PARENT INFORMATION GUIDE

Holy Family Catholic Primary School
Skennars Head
Catholic Diocese of Lismore
Welcome to Holy Family School

We have prepared this Parent Information Guide to assist you with any information you may need to know about Holy Family School. Whilst we have tried to include a lot of information it is not possible to cover all aspects of school life. Please ask your child’s teacher or the school office staff if you have any questions that are still unanswered.

We look forward to you and your family joining our school community.

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Holy Family Catholic Primary School is a Christ-centred learning community. Through the promotion of wellbeing, quality teaching and engaging in a meaningful curriculum, learners are inspired and challenged to achieve their personal best. Children are empowered to become collaborative lifelong learners prepared to make a positive difference in an ever-changing world.
CONTACT DETAILS

ADDRESS: 40 Isabella Drive, SKENNARS HEAD, 2478
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FAX: 02 6687 5310
WEB ADDRESS: www.skhplism.catholic.edu.au

Principal: Mr Murray Deeps mdeeps@lism.catholic.edu.au
Assistant Principal: Mr Adam Sullivan asullivan@lism.catholic.edu.au

Leader of Catechesis: Mrs Anna O'Dwyer aodywer@lism.catholic.edu.au
Leader of Evangelisation: Miss Cheryl Winkler cwinkler@lism.catholic.edu.au
Leader of Curriculum: Mrs Sarah McManus smcmanus@lism.catholic.edu.au
Leader of Pedagogy: Mr Nick Houghton nhoughton@lism.catholic.edu.au
Sport Coordinator: Mrs Kassie McCarthy kmccarthy@lism.catholic.edu.au

Secretaries: Kate Varcin kvarcin@lism.catholic.edu
Susie Curnow scurnow@lism.catholic.edu.au
Vynka Morkunas vmorkunas@lism.catholic.edu.au
2015 STAFFING

KC  Miss Margaret Condon
KW  Miss Cheryl Winkler, Mrs Kristina Viel
1G  Mrs Margaret Gill
1C  Mrs Vanessa Cain, Mr Adam Sullivan
2S  Mr Stephen Seymour
2CP Mrs Sonya Piccoli
3C  Mr Jason Campbell
3M  Mrs Sarah McManus, Mrs Libby Spash
4AK Miss Angela Kirk
4MK Ms Margie Kelly, Melissa Cook
5M  Mrs Kassie McCarthy, Mr Nick Houghton
5Y  Mr Michael Young
6C  Mr Peter Cassidy, Mrs Kylie Hyde
6OD Mrs Anna O’Dwyer, Mrs Kathryn Wood

RFF: Science: Mrs Jenny Lee
RFF: Creative Arts: Mrs Libby Spash, Mrs Sonya Piccoli, Mrs Kristina Viel( Kinder)
Indonesian ( Yr 6): Mrs Sarah McManus
Reading Recovery: Mrs Vanessa Cain
Additional Needs Teacher: Mrs Amanda Page-McDonald
Leader of Pedagogy: Mr Nick Houghton
Leader of Evangelisation: Miss Cheryl Winkler
Leader of Catechesis: Mrs Anna O’Dwyer
Leader of Curriculum: Mrs Sarah McManus
Leader of Sport: Mrs Kassie McCarthy
Assistant Principal: Mr Adam Sullivan
Principal: Mr Murray Deeps
Absences- Student: Whole day/s

If your child has been absent from school, you must tell the school and provide a reason for your child’s absence within 7 days of that absence. To explain an absence parents/carers may:

- Reply back to SMS text sent by school administration, send a note to the school, use the Skoolbag app or contact via school email.

If your child is needing exemption for more than 10 days from attending school then you must complete the A1 Application for Leave Form which can be found on the school websites Parent Zone under School notes or on the Skoolbag app, or directly from the office. This must be returned to the school office. This would be applied for if you were taking a family holiday in school time. (Note, if your child is to be absent for 50 or more days you must make an appointment with the Principal)

Absences- Student: Part of a day

Arriving Late: If your child arrives at school after 8.50am they are required to go to the office before going to their classroom. The child/ or parent needs to complete a partial absence form explaining the reason for the absence. A copy of this is given to the class teacher.

