



# HOLY NAME PRIMARY SCHOOL FORSTER



## PARENT HANDBOOK 2019

### **Acknowledgement of Country**

We acknowledge the Worimi people as the traditional custodians of the land on which our school is built. We pay our respect to Elders past and present of the Worimi nation and extend our respect to the Aboriginal community of Forster-Tuncurry.

## Message from the Principal

Welcome to Holy Name Primary School, Forster. We are one of 46 Catholic Primary schools in the Maitland-Newcastle Diocese. Along with Bulahdelah, Gloucester, Wingham and Taree, we are part of the Manning Region of Catholic schools that feed into St Clare's High School in Taree. Holy Name Primary School is an integral part of the Parish of Holy Name of Jesus, Forster. The school continues to serve many families from Forster, Tuncurry and the surrounding areas since its establishment in 1959.

Our Mary Mackillop charism and school motto 'Concern for Others' comes to life through the support of our staff, students and parent body who are always planning and looking for ways to help others in our school and local community. Students are active in their leadership through our Representative Council and Mini Vinnies groups.

Holy Name Primary School acknowledges parents as the first and most important educators in the faith life of their children. Our school supports parents in providing a Christian education in the Catholic tradition and parents who seek a Christian environment for their children are encouraged to apply for enrolment.

You will find Holy Name Primary School to be a dynamic environment where all staff work collaboratively with students, parents, the Parish and wider community to guarantee learning experiences capture the needs and interests of students. Our staff and students focus on learning growth because they understand the individual nature of learning and the importance of progress as a measure of learning for all students. Our teachers consistently build their capacity to engage students through professional learning and conversations with colleagues who share a collective responsibility for student outcomes.

We prioritise early learning and the successful transition of students to Kindergarten and believe our Learning Support processes are the best in the Region. We offer a Kitchen Garden Program to students in Stages 2 and 3. Through this program, student's plant fruit, vegetables and herbs as they grow, harvest, prepare and share meals together. Integrating many of the Key Learning Areas, our garden program supports children to learn many life skills.

I hope you find the information in this booklet helpful. We welcome your contact with our school to organise a tour of our school facilities.

Yours sincerely



Brooke Stephens  
Principal

## Holy Name School Contact Details

School Address	41 Lake Street FORSTER NSW 2428
Postal Address	PO Box 243 FORSTER NSW 2428
Telephone	02 6554 6504
Email Address	<a href="mailto:admin@forster.catholic.edu.au">admin@forster.catholic.edu.au</a>
Website/Homepage	<a href="http://forster.catholic.edu.au">http://forster.catholic.edu.au</a>
Principal	Ms Brooke Schumann
Assistant Principal	Mrs Kyla Loring
Religious Education Coordinator	Mrs Genevieve Williamson
Primary Coordinator	Mrs Simone Maloney
Learning Support Teacher	Mrs Simone Maloney
P & F President	Mrs Ally Anthony



## **Welcome to Holy Name Parish School!**

Welcome to our parish community and in particular to Holy Name Catholic School. I am proud that we are a community of people who seek to live the example of Christ in the Gospels. You will find us a caring, supportive and welcoming place to be. Your children will be valued as the unique gift of God that they are.



Thank you for choosing to have your child educated here with us and for choosing an environment of spiritual growth and religious life. We are a prayerful community that seeks to assist your child in understanding and developing their personal relationship with God.

Holy Name Catholic School is an important part of our wider Catholic Community here in the Parish of Forster Tuncurry. As a Parish we value our dedicated staff and we look forward to building strong links with you. Your family is important to us and we are committed to supporting you in your joys and blessings as well as the challenges and difficulties that face all of us at one time or another.

Yours in Christ,

Fr Greg Barker    Parish Priest

## **Forster-Tuncurry Parish Contacts**

Holy Name Presbytery:                      33 Lake Street  
FORSTER NSW 2428

Postal Address:                                PO Box 67  
FORSTER NSW 2428

Telephone:                                      02 6554 6301

Email:    forstertuncurryparish@mn.catholic.org.au  
Website/Homepage:                           [www.forstertuncurryparish.catholic.au.com](http://www.forstertuncurryparish.catholic.au.com)

Clergy:     Fr Greg Barker - Parish Priest

Parish Administration:                      Mrs Danielle Kingdom

## **A Brief History of the Catholic Community of Forster-Tuncurry**

Originally, the Parish Priests of Krambach, Father James Bernascone being the last Priest to carry out these duties, met the spiritual needs of Catholics in Forster-Tuncurry. The Parish of Forster-Tuncurry officially came into being with the arrival of our first Parish Priest, Fr Daniel Linehan in January 1957. On 18 March 1957, Fr Linehan officially notified Stroud Shire Council that a new Parish had formed, including the district of Forster and Tuncurry.

On 14 May 1952, Fr Bernascone purchased two blocks of land in Lake Street Forster, and on 25 June 1953 applied to the Lands Department to use this land for a church and a school. Fr Bernascone also applied for land, which is the present site of Holy Name School.

The old wooden church at Kent Street Tuncurry, established around 1908, served Tuncurry parishioners, whilst Forster parishioners used the School of Arts Hall at Forster for Mass. Parishioners took it in turns to prepare evening meals for Father. Mr and Mrs Bruce Wright of Tuncurry made a house available at 16 Manning Street Tuncurry for Fr Bernascone, which later became the St. Joseph's Convent.

In June 1957, Father Linehan purchased land in Lake Street Forster and built the Church hall. Bishop Toohey consecrated this on 23 December 1957. The hall, used for the celebration of Mass and other church activities until March 1959, converted to a school upon the arrival of the Sisters of St Joseph from Lochinvar in that year. Bishop Toohey consecrated the Forster Presbytery, built on land adjacent to the church hall, on 4 January 1959.

The Sisters of St. Joseph then took up residence at 16 Manning Street Tuncurry, which became St Joseph's Convent, the three original Sisters being Sr Francesca, Sr Hilda and Sr Florence Mary.

The Sisters then continued to conduct classes in improvised classrooms in the new church hall until the new Holy Name School opened, blessed by Bishop Toohey on 1 January 1961.

The Parish continued to grow rapidly under the spiritual guidance of Fr Linehan. As a result it became necessary to pull down the sixty year old wooden church of "Our Lady Star of the Sea", with a new church dedicated to "Saint Mary Star of the Sea" being erected and consecrated by His Lordship Bishop Toohey on 16 February 1968. Prior to this event the bridge linking Forster and Tuncurry had opened on 18 July 1959, which now made the new church readily accessible to Forster parishioners.

Fr Harry Fenton succeeded Fr Linehan as Administrator in January 1971, remaining until August 1973, in which time he purchased Lots 9, 10, 17 and 18 Section 10 for Holy Name School.

Under the administration of Father Tony Brady a new church was eventually erected on land adjoining the Presbytery in 1980 and consecrated by Bishop

Clarke on 15 August 1980, and dedicated to the “Holy Name of Jesus”. Fr Kevin Corrigan became Parish Priest following the departure of Father Tony Brady.

