3.00pm – 3.30pm.

The uniform price list is available on the school website and from the school office.

**School uniform is compulsory.**

## Physical education uniform

**Boys & Girls:** Sports polo shirt in house colour, navy shorts, blue tracksuit. (all available from the Uniform Shop), runners.

Sports uniform and runners are only to be worn on Physical Education, P.M.P. or Sports Days.

## Summer uniform

**Girls:** Blue & white checked dress, grey or white socks and school hat (all available from the Uniform Shop), black shoes.

**Boys:** Grey shorts, blue polo shirt, grey socks and school hat (all available from the Uniform Shop), black shoes.

## Winter uniform

**Girls:** Grey tunic, blue polo shirt, school windcheater or jumper, grey tights, navy slacks, grey socks. (all available from the Uniform Shop), black shoes.

**Boys:** Grey slacks, blue polo shirt, school windcheater or jumper, (all available from the Uniform Shop), black shoes.

## Lost property

All children's private property and clothing should be clearly named.

All items can then be returned to your child if lost. To retrieve any lost items parents should ask at the school office.



# General information

## Canteen

The school canteen operates daily and sells a wide variety of food items. The canteen price list is available on the school website and from the school office.

## Dental service

The School Dental Service is permanently located at the Springvale Community Health Centre, Buckingham Avenue, Springvale. If your child has a dental problem parents can arrange treatment through this Dental Clinic. The service can be contacted on 1300 342 273.

## Photographs

Each year the school arranges for class and individual photographs to be taken. Order forms are distributed to all families and it is up to the parents if they wish to purchase these photographs.

## Excursions, school activities and camp

All year levels go on a variety of excursions during the year. We also have visitors and exhibitors, who visit the school and work with the students.

Years five and six students are involved in a Camp Program which is an integral part of the school curriculum. All children are expected to participate in excursions, school activities and camps and parents will be informed about these activities.

## Fees

The school fee is made up of a yearly family tuition fee of \$1040 per year plus a yearly levy of \$200 for each child. The tuition fee goes towards the general running costs of the school, like electricity, water, gas and general maintenance. The individual child's levy pays for the child's books, art materials, text books, technology (ICT), in-school activities, excursions and transport to various activities.

Accounts are sent out at the beginning of each term (4 times per year) and are payable within 30 days.

Additional fees will be charged for:

- Swimming for years 3 4 5 and 6
- Camp years 5 and 6.

The State government provides the school with a grant of \$125 for each child where the parent/carer is a health/ pensioner card holder. Parents will need to apply for this grant once only when they start at the school. This grant is applied to the costs of camps, sports and excursions.

## Swimming

Children from Year 3 to Year 6 are involved in the school swimming program. This is a two-week intensive program conducted at the Monash University Swim Centre. The programs run in Terms One for Years 3 & 4 and Term Four for Years 5 & 6.

Swimming is compulsory and an integral part of the school curriculum. An additional fee will be charged to recover the cost.

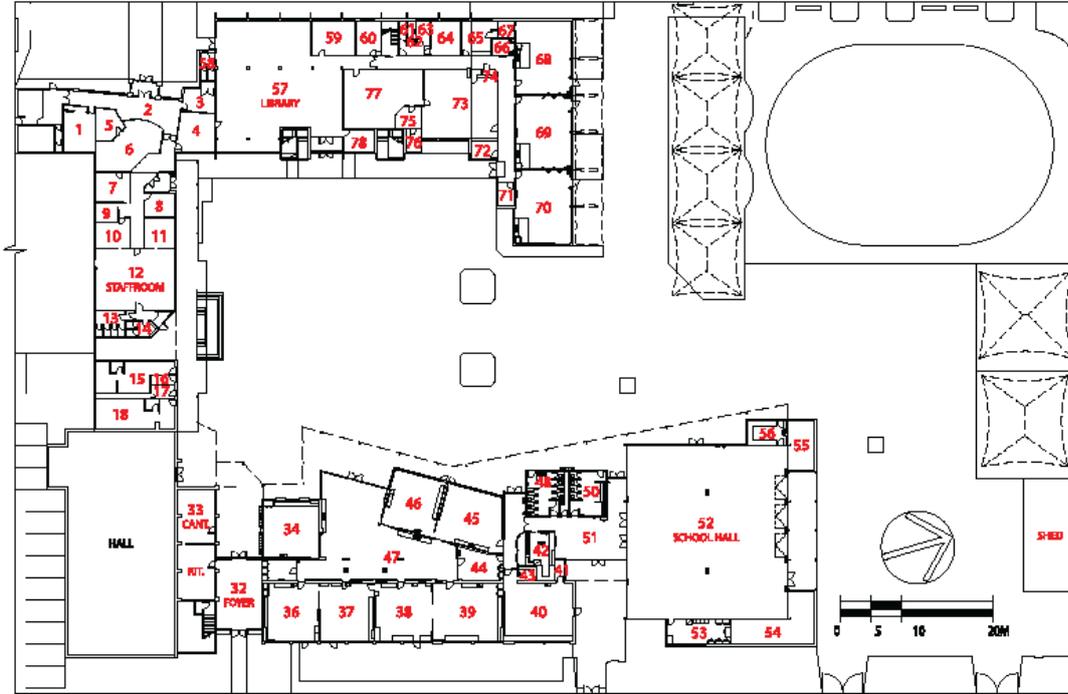
## Sun Hats

All children must wear the school hat outdoors during Term 1 and Term 4. Children are also encouraged to apply sunscreen.

# Maps

ST JOSEPH'S PRIMARY SCHOOL

GROUND LEVEL



ST JOSEPH'S PRIMARY SCHOOL

UPPER LEVEL