Leaving Early: If you need to collect your child during the day at school then you must sign your child out at the office and complete a partial absence form stating the reason for the absence.

Accidents

Despite the most diligent supervision accidents do occur. All staff have Senior First Aid and CPR training in order to respond to accidents at school.

Sick Room: The school has a Sick Room to treat accidents and injuries beyond the immediate care of a Duty Teacher or Classroom Teacher. Children do not stay in sick bay for long periods. They receive treatment eg clean a scraped knee; and return to class. Any child who is not well enough to return to class has his/her parents are contacted and they are to be collected and taken home.

Additional Needs Teacher - ANT

The Additional Needs Teacher coordinates the learning needs of students with Additional Needs. The ultimate responsibility for the learning of these students remains with the class teacher; however, the ANT teacher is a valuable resource.

The ANT teacher coordinates the Personalised Program (PP) meetings and funding applications.

Animals at school

Animals in the Classroom: From time to time a student may request to bring an animal into school. The decision to permit this remains with the class teacher who must complete the necessary paperwork. All parents have signed permission forms for their children to participate in activities with animals during school time. Parents are asked to contact the office if their
child develops allergies or any other concerns related to animals.

**Dogs in the school yard**
Dogs (even on leads) must not enter the grounds unless they are being carried in the arms of their owner. Please respect the fact that some of our students are frightened of dogs. They must be allowed to feel safe at school.

### Assemblies

**Monday assembly:** The whole school gathers in the Emmaus Area, every Monday morning at 8.50am for a short assembly including acknowledgement of country, a prayer and messages. This assembly is led by the Principal.

**Friday assembly:** The whole school gathers in the hall at 1pm each Friday. This assembly is led by the Principal, Assistant Principal, along with the Year 6 leaders. It starts with a procession by the leaders, followed by a liturgy. The assembly then includes, messages, Superstar awards, Birthdays for that week, Caught Being Good Awards and it finishes with the National Anthem. Some assemblies include the Literacy and Numeracy Award, Principal’s Award, Carol Lynch Reading Award and Mary MacKillop Award. (See the below headings).

**Superstar Awards**
Each week a student from each class is chosen to receive a Superstar award at the Friday assembly. The students receive the awards for academic, social and spiritual reasons. Their name is printed in the newsletter the following week.

**Literacy And Numeracy Award**
Each month one (K-6) student from the school is awarded the Literacy and Numeracy Award. They receive a certificate and a voucher from The Professionals Real Estate Ballina. The award is presented at a Friday assembly. The recipient is highlighted in the newsletter.

**Principal’s Award**
Each month one (K-6) student from the school is awarded the Principal’s Award. They receive a certificate and a $50 account from the Southern Cross Credit Union Lennox Head, the award’s sponsor. The award is presented at a Friday assembly. The recipient has their photograph and a write up in the newsletter.

**Caught Being Good**
At Friday’s School Assemblies there are 3 draws from the Caught Being Good Raffle. Two students are chosen from each stage. Children can earn tickets in this raffle by being good in the classroom or on the playground. Teachers give out the raffle ticket, which the child writes his/her name on and places in the raffle box in the school foyer. Winners of these draws select a prize from the Caught Being Good Prize box. The weekly winners are published in the newsletter.
**Mary Mackillop Community Service Award**
This award recognises a student who displays behaviour which emulates that of Saint Mary Mackillop. It is peer nominated through the Student Forum. It is awarded once a term (usually during Week 9). The winner receives a certificate, a Mary Mackillop memento and their name is engraved on a perpetual trophy. This award is sponsored by Elders Lennox Head. The recipient is placed in the newsletter.

**Carol Lynch Reading Award**
This award is nominated by the teachers for a student who displays exemplary reading skills or a student who displays a love of reading or literacy. It is awarded once a term (usually during Week 8). The recipient is highlighted in the newsletter.