On 2 March 1983, His Lordship Bishop Clarke also opened and blessed new extensions at Holy Name School, which celebrated its Silver Jubilee on 29 June 1986. Further extensions were blessed and opened incorporating two classrooms and a toilet block in September 1993

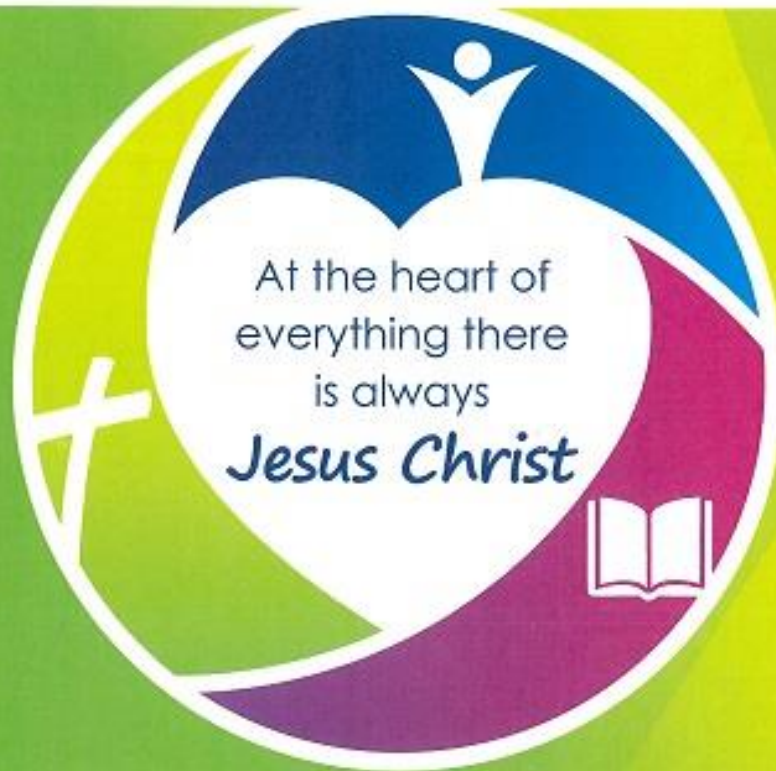
With the financial support of the Federal Government, our Parish and our parent body, we completed an extension and refurbishment project valued at around \$2 million that improved facilities and enhanced the quality education provided at Holy Name School. In 2006, Bishop Michael Malone, Dr Wayne Tinsey and Mr Peter Leunberger opened the extensions. This was followed in 2010–11 with further extensions and refurbishment as part of the Federal Government’s ‘Building the Education Revolution’. Mr Ray Collins, Director of Schools in November 2011, opened this project, valued at \$1.75 million.

In 2012, Fr Andrew Doohan was appointed in the role of Parish Priest for three years and in 2015, Fr Greg Barker was appointed Parish Priest. In 2015, St Joseph’s Convent at Tuncurry was sold and Sr Kathryn and Sr Louise moved to a smaller residence. In 2016, St Mary Star of the Sea Church in Tuncurry was sold, leaving the Holy Name of Jesus Church as the main church in the Parish. In 2018, Father Greg began the renovations to the Presbytery, Hall and Church. The Parish purchased a house for the Parish Priest and turned the Presbytery into offices.

Sadly, in 2019, Sr Kathryn McCabe passed away and Sr Louise moved back to Lochinvar with the Sisters of St Joseph. In August of 2019 our Parish gathered with the Sisters of St Joseph to pay tribute to their 60yrs in our Parish.



## Vision Statement for Catholic Schools



Catholic schools educate:



From & for the community of  
**Faith**



From & for  
**Excellence in Learning**



In a rigorous, creative & critical pursuit of  
**Truth**

Catholic schools educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.

CATHOLIC SCHOOLS OFFICE | DIOCESE OF MAITLAND-NEWCASTLE | 5

## **HOLY NAME SCHOOL VISION STATEMENT**

Holy Name Primary School Forster

...building a positive, informed,  
concerned and resilient  
Catholic community.

## **HOLY NAME SCHOOL MISSION STATEMENT**

***Holy Name Catholic Primary School***

We are a Parish community  
of engaged, reflective, life-long learners founded on Gospel  
values.

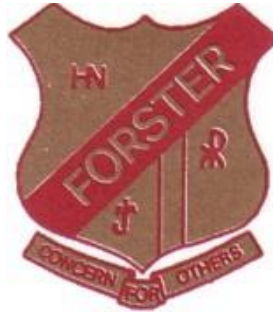
We acknowledge the Worimi people whose land we live,  
work, pray and learn on each day.

We foster a positive, challenging, child-centred and  
culturally inclusive environment.

Children are nurtured to become responsible, resilient,  
respectful, discerning thinkers

who grow to become confident, creative, active and  
informed citizens who display cultural understanding and  
'Concern for Others'.

## **Holy Name School Song**



### **ONE IN YOUR HOLY NAME**

**May your Holy Name live in our hearts  
May we see in each other your Holy face  
And May we be your hands in this world  
And live in your Holy Name  
We are one in your Holy Name**

We gather here in your Holy Name  
Hand joined with hand,  
Hearts filled with faith  
With open hearts,  
We are one family  
God's Spirit in us, in you and me

Seeing Christ in each other with love for all  
Being Christ in each other,  
The face of God  
God's Spirit within us,  
The Spirit set free  
Jesus in us, in you and me

For I was a stranger and you welcomed me  
For I was hungry and you fed me  
Whenever you do this in my Holy Name  
You do this for all, one in our faith

**By Andrew Chinn in consultation with the school community of  
Holy Name School FORSTER NSW**

## **Holy Name School Prayer**



Dear Jesus, you are my friend.

Through your Holy Name, I offer all the things I do today,  
to God, my father in heaven.

Help me to work willingly and well; be kind and  
thoughtful and show my concern for others in the way I  
speak and act towards them.

Mary, my mother and mother of Jesus, help me to be a  
loving, happy, caring child.

Help me to be a peaceful person and please guide the  
leaders of our world to a peaceful solution to their  
problems.

Amen

Entry point to school

### Infants Playground

Infants Shelter

No: F2  
3M

No: E1  
2G

No: E2  
2R

No.: D1  
6P

No: D2  
6L

No:  
F1:

3S

No: B1  
KM

No: B2

No: C1  
1P

No: C2  
1W

Clean

Infants  
Toilets

LS  
Centre

Shelter  
Area

P  
A  
V  
E  
D  
  
A  
R  
E  
A

Library

Library

No: A4  
4G

No: A3  
4P

No: A2  
5S

No: A1  
5H

IT

STAGE

FIELD ONE

FIELD TWO

V  
O  
L  
L  
E  
Y  
B  
A  
L  
L

P  
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Y  
  
E  
Q  
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I  
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M  
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N  
T

Netball Court

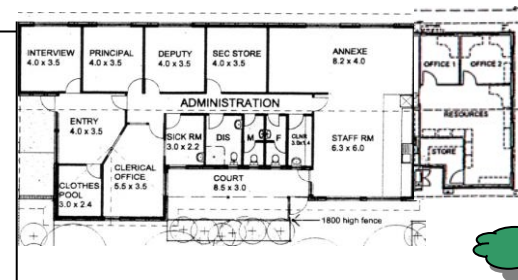
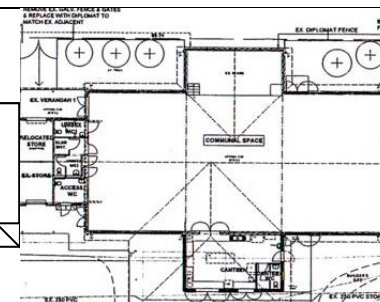
Emergency  
Evacuation  
Assembly  
Area