**Badges**

**School Captains**
The incoming School Captains receive their badges at the Year 6 Farewell liturgy at the end of the school year.

**Student Monitors**
Our Student Monitors receive their badges in a liturgy at the start of Semester 1 and Semester 2. They are allowed to keep these badges.

**Sports House Badges**
The incoming Sports House Captains receive their badges at the Yr 6 Farewell Liturgy at the end of the school year.

**Year 6 Shirts**
Each year the Year 6 students have a special school polo shirt made with their names on the back. These are organised in Term 4 the previous year. Students order the number of shirts they require. Year 6 Students can wear their shirts on any school day.

**Ballina Catholic Parish Schools Day**
This carnival and fun activity day is held each year. It is where the three Ballina Catholic Parish Schools: St. Francis Xavier Primary, Ballina, Holy Family Catholic Primary School, Skennars Head and Xavier Catholic College come together at Xavier Catholic College to celebrate Catholic Education in the Parish of Ballina.

**Behaviour Management**
The school has a comprehensive Behaviour Management Policy to guide all staff in matters of managing student behaviour.

**School Codes of Behaviour**
The school has 4 guiding principles underlying the expected behaviour of its students:
Safety, Effort, Respect and Self Responsibility

Each class uses the key words above to make up their own class rules at the start of the school year.

Classroom Management

Effective classroom management is the responsibility of each teacher. It is expected that time will be spent at the beginning of each school year in each class establishing class rules, routines, responsibilities, reward systems and consequences for uncooperative behaviour.

Behaviour Management Policy

Each teacher is encouraged to use positive reinforcement as the basis of their classroom management.

Teachers are encouraged to use the 5 keys to successful Behaviour Management:

1. Convey expectations clearly.
2. Always follow through.
3. Show concern for the student.
4. Understand the forces that drive the student’s behaviour.
5. Evaluate the strategies you use

See the HFS Behaviour Management Policy for more detail.

Class Behaviour Management Procedure

When dealing with inappropriate student behaviour, the school follows a clear Behaviour Management Procedure based on 5 levels of management. At times this management procedure may be adjusted when needed to support the management of individual students.

Below is an outline of the 5 levels of Behaviour Management at Holy Family
**Holy Family Class Behaviour Management Procedure**

**When required, clearly explain to the class the 5 step Behaviour Plan**

<table>
<thead>
<tr>
<th>Levels of Management</th>
<th>Example of Behaviour</th>
<th>Action</th>
<th>Responses from Teacher</th>
</tr>
</thead>
</table>
| Step 1               | Minor Infringements against: Safety, Effort, Respect, Self Responsibility | Initial Warning | - Reminder of school expectations/behaviour code.  
- Possible warning of Step 2 consequence  
- Positive Reinforcement-catch the student being good |
| Step 2               | Repeated Minor Infringements against: Safety, Effort, Respect, Self Responsibility | 2nd Warning Withdrawal in class | - Time Out – 5 to 10 minutes withdrawn from group.  
- Warning of Step 3 consequence  
- Students complete Step 2 of Behaviour Reflection Sheet.  
- Positive Reinforcement-catch the student being good |
- Withdrawn to Reflection Class with Behaviour Reflection Sheet.  
- Student may need to be guided by another student to this class and a phone call is made to this class teacher.  
- Completion of Behaviour Reflection Sheet, Step 3, in Reflection Class.  
- On return, warning of Step 4 consequence  
- Positive Reinforcement-catch the student being good |
| Step 4               | Continuing Minor Infringements against: Safety, Effort, Respect, Self Responsibility or Initial Serious Infringement against the above | 4th Warning Withdrawal to Principal or Assistant Principal Follow up Lunch Detention | - Withdrawal to Principal or Assistant Principal with Behaviour Reflection Sheet.  
- Student may need to be guided by another student to the office and a phone call is made to office.  
- Discussion and Follow-up as required.  
- Student is informed that they will be attending the next lunch time detention to complete letters of apology.  
- Warning of Step 5 consequence.  
- When appropriate, student returns to class.  
- Phone contact by Principal, AP or teacher with parents informing them of events and follow up detention.  
- Positive Reinforcement-catch the student being good |
| Step 5               | Continuing Minor Infringements against: Safety, Effort, Respect, Self Responsibility or Initial Serious Infringement against the above | 5th Warning Permanent Withdrawal to Principal or Assistant Principal Follow up Interview with parents | - Withdrawal to Principal or Assistant Principal with Behaviour Reflection Sheet.  
- Student may be guided by another student to the office and a phone call is made to office.  
- Discussion and Follow-up as required.  
- Phone contact with parents informing them of events and request for student/parent/teacher/principal interview.  
- Student remains withdrawn from class, within the office until end of day.  
- Positive Reinforcement-catch the student being good |
Best Start