LAKE STREET



Pedestrian  
Crossing



## OUTLINE OF THE SCHOOL DAY

8.30	<b>School Bell Start</b> Teacher on playground duty Teachers are officially “On Duty”
8.50	<b>First Bell</b> Go to toilet and wash hands then move directly to: - Assembly area on Monday - Class on all other days
8.55	<b>Second Bell</b> Wait outside classrooms or in designated areas Morning prayer and communication of messages Items for the office are collected and sent (eg. money) <i>Lessons commence</i>
10.30	<b>Lunch 1 Bell</b> - Sit in designated area to eat lunch  Teacher dismisses students to play areas after: - 10 - 15 minutes - when lunch areas have been cleaned
11.05	<b>First Bell</b> Go to the toilet, wash hands, get a drink then move to line up
11.10	<b>Second Bell</b> Wait outside classrooms or designated areas Teachers present at lines <i>Lessons commence</i>
12.45	<b>Lunch 2 Bell</b> Sit in designated area to eat Teacher dismisses students to play areas
1.20	<b>First Bell</b> Go to the toilet, wash hands, get a drink then move to line up
1.25	<b>Second Bell</b> Wait outside classrooms or designated areas Teachers present at lines <i>Lessons commence</i>
2.55	Clean up classroom, and organise homework
3.00	<b>School Bell</b> - assemble under Kirkangina ready for afternoon departure
3.05	Classes dismissed as per dismissal procedures.

## **Aboriginal Education**

Our school has a strong belief in the traditions and culture of the Australian Aboriginal people. We encourage our students to be strong and proud of their identity. Our curriculum focuses on developing knowledge of culture and identity through connecting with the local community, family histories and engaging in aspects of traditional culture such as dance, art, story, weaving, music, ceremonies and places of significance. We have high academic expectations of our students and support the families in the education of their children.

## **Absences**

Parents are encouraged to lodge a student absence via Compass. If Compass is not used, teachers are to be advised in writing of all absences in relation to your child. Where absences can be forecast, parents should advise the teacher in advance, otherwise a note is to be forwarded to the teacher on a child's return to school. Please sign and date all correspondence. If your child arrives to school late or if you need to take your child away from school for part of the day, please use the Compass Kiosk at the office to sign them in or out. Extended absences may be recorded in Compass, however, an additional form is required to be completed and is available from the front office.

## **Access to Children**

Where any situation exists that any person has been legally denied access to a child or children the School must be advised immediately, and a copy of the Court Order provided to the Principal.

## **Access to School Grounds**

At school everyone had the right to feel safe and to be respected.

Due to Child Protection and Work, Health and Safety issues all accesses to the school will be locked between the hours of 9.00 am and 2.45 pm except for the main entrance via Lake Street.

All visitors, volunteers or contractors to the school are required to register at the school office and collect a 'visitor' badge prior to entering the school grounds. Parents picking up or dropping off do not need to sign themselves in or wear a badge.

It is both school policy and law that adults do not have the right to enter school grounds for the purpose of threatening and harassing a young child.

I bring to your attention the **Commencement of the Crimes Amendment (School Protection) Act 2002** that was brought into force on the 10 February 2003. This amendment arose from a proposal for the 16 August 2002 **Community and Parents and Police Forum** which aimed to introduce specific measures in the Crimes Act to better protect school communities from Criminal Intruders.

*Parliament passed the Law in December 2002 to reinforce the message to the community that schools are valued as special places and will be treated as such by Law.*

- 1. Assaulting, stalking, harassing or intimidating any school student or member of staff while the student or member of staff is attending school – maximum penalty is 5 years imprisonment.*
- 2. Assaulting a school student or member of staff while the student or member of staff is attending school in circumstances where the assault causes actual bodily harm. “Actual bodily harm” is an injury that is more than merely transient and trifling including a psychiatric injury but not mere fear or panic – maximum penalty is 7 years imprisonment.*
- 3. Malicious wounding of a school student or member of staff while the student or member of staff is attending school. “Malicious Wounding” means breaking or cutting the skin of a person with malice, indifference to the outcome, recklessly, wantonly or with intent to injure the person – maximum penalty is 12 years imprisonment.*
- 4. Maliciously inflicting grievous bodily harm to a school student or member of staff while the student or member of staff is attending school. “Maliciously inflict grievous bodily harm” means an injury of a serious kind but not necessary permanent which is also done maliciously – maximum penalty is 12 years imprisonment.*
- 5. Entering onto school premises with the intention to commit one of the above offences – maximum penalty is 5 years*

## **Appointments with Staff**

It is essential that an appointment be made with teachers outside class time to avoid disruption to lessons. Appointments to see the Principal are available on request. Please be sure to book an appointment through the school office.

## **Assessment and Reporting**

Assessment of students learning is ongoing and occurs as a part of the teaching and learning process. Assessment tasks are planned and embedded within the learning sequence but also occur incidentally through teacher observation within the class experience. Assessment of student learning is based on the NSW Education Standards Authority that states Stage based learning expectations of students through outcomes and objectives. Teachers keep records of student learning for reporting purposes.

Reporting to parents may also occur formally and informally. Written reports are given at the end of each semester and an interview evening with teachers is organised at the end of Term 1. This report is based on the A – E Reporting System made mandatory in all schools in 2007. Students with disabilities or with an Individual Plan may receive a report to outline progress against individual goals in place of the A – E Report. This decision is made collaboratively between teachers and parents. Interviews with classroom teachers are encouraged

throughout the year when either the teacher or parent feels there is a need. Appointments with teachers are made through the school office or in consultation with the teacher.

## **Behaviour Management Policy**

### **Rationale**

We believe that respectful and trusting relationships in a positive school environment are the basis of a successful behaviour management policy. Within such a school context, children learn to make good choices and to take responsibility for the actions. To assist this learning process, teachers and support staff will be committed to ensuring that all children understand their rights and responsibilities. Rights of children in this school include knowing any consequences, which will flow from inappropriate behaviour. Children's rights also include having the opportunity and encouragement to change such behaviour. Because we believe that a climate of justice is central to children's growth and development, this policy will be implemented with fairness to all.

### **Aims**

At Holy Name we aim to:

- Foster positive relationships based on respect and trust.
- Guide children to own their behaviour and make good choices
- Make clear to children behavioural expectations and consequences, and ensure consistency in both areas.
- Ensure that children commit to changing inappropriate behaviour.
- Promote a spirit of reconciliation and the restoration of relationships.
- Implement the behaviour management policy in a spirit of fairness and justice.

### **Rights, Rules and Responsibilities**

1. At Holy Name School everyone has **rights**:
  - ✓ The right to feel safe
  - ✓ The right to learn (and the right to teach)
  - ✓ The right to be treated with respect
2. To protect our rights we have **rules** which we all follow:
  - ✓ We behave in a safe way
  - ✓ We allow each other to learn and to teach
  - ✓ We treat each other with respect
3. Because the rights and rules apply to everyone, we all have the **responsibility** to:
  - ✓ Respect each other's rights
  - ✓ Abide by the rules

We have a zero tolerance to bullying and act immediately on reports of exclusion, intimidation, inappropriate verbal or physical and/or manipulation.