Kindergarten children are assessed using the Best Start Assessment tool at the start of the new school year. This assessment is done by the kindergarten teachers. It is a one to one assessment. The results of this assessment allow the teachers to plan classwork at the students’ level.

Book Club

Holy Family participates in Scholastic Book Club so that the children may have access to a variety of books, suited to their age and interest at a reasonable cost. A catalogue and order form is sent home with the children at various times throughout the year. Cheques must be made payable to Scholastic Australia. Credit card payments must be made online via Scholastic.

Book Character Parade

*Book Week* is held in Term 3 each year.

During Book Week, a Book Character Parade is held. All the students, as well as their teachers, dress as book characters. The parade is held in the hall and is always a popular event with parents and friends. Younger siblings are encouraged to dress up too. Each class parades onto the stage and each child tells which character he or she is. The parade is generally held at 9am. The rest of the day is usually devoted to Book Week activities, which are decided by staff each year. There are no prizes awarded; the emphasis of the day is on participation and enjoyment.

Book Fair

A Book Fair is held every year in the Library during Book Week. Children and their families can buy books, as well as donate books to the school library.

Buddies

*Kinder and Year 6 buddies*

The kinder children are paired with a Year 6 buddy each year. This person is a support to the kinder child on the playground as well as assisting them when the classes meet for buddy activities. The School is a member of the Better Buddies Foundation and has a large resource folder as well as a supply of Better Buddies soft toy bears.

*Year 1 and Year 5 buddies*

The Year 1 children are paired with a Year 5 buddy each year. This person is a support to the Year 1 child on the playground as well as assisting them when the classes meet for buddy activities. The School is a member of the Better Buddies Foundation and has a large resource folder as well as a supply of Better Buddies soft toy bears.

Bullying

Holy Family School is committed to the provision of a safe environment for all who participate in any school activity by developing a non-threatening, supportive and cooperative workplace with an emphasis on dispute resolution and conflict management as the principal means of dealing with instances of bullying. Holy Family School follows up on all reported incidents of bullying in any form, whether by staff or students. Students are encouraged to report incidences of bullying.
Holy Family uses the KidsMatter Framework to support the wellbeing of all members of its school community. This framework also guides the class programs implemented across all year levels to support the social and emotional wellbeing of our students.

**Canteen**

The School Canteen is open on Monday, Wednesday and Friday each week, for lunch orders and other sales at both lunch and recess. Student lunch orders are left at the canteen before school. The class lunch baskets are collected from the Canteen immediately before lunch by a student from each class. Teachers should supervise the distribution of student lunches. Class lunch baskets are returned to the Canteen once the orders have been given out.

The Canteen relies on volunteers each day to assist with lunch preparation and serving. Please contact the school if you can help out in the canteen, once a month, once a term or more frequently.

**Catholic Schools Week**

Catholic Schools Week is celebrated annually in the Lismore Diocese. This week is an opportunity to showcase the achievements of Catholic Schools to the wider community. Activities will vary each year and also between schools.

**Chess Club**

The school runs a user pay chess club. A teacher teaches chess to students before school one day a week. A chess teacher comes into the school one day per term for additional chess coaching. Chess students may compete in inter-school competitions.

**Child Protection**

Any parent or other adult working with children must complete or have completed an Employment Declaration Form. Please ensure you have completed these forms at the office if you are going to help in the classrooms.