## **Bicycles**

Children are welcome to ride their bicycles to school if this is their parent's choice. Children must wear bicycle helmets. They must not ride bicycles in the playground. On arrival children are to walk their bikes to the racks supplied. All bike riders leave Holy Name via the Lake Street gates. We encourage all children who ride scooters or skateboards to also wear helmets. Students leaving the school on skateboards, bikes or scooters must provide their teachers with a note of permission from their parents.

## **Bus Travel**

All children in K-2 are eligible for free travel. All children who live outside a radius of 1.6 km from the school are entitled to free bus travel. Application forms for bus travel are available online at the Department of Transport website. Children in Years 3 – 6, living within the 1.6 km radius may travel by bus but will be charged a fare by the bus company.

## **Private Conveyance Subsidy**

Where there is no alternative bus transport available or the nearest bus stop is more than 1.6 km from home parents are eligible for private vehicle subsidy. Further particulars and forms are available from the school office.

## **Bus Behaviour for Primary Students**

Bus behaviour is a concern for all involved. Please read the Code of Conduct that is on the front of every bus pass application form. By signing the application form you, as parent and caregiver agree that your child will abide by this code.

The following points are part of the Code of Conduct. I urge you to become familiar with the whole Code.

**Student's will:** behave safely, respect bus property, show their bus pass and respect the needs and comfort of other passengers.

**Students will not:** distract the driver, throw articles in or out of the bus, fight, spit or use offensive language or allow any part of their body to protrude from the bus.

## **Persistent Misbehaviour and Bullying**

- This will result in a child's bus pass being confiscated and an Interim Bus Behaviour Pass being issued.
- This process has been fully explained to all students by the Principal and the Bus Company at a school Assembly.
- Students who do not comply with the Code of Conduct will have their behaviour monitored by the Drivers and by you, as parents. We believe this will be a powerful partnership in improving bus behaviour for all students.

## **Interim Bus Behaviour Pass - The Process**

- Bus passes will be confiscated by the driver and an interim Bus Behaviour Pass will be issued for five days.
- For each of the five days the drivers will collect the pass when the child boards the bus in the morning and the afternoon driver will give the pass back when the child alights in the afternoon, with his initials or a comment if warranted.

- By co-signing the pass each day parents will be aware of problems early and will be in a position to counsel children and solve the problem before it escalates further.
- During this period the Bus Company and the School will liaise.
- It is the student's responsibility to produce the Behaviour Pass in lieu of a regular Bus Pass to access Bus Travel to School.
- If the problem is resolved after five days the student's bus pass will be returned and the Bus Behaviour Pass will be kept by the Bus Company as a record of intervention.
- If the problem is not resolved the student will lose their right to travel on the bus for a specified period.

Thank you for your co-operation in these matters. If you require any further information, please do not hesitate to contact your child's school or Forster Buslines.

### **Change of Address**

If you move house or change your phone number please inform the school office and the class teacher asap. Parents and Carers should update details on Compass or request a new emergency contact form should be requested from the office and new details filled in and returned as soon as possible.

### **Child Protection**

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

### **The Children and Young Person's (Care and Protection) Act 1998**

In NSW we are able to report certain information to Family and Community Services (FaCs). If we are concerned for one of more of the children in the school, we can discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions. It is better to be safe than sorry, so if we're uncertain, talk to a staff member at the school.

### **Part 3A of the Ombudsman Act 1974**

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Zimmerman Services is the Diocese's specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A.

### **The Child Protection (Working with Children) Act 2012**

Under this legislation people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This 'Clearance' can be obtained from applying online at [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au). All Working with Children Checks are registered to the CSO prior to the commencement of work or volunteers in the school.

### **Diocese of Maitland-Newcastle Reporting Policy**

As a parent we can report any concerns we have for a student, or group of students, to our Principal, Assistant Principal or directly to Zimmerman Services (Ph. 4979 1390 Mon-Fri 08:30 to 5pm). The Diocese's reporting policy and procedures are available to everyone on the Diocesan website:

[Diocese of Maitland-Newcastle Reporting Child Protection Concerns](#)

As parents we are entitled to contact Zimmerman Services directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school isn't addressing allegations of reportable conduct or abuse. (Ph 4979 1390 Mon - Fri, 8:30 am to 5 pm).

### **Communication**

A newsletter is published on the even weeks of term and emailed to families via the Compass App. The newsletter is also accessible via the Schoolzine App and Facebook page.

Our school believes that good communication between home and school is vital to support positive learning outcomes for students.

- ◆ Parents may receive information via:
  - Printed Notes
  - Email
  - HNS Website [www.forster.catholic.edu.au](http://www.forster.catholic.edu.au)
  - Class Dojo (information provided by class teacher)
  - Parent/Teacher Interviews (Terms 1 & 3)
- ◆ Parents are encouraged to pass on information via:
  - Through Compass
  - Email
  - Note
  - Making an appointment
- ◆ The Schoolzine Newsletter and App showcase school experiences and are offered twice per term.

## **Community and Partnerships**

### **Parents and Friends Association**

*“There must be the closest co-operation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their tasks teachers are to collaborate with the parents and willingly listen to them; associations are to be set up and held within high esteem.” (The Code of Canon Law: Canon 796)*

Our P & F meet in Weeks 3 and 7 on a Tuesday evening at 6.00 pm to discuss issues relating to the social, academic and spiritual development of their children. Everyone is encouraged and welcome to attend. Engaging with academic pursuits, a healthy canteen and fundraising ideas are often topics on the agenda. This very vibrant group adds much to the quality of Holy Name School.

### **Parent Participation**

Traditionally, the level of parental and community involvement at Holy Name has been very high. Children love to see their parents take an interest in their education and playing an active role in the life of the school. There are many areas of the school life in which parents may assist and you are encouraged to be involved. Your assistance is welcome and greatly appreciated. Please remember to obtain and to register your Working with Children Check with our school office.

## **Complaints and Grievances**

Maitland-Newcastle Diocese Catholic Schools Foundation Principles for Complaints Handling

### **Inclusive**

Our schools strive to be inclusive for all students; that means that they are respectful, supportive and equitable.

### **Procedural Fairness**

Is afforded to all parties in a dispute; that means they have a right to be treated impartially; duly considered; all relevant information taken into account; and careful judgement reached.

### **Due Diligence**

Our schools have a duty of care to all its students and staff therefore prudent action must be taken in all cases and where required confidentiality guarded.

### **Restorative**

The overriding principle of all our interactions is that we strive to restore relationships; holding parties accountable with the aim to repair the harm that has been done.

These principles exist for both you and for the other person involved in the dispute.

### **Agreed Complaints Process**

The following procedures are to be used to resolve complaints or concerns at our school.

#### **STEP 1**

Try and find out the facts before contacting the school. Many concerns are quickly resolved once the parent is aware of all the facts.

**STEP 2**

Let the school know via letter, telephone or in person that you have a concern, providing details of the issue.

**STEP 3**

The school WILL investigate the concern and the most appropriate person will contact you to discuss the matter, or to organize a meeting. Almost 100% of problems are resolved by this point.

**STEP 4**

If, however, the matter remains unresolved, make a formal appointment to discuss the issue with the Principal.

**STEP 5**

The Catholic Schools Parent Liaison Officer can be contacted on 49791303 to help solve problems.

### **Things to Always Remember**

- Problems are best resolved using a positive attitude. Anger is usually counter productive to solving problems.
- People need time to investigate and resolve many problems; a quick fix is not always possible or desirable.
- Schools are large and complex – very few decisions will suit everybody.
- There are always at least 2 sides to every story – with students there are often as many stories as there are children.
- Not all disagreements can be resolved – sometimes we simply have to agree to disagree.
- Opinions vary widely – disagreement is a natural part of life.

Everybody is doing what they believe is right, even if it's different to what we think

### **Curriculum Subjects**

Content taught at Holy Name is drawn from the curriculum documents set by Australian Curriculum Assessment and Reporting Authority, the NSW Education Standards Authority (NESA) and the Catholic Schools Office in the Diocese of Maitland–Newcastle. Underpinning our Catholic Identity, the Holy Name Community chooses to be a KidsMatter School. Our focus on health and wellbeing supports a strong and positive learning community.

Teachers work together in professional learning teams focused on the achievement of Syllabus outcomes across the stages of learning.

### **Religion**

- Units covered K – 6
- Jesus
- Lent and Easter

- The Church
- Sacraments
- Prayer / Liturgy
- Old and New Testament
- Values and Justice
- Advent and Christmas

## **English**

- Speaking and Listening
- Writing and Represented
- Handwriting and Digital Technologies
- Reading and Viewing
- Spelling
- Grammar, Punctuation, Vocabulary, Thinking Imaginatively and Creatively  
Expressing Themselves
- Reflecting on Learning

## **Mathematics**

- Working Mathematically
- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

## **Science and Technology**

- Physical World
- Earth and Space
- Living World
- Built Environments
- Working Scientifically
- Working Technologically

## **History**

### **Concepts**

- Continuity and Change
- Cause and Effect
- Perspectives
- Empathetic understanding
- Significance
- Contestability

### **Skills**

- Comprehension
- Analysis and USC of Sources
- Perspectives and interpretations
- Research
- Explanation and Communication

## **Geography**

### **Concepts**

- Place

- Space
- Environment
- Interconnection
- Scale
- Sustainability
- Change

#### **Skills**

- Acquiring
- Processing
- Communicating

#### **Tools**

- Maps
- Fieldwork
- Graphs and Statistics
- Spatial Technologies
- Visual Representations

### **Creative Arts K-6**

- Visual Arts
- Music
- Drama
- Dance

### **Personal Development, Health and Physical Education**

- Growth and Development
- Interpersonal relationships
- Personal health choices
- Safe living
- Fitness and lifestyle
- Games and sports skills
- Gymnastics
- Dance

### **Cyber safety**

Holy Name School has a strict policy on the use of the internet at school. Cyber safety lessons run annually in all classes and all students are required to complete a Code of Conduct form each school each year.

Any electronic devices from home are to be checked in at the school office upon arrival and can be picked up in the afternoon.

### **Finances**

School notes and monies are collected by class teachers each morning and forwarded to the school office. All payments sent to school should be completed with name and reason for payment. Full EFTPOS facilities including payment by credit are available for all transactions. Direct Debit and B Pay for School Fees is available and can be paid weekly/fortnightly/monthly.

The Qkr link provides an option for payment of canteen orders, school fees, uniforms, excursions etc.

## **Homework**

Homework is given by class teachers during the school week with most classes taking home activities that include Reading, Spelling and Maths. The times allocated to each stage are:

Times:	Early Stage 1/Stage 1	10 – 20 minutes
	Stage 2	20 – 30 minutes
	Stage 3	20 – 45 minutes

Homework activities are outlined through a class information letter at the beginning of the year and the teacher requirements for your child. Parental encouragement and support is required but this does not mean “doing the homework”. Where the child is unable to complete homework, a simple note of explanation would be appropriate. If problems occur please make an appointment with the class teacher. If a child has “no homework” then reading is a great activity that enhances their learning in all Key Learning Areas. The learning of number facts is also a vital pastime.

## **Inclusive Education**

Holy Name School promotes inclusive education and provides support for students and families to ensure all students have access to the curriculum. We employ a Learning Support teacher and an English as an additional language or dialect (EALD) teacher and our enrolment policy reflects our commitment to inclusion of a diversity of students.

## **Learning Support Team**

### **Structure of Learning Support**

Holy Name School is an inclusive school where staff work with families to ensure that all students have access to the curriculum. Students with disabilities, learning difficulties and / or particular talents are integrated within the regular class with support. The Learning Support staff work alongside the teachers and parents to explore the needs of individual students, and when necessary, individual plans are created in collaboration with professionals, support staff and / or volunteers to meet the needs of students.

### **Process and Access**

Vital to the success of Learning Support at Holy Name School is the communication between the family and the school. We encourage families to share information related to their child’s learning at the earliest opportunity, to build an accurate picture of each child and target intervention based on the most current information. The teacher works with the student and family, employing strategies at a class level before requesting the support of the Learning Support Teacher or professionals. This process ensures that information gathering is accurate and that all parties are kept informed of intervention strategies. Areas of support include one-on-one programs, group support, counselling, Personalised Plans (IP’s), curriculum differentiation and/or whole class strategies. Access to psychological, speech and language or academic assessment can be made through the Learning Support Team.

## Kidsmatter

Holy Name School uses the Kidsmatter Framework to guide our continued focus on wellbeing. A focus on well-being for students has been shown to increase a student's capacity to learn.

<https://www.kidsmatter.edu.au/primary>

## Library – Learning Hub

The school library is a dynamic place of learning as well as a relaxing environment in which students develop a love of literature.

There have been some changes to the library program as we engage with 21<sup>st</sup> Century learning. The 6 step process of Information Skills has been replaced with the Library Learning Path which forms the basis of teaching and learning in



Primary Schools  
Early Childhood Education and Care  
Families  
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## Successful schools start with healthy minds



Read our school stories

KidsMatter Primary is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children.

KidsMatter Primary provides the proven methods, tools and support to help schools work with parents and carers, health services and the wider community, to nurture happy, balanced kids.

### Quick Links

- Programs Guide
- KidsMatter Primary Portal
- Starting School
- Positive Posters 2014
- School Surveys
- Resources for school Action Teams

### Contact Us

Your local KidsMatter team  
or 1800 KIDSMATTER 1800 543 767

[frontdesk@kidsmatter.edu.au](mailto:frontdesk@kidsmatter.edu.au)

### News

#### Introducing the KidsMatter Primary Portal

We are delighted to launch our new online learning resource.

#### KidsMatter Briefings in the ACT

ACT schools interested in joining the KidsMatter Primary network are invited to attend a briefing.

#### Term 3 events for Sydney schools

We are pleased to offer a number of events in and around Sydney in Term 3.

[See all News items](#)

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the library program. This new Path incorporates the Skills into a C21 Inquiry Learning educational setting. The Library Program primarily supports outcomes from the NSW English Syllabus for the Australian Curriculum. The focus is on engaging learners in constructing knowledge and developing the ability of students to access information effectively for interest or research purposes. Students learn to **Connect and Wonder** (establishes existing knowledge and defines what they need to know); **Discover and Learn** (locate, select/analyse and organise/synthesise and summarise information to support the learning intention); **Create and Share** (consider how to present the information and then complete and deliver the response); and **Reflect and Rethink** (evaluate how to use what has been learned both during the process and in the learning intention).