All parents/adult helpers must report to the school office, sign in and collect an identification sticker before proceeding to any area of the school.

**Children Leaving School**

When picking up children during school hours, parents must sign them out at the school office before collecting them from the classroom. Parents are asked to try to make dental appointments, etc. Outside school hours, if possible.

*Children permanently leaving Holy Family School*

Parents are required to notify the school in writing/email if their children will not be continuing their enrolment at Holy Family School.

**Christmas Concert Term 4**

Every year the school has a Christmas concert in Term 4. Often the Kinder, Year 1 and 2 work on a separate item to Years 3 – 6. The concert is held in the school hall at night and parents and friends are invited to attend.

**Class Parents**

Each class has one or two parents who nominate themselves as the Class Parents for that year. These parents meet with the staff member who is the
The Class Parents work alongside the School Forum in coordinating school social events such as the school discos/dances. The role of the Class Parent includes:

- Welcoming new families to the class.
- Organising one social event for families or the adults during the year. Eg Mums’ movie night.
- Being the contact person for the class teacher who may be seeking help with a class activity.
- Celebrating the class teacher’s birthday.

Parents are asked to send all money to school in an envelope clearly marked with the child’s name, class and purpose. No money is to be kept in the classroom during the day or overnight. Generally any money required is added to a child’s school fees so very little money comes to the classroom.

Communication

**Appointments & Interviews**

The first point of contact regarding any concern you have is always your child’s class teacher.

Parents are encouraged to make an appointment with their child’s class teacher about any matter – big or small – which they need support with. It is not appropriate to have a quick chat at the classroom door or to try and discuss your child while the teacher is on duty. Your child is important to us and therefore making an appointment to discuss your child allows both parents and teacher to spend time devoted to your child without distractions. Teachers are also encouraged to contact the parents promptly with any issues or concerns.

The class teacher is always the first point of contact if you have a question or a concern.

Community Events

Holy Family School is proud to participate in many community events:

**Anzac Day March: 25th April:** The children and staff march in Ballina each Anzac day. Details are in the school newsletter prior to the march.

**Remembrance Day: 11th November:** The Principal and school representatives attend the Ballina service. A school ceremony is held.

**Eisteddfod: Term 3:** Many classes enter in the Eisteddfod which is held in Lismore in Term 3 each year. Classes enter various disciplines such as choral speech and singing choirs.

**NADIOC Week: July School Holidays:** The school holds its own events to celebrate this week at school. Students are invited to attend the Ballina March, however, this is generally held in the July School holidays.

**Tournament Of Minds:** Holy Family school has entered teams in this
competition and teams have had a great deal of success winning at state and national levels. This competition is open to Years 5 & 6 children who work at school and in their own time on a group challenge in the disciplines of Social Science, Mathematics and Engineering or Literacy. For further information on TOM website.

**University of NSW Competitions:** Students who are interested are invited to participate in these competitions. Entry fees are involved. The competitions are generally held before school from 8am for children from Years 2 -6 in English, Writing, Spelling, Maths, Science, and Computer Skills. Notes go home to Years 2 -6 children inviting them to participate.

**International Teachers’ Day: Term 4:** Each year the Class Parents coordinate something special to celebrate the great staff at Holy Family School. This is generally held in Term 4.

**Competitions**

Holy Family School students are invited to take part in many competitions throughout the year. Many are related to community initiatives, which draw attention to a very worthy cause. Decisions about whether to participate in these events, depends on the available time and appropriateness to the community and school curriculum.

**Crowley Visits**

Each class is rostered for a grade level visit to Crowley Village, Ballina. There are about 2 visits per year per grade level. The classes go on Thursdays and travel by bus arriving at Crowley around 10am and departing again around 10.40am. Whilst there, the children sing or dance or entertain the residents in some way. The children are provided with refreshments before leaving. Once a term the Crowley residents come to Holy Family School. They are entertained by the students and they enjoy a morning tea at the school.

**Curriculum**

In the Catholic Primary School there are Seven Key Learning Areas.

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and Its Environment
- Creative Arts
- Personal Development, Health and Physical Education

In support of these Key Learning Areas, the Board of Studies publishes ongoing syllabus and support documents.

All learning is done in Stages: *Early Stage 1 – Kindergarten*

- **Stage 1** – Years 1 and 2
- **Stage 2** – Years 3 and 4
- **Stage 3** – Years 5 and 6.
Custody Arrangements

Parents are asked to supply the school with any documentation relevant to custody arrangements put in place by the Family Court for their children. In particular, the school needs notification in writing if there are any limitations on who may or may not collect the children from school. These documents are considered confidential.

Easter Hat Parade

Each year the children from Kindergarten, Year 1 and 2 participate in an Easter Hat Parade. The parade is generally held after Easter and children from Years K, 1, 2, St. Anne’s Preschoolers, as well as parents and friends are invited to attend. The parade starts at 9am. Toddlers and pre-schoolers are invited to wear an Easter hat and join in the parade too. There are no prizes with the emphasis on celebrating together.

Enrolment

Parents wishing to enrol their children at Holy Family School are required to be interviewed by the Principal or Assistant Principal before Enrolment can proceed. A School Enrolment package is available through the school office.

Holy Family has a number of programs in place to support a successful transition of preschool children into kindergarten. These include the Going to Big School Program, Parent Information Sessions and Kinder Orientation.

Evacuation Procedures/Lockdown Procedures

Evacuation procedures are displayed in prominent positions around the school and on the wall near the main exit of each classroom. In the case of an evacuation or an evacuation drill all buildings should be cleared as quickly as possible, in an orderly manner with Staff directing the students. Evacuation Drills occur twice a year.

Lock Down Procedures are to be displayed alongside evacuation procedures. When a Lock Down is signalled the school shuts down as per the plan. Lock down drills occur twice a year.

Excursions

Classes attend excursions in order to enrich their classroom learning experiences. Below are the main excursions for each year level.

- **Kindergarten**: Local Day Excursion
- **Year 1**: Day Excursion
- **Year 2**: Day Excursion
- **Year 3**: Day Excursion
- **Year 4**: Brisbane & Sunshine Coast (3 Days)
- **Year 5**: Leadership and Initiative Camp (3 Days)
- **Year 6**: Canberra Excursion (5 days)

Facebook

It is recommended that staff do not have students as Facebook friends.

First Aid

Staff First Aid qualifications are updated every three years.
A Defibrillators located in the foyer of the school office mounted on the wall.

Freezer Meals

The Year 6 families provide frozen meals which are kept in the staffroom freezer for families in need. Any parent can contact their child’s class teacher...
if they are aware of a family who is in need. These matters are handled with sensitivity.

**Crunch ‘n Sip Break**

All classes are encouraged to have a Crunch ‘n Sip break, preferably in the morning session. This supports healthy eating and gives the students energy. It takes into account the fact that some children eat breakfast early and others may not have eaten any.

**No lolly rewards**

HFS has a no lollies as rewards policy. In line with the PDHPE curriculum the school supports healthy eating. Class teachers are not permitted to regularly give lollies/ chocolates as rewards or prizes.

Parents are asked to be mindful of providing their children with healthy, balanced meals when at school.

**Fundraising Levy**

All families in the school pay a Fundraising Levy. This was introduced in 2007 and it is in lieu of ongoing minor fundraising activities. This does not apply to activities conducted to raise money for school-sanctioned charities e.g. Project Compassion etc.

**Going To Big School Term 2**

The *Going To Big School* program began in 2010. It is designed to allow preschool students and their parents to see what Big School is like. It runs one day a week over 3 weeks for 1 hour, from 2-3pm in Term 2. Parents must remain present during the programme to ensure that the children feel comfortable in their new environment. Students register for the programme prior to its commencement. The programme is advertised at local preschools and in the school newsletter. Students do not have to be enrolled in the school to participate.

**Head Lice**

If it appears that a child has head lice, then the school will contact the child’s parents and send home the note informing the rest of the class that there has been an incidence of head lice in that class. We