Library borrowing occurs once a week for each class. Cloth library bags are available at the School Office for library borrowing. The Library Assistant organises and trains the volunteers for class borrowing and helps to maintain the resources in the library collection.

Students are also invited to enjoy the library at lunchtime on Tuesday and Wednesday.

## **Religious Education**

### **Catholic Identity**

All students from Kindergarten to Year 6 participate in religious education classes, prayer, liturgies and retreat or reflection day experiences as an integral part of their learning in Catholic Schools.

### **Curriculum**

Religious Education is taught daily using the Diocese of Maitland / Newcastle Religious Education units. They provide a comprehensive study of the Catholic faith tradition across the four key areas of Jesus and Scripture, History and Beliefs, Celebration and Prayer and Justice and Morality. The Diocesan RE syllabus aims to provide opportunities for students to know, understand and apply the Catholic Faith Tradition. Religion as a subject in the wider curriculum is assessed and reported on in terms of Stage outcomes in the same way as other KLAS. The curriculum is coordinated by Mrs Genevieve Williamson with support from the Maitland/ Newcastle RE and Spirituality Team.

### **Liturgical Celebration**

Throughout the year liturgies are held and relate to Church seasons, special feast days and community celebrations, such as Ash Wednesday, Holy Week, Mary MacKillop's Feast Day, All Saints Day, Mother's Day, Father's Day, Grandparents Day, NAIDOC Week, Mission Week, Catholic Schools Week, ANZAC Day and Remembrance Day. Children are actively involved in liturgy through prayer, music, song and dance. The relationship between School and parish is vibrant and strong. All classes attend Parish Mass once a term on a Friday at 9.30 am. Parents are notified of upcoming celebrations in our emailed newsletter and are also available via the Webpage App and Facebook page.

### **Sacraments**

Our religious education program links with faith formation programs and opportunities allowing students to engage in their local parish through exposure

to the sacramental life of the Church. This parish- based program is coordinated by Fr Greg Barker and the Sacramental Team. The Sacrament of Reconciliation is in Year 2, Confirmation Year 3 and Eucharist Year 4. Contact can be made with the Parish Office on 6554 6301 or via the Parish website to enrol your son/daughter.

### **Social Justice and Pastoral Care**

At Holy Name we encourage active engagement in social justice issues, the service of others and the promotion of peace. During Mission Week children learn about the work of Catholic Mission in underdeveloped countries. Children raise and donate money each year by holding mission stalls and raffles. Mini Vinnies a social justice group made up of Year 5 and 6 student volunteers, meet regularly with our Pastoral Care Associate Mrs Maureen Nicholls to plan and hold outreach activities to raise money for our local and overseas communities. Events such as The Biggest Morning Tea, St Vincent de Paul Winter Appeal, Bake sales and book drives for communities affected by drought, flood and cyclone raise awareness for these people in need. Mrs Nicholls coordinates “Seasons for Growth”, a program to support children who are experiencing change and grief. This program is offered to students over a 10 - 12 week period. She also runs valuable alternate play activities during lunch including discos, art and craft, life size chess and other board games and supports teachers wherever possible.

Mrs Nicholls is available to nurture and support children and families in our school community in times of need.

### **School Banking**

School banking is operated through the CDF – Catholic Development Fund and is conducted every Tuesday. Accounts attract no fees and offer excellent interest rates. Details of opening an account can be obtained from the School Office.

### **School Canteen**

The canteen operates Tuesday - Friday during lunch and recess. We encourage orders to be placed online using the QKR App. Details on webpage.

The School employs a Canteen Supervisor to oversee the running of the Canteen. Parents are encouraged to volunteer for the canteen duty roster and price lists are available from the office.

### **School Fees**

Holy Name Primary is a Catholic Systemic School belonging to the Diocese of Maitland - Newcastle. School fees are determined each year by the Diocese Finance Council. Parents are notified of fees prior to the beginning of each school year.

Accounts are sent out during the second week of each term for Terms 1, 2 and 3. Families who choose to pay their accounts this way need to pay them within 30 days of the invoice date. Payment options include EFTPOS, Credit Card, Cheque, Direct Debit, B Pay and Cash. Where a family pays fees in one lump sum they must be paid prior to June 30.

## Fee Structure 2019

### A: Tuition Fees

The following scale of tuition fees has been set for children attending Catholic Primary Schools in the Diocese of Maitland-Newcastle in 2018.

<b>PRIMARY SCHOOLS</b>			
	<b>Per Year</b>	<b>Per Term</b>	<b>Per Week</b>
1 Child	\$1233.00	\$411.00	\$30.05
2 Children (each)	\$1109.70	\$369.90	\$27.10
3 Children (each)	\$986.40	\$328.80	\$24.05
4 Children (each)	\$739.80	\$246.60	\$18.05
5 Children (each)	\$616.50	\$205.50	\$15.05

### Notes

The scale of tuition fees set above means that where four or more children from one family concurrently attend a primary and/or a secondary school in the diocese, fees are payable only in respect of the first three children.

### B: Other Fees

#### Fees Structure for 2019

<b>Tuition Fees</b>	<b>As per Diocesan fees structure over page</b>
Resource Fee	\$240.00 per annum per child
School Services Levy	\$435.00 per annum per family
DFSBL	\$990.00 per annum per family

### **Resource Fee**

A resource fee is included with the school fee account each term. This fee is used to finance the provision of the children's textbook and exercise book requirements, visiting school performances, licence agreement throughout the school year, as well as many of the general educational materials they will require. For 2019 this fee will be \$240 per student per annum.

### **School Service Levy**

The levy will be used to ensure our students have full access to up-to-date technology in the computer lab and all classrooms. It also supports cleaning and maintenance in the school, as well as the Stephanie Alexander Kitchen Garden. This levy is charged on a per family per year basis.

The school services fee for 2019 was set at \$435.00 per family per annum.

### **Diocesan Family School Building Levy (DFSBL)**

The Diocesan Family School Building Levy supports the provision of the necessary facilities infrastructure. The Levy will be set at \$990 per family per year in 2019. The fee is a family rate to be collected at the school where the eldest child in the family is enrolled.

### **Fee Reductions**

Enrolment at Holy Name School should not be restricted by parents' inability to pay school fees as a result of genuine economic hardship.

In cases where parents are genuinely struggling to meet the cost of school fees, they are advised to contact the Principal so that an agreement can be reached for a reduction in fees payment.

### **Health Care Card Discount**

In an effort to reduce the financial burden on families with limited financial resources, Catholic schools in the Diocese of Maitland / Newcastle offer a different tuition fee rate for low income Health Care / Pension Card holders. The discounted fee covers 50% tuition fees per child per grade and the Diocesan Family School Building Levy and resource/ service fees set by each school will be additional to this figure.

It is important to note that financial hardship does not preclude access to a Catholic school for a child of a family genuinely committed to the Catholic ethos. The Principal of the school should be contacted to discuss such matters.

### **School Hours / Supervision of Children**

Supervision of students begins until 8.30 am. In normal circumstances children should not arrive prior to this time. Students arriving after 8.15 am must be seated on the Primary verandah outside the classrooms until the 'teacher on duty' dismisses the children to the playground.

Students assemble under Kirkangina at 3.00 pm and dismissal is at 3.05 pm. Whilst specific dismissal procedures are outlined later in this information booklet teachers supervise all children in their departure from

school. Parents wait adjacent to the Kirkangina on the Carawa Street entrance for students to be dismissed. Please don't wait in the walkway outside the Office.

If for any reason arrangements for your child going home vary from normal it is preferable that you let the teacher know in writing. Where this is not possible please ring the school office as early as possible.

### **School Office Hours**

The school office is run by our Administrative Officers, Miss Kerry Monkley and Mrs Jane Sullivan. Admin Office hours are:

Monday – Friday 8.30 am – 3.15 pm

### **School Uniform Policy**

Students are required to wear the correct school uniform as outlined in this policy. **If a child cannot wear the full school uniform, a note of explanation from a parent must be given to the class teacher. This note should include the date and the parent's signature.** Uniforms can be order via our School Website.

- Full school uniform is to be worn to and from school
- All uniform items are available at the school office
- The following uniform is the only one to be worn:

**Girls Summer:** Maroon polo shirt with maroon and white checked skirt.  
**Black joggers** with short black socks.

**Girls Winter:** Maroon check culottes or Maroon check trousers.  
Maroon polo shirt with school logo – short or long sleeved.  
Maroon microfibre jacket.  
Maroon polar fleece vest.  
**Black joggers** with short black socks or black tights.

**Girls Sport:** Maroon sport shorts.  
Maroon and gold polo shirt with school logo.  
**Black joggers** and short black socks.

**Winter Sport Only:** Full maroon microfibre tracksuit with school logo.

**Boys Summer:** Grey – traditional style – mid length shorts.  
Maroon Polo Shirt with school logo.  
**Black joggers** with short black socks.

**Boys Winter:** Grey – traditional style – long school trousers or shorts as for Summer.  
Maroon Polo Shirt with school logo.

Maroon microfibre jacket.  
Maroon polar fleece vest.  
**Black joggers** with short black socks.

**Boys Sport:** Maroon sports shorts.  
Maroon and gold polo with school logo.  
**Black joggers** and short black socks.

**Winter Sport Only:** Full maroon microfibre tracksuit with school logo.

**School Hat:** The school hat is a compulsory part of our school uniform. The only hat to be worn is the 'wide-brim' soft hat for boys and girls available from the school office. The school employs a 'No Hat – No Play' policy ie children who do not have a hat must stay in a designated shaded area during Morning Tea and Lunchtimes.

- Hair is to be clean, neat and well groomed. Long hair (below the collar) must be secured back from the face for Work, Health and Safety.
- Ribbons, scrunchies and scarves etc must be either maroon or gold or in material to match the summer skort or winter culottes.
- Extremes of style or the colouring of hair are unacceptable.
- Only the correct school uniform will be accepted at the school.
- Sports uniform is to be worn only on Sports Day.
- Makeup and nail polish is unacceptable.

### **Jewellery**

Jewellery is not part of the school uniform. Wristwatches may be worn. Children with pierced ears may wear one pair of studs. Sleepers are not to be worn for safety reasons.

### **Labelling**

We request that you ensure all items of clothing, hats, lunch boxes and drink bottles etc. are clearly labelled. Labels fade with washing so they need to be checked regularly.

### **Clothing Pool**

Second hand items are available at low cost from the clothing pool.

#### **Items Available through the School Office**

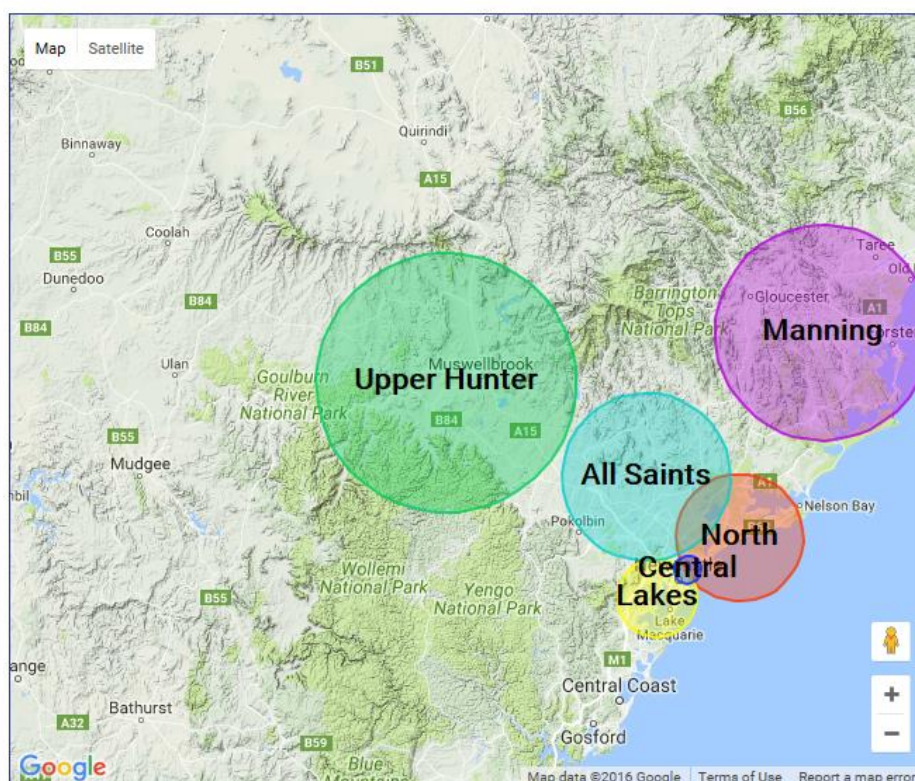
- Winter Culottes
- Girls Winter Trousers
- Skorts
- Maroon Polo Shirt with school logo - short and long sleeved
- Maroon Sport Shorts
- Boys Long Grey Trousers
- Boys Grey Shorts
- Full maroon Microfibre Tracksuit with school logo
- School Hat

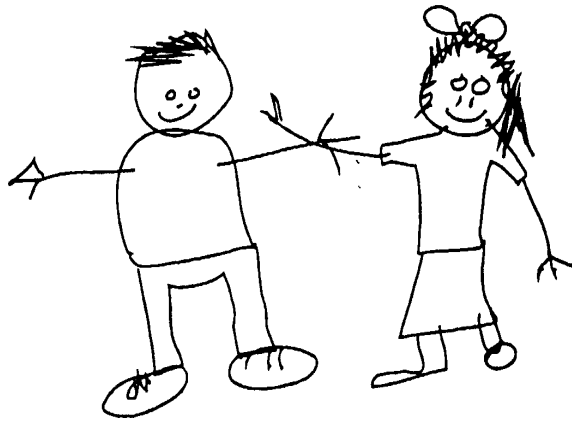
- Library bags
- School Bags

## Term Dates for 2019

<b>Term One</b>	January 29 to April 12
<b><i>N.B: Staff commence</i></b>	January 29
Years 1 – 6 commence	January 30
Kindergarten commence	January 31
<b>Term Two</b>	April 29 to July 5
<b>Term Three</b>	July 22 to September 27
<b>Term Four</b>	October 14 – December 20

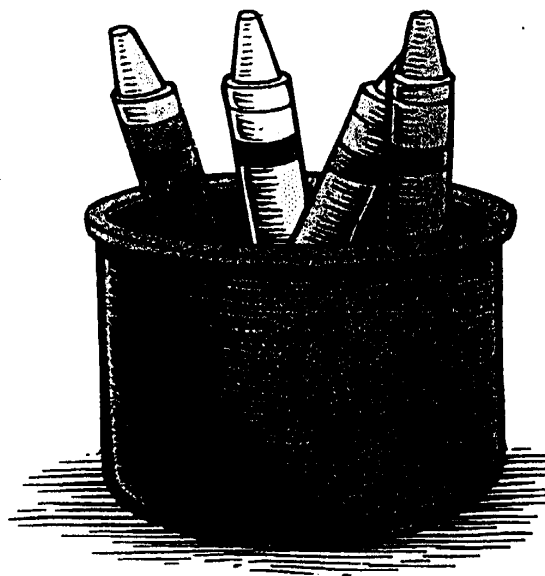
## Region Map





# Kindergarten

## *2019*



## Kinder Orientation Guidelines

The following guidelines are presented as a resource for parents who are preparing their children for their first day at school. Please take the time to read through, and implement the following suggestions. Although they cover a wide range of matters associated with a child's enrolment in Kindergarten, all suggestions are linked by a common objective, the desire of parents and teachers to ensure that every child's first experience of school life is very **positive, rewarding and enjoyable**.

The points are a general aim that would lead to stability and positive outcomes for children each day. We acknowledge that some children will find it difficult to achieve every goal by the start of the 2019 school year.

### Ways To Prepare Your Child For School

1. Reading storybooks and nursery rhymes to your child every night is a very good way to prepare them for school. You can ask them questions about the story and talk about any vocabulary they might not know.
2. Help your child practise writing their name properly – beginning each name with a Capital Letter eg **John Smith**. Your child should know their first and last name, address, age, gender and relationship with family members.
3. Help your child practise packing and unpacking their school bag properly so they become independent. **School bags must be big enough to fit an A4 folder inside.**
4. Practise basic organizational skills with your child so they can pack up and arrange their work areas at school independently.
5. Ensure that your child can use the toilet, flush the button and wash their hands themselves or let the teacher know if there are special circumstances in this area.
6. Remind your child that school is a place for both learning and having fun. Discuss that there are special times when they are expected to listen and times when it will be their turn to talk and play.
7. Parent volunteers need to complete the Working with Children check through the Roads and Maritime Service. This check is free for volunteers and needs to be shown to Administration staff for verification. (Information available at the office)
8. Help your child to develop an understanding of colours, days of the week, how to use scissors and holding a pencil correctly.

## The First Day

The first day of school for Kindergarten 2019 as a group will be **Thursday 31 January 2019**. Kindergarten children will attend school for full days from the beginning. In the first week children will be collected from the classroom at 2.45 pm. From Week 2 parents will pick up children from the Kirkangia area. At this time of year, the weather is extremely hot, please send a water bottle, a packed lunch and a piece of fresh fruit or vegetable for crunch and sip.

## Daily routine

1. Bring your child to the Kinder classroom at 8.50 am where you will be met by the class teacher and a name tag will be given. Please indicate on the list provided outside the room who will be picking your child up at 2.45 pm (first week) or 3.00 pm (second week).
2. A quick goodbye will make the transition to starting school easier for your child. We know this will be hard but **it's best to have a quick separation** to try and avoid tears.
3. Please provide your children with healthy food choices. Make sure your child knows which is "crunch and sip" and which is "lunch" and practise opening up lunchboxes and drink bottles. Only fresh fruit or vegetable is to be eaten at "crunch and sip" time, not 'snack packs' or fruit in jelly.
4. Please provide a water bottle so your child can drink frequently in the hot weather.
5. Each child will be provided with an A4 sized folder for communication (letters, messages, bankbooks, etc). **Please ensure this folder is returned each day, even if it is empty.**



## Settling into School

The change from Pre-School to a full formal school 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 may find your child becomes teary, tired, clingy etc. This is quite normal and will pass with time. You can help your child settle into school by observing some of the following suggestions:

1. Your child's name is written clearly on all detachable articles, eg. clothing, hats, shoes, lunch boxes and drink bottles and that his / her name, address and phone number is on the inside of his / her school bag.
2. 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 and “top them up” when they arrive home. We prefer that the children bring home what they don't eat. This prevents waste and allows you to adjust lunches accordingly. We encourage students to take home packages from lunchbox / bag to minimize playground rubbish.
4. 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 each week for the first few months.
5. It is helpful if your child can go to bed early. A tired child cannot benefit from a full day at school.
6. **Please equip your child with:**
  - a. A large school backpack – big enough to fit an A4 folder in
  - b. A box of tissues to start the year (for whole class use)
  - c. A packet of baby wipes
  - d. A library bag – available at school
  - e. 2 Glue Sticks (for whole class use)
7. Send an explanatory note to the class teacher or add absence on Compass whenever your child is absent from school, is taking medication at school, there is a change in normal routines (eg bus travel) or needs to leave school throughout the day. These details can be filled out in the book at the Secretary's Office. If your child is being collected by a relative, friend or After School Care, please provide a note stating this. **Children will only be allowed to leave with someone other than parents if we have written permission or you have rung the school to inform teachers in the case of emergency.**
8. 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. **Parents should**

**make an appointment** through our Administration Office, send a note along with your child's communication folder, email or message the teacher using the Class Dojo app. Please make sure the school has your email address as most communication occurs electronically.

9. **Kinder Homework** – We encourage all students to access Core5, a web-based reading program that provides the targeted practise and instruction student's needs to develop their reading skills. Access is available from a computer, an iPad or an Android tablet. Readers are sent home each week. We will also send sight words home to learn.
10. **Sport** - Infants (K – 2) classes have sport on Wednesdays.

### **Immunisation**

Children enrolling in Kindergarten are required to provide the school with an Immunisation Certificate. Immunisation itself is not compulsory; however, in the event of an outbreak of 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. Forms are to be provided by your General Practitioner. "Blue Books" are not adequate proof of immunization. The vaccine-preventable diseases are Diphtheria, Tetanus, Whooping Cough, Polio and Measles.



## **Tips for a Happy School Life**

- ☺ Make sure your children have a good night's sleep the night before school, and get up early enough to have breakfast, get lunch ready, pack a school bag and get dressed.
- ☺ See to it that your children leave home in time to get to school a little early. Any time after 8.30 am is great.
- ☺ Sometimes it helps if your children have something to show the teacher, the whole class, or to put on the display table or walls.
- ☺ Help your children prepare for the next day at school.
- ☺ If arrangements for your child departure change, please advise the school, preferably in writing.
- ☺ Make an appointment to meet with your children's teachers and talk regularly.
- ☺ Let the school know you are interested in what happens there by offering support and help.
- ☺ A communication folder will be given to your child to carry notes.
- ☺ Read notes and emails from school and reply on time.
- ☺ Phone the school if you would like information.
- ☺ Listen to your children read, and always show an interest in their homework.
- ☺ Look for good things your children are doing.
- ☺ Try to attend parent/teacher meetings, P & F meetings and other meetings as advised. Your presence counts.
- ☺ Read the school newsletter.
- ☺ If your child can't attend, advise the school.
- ☺ Try to see the doctor and dentist outside school time
- ☺ Your child's friends matter a great deal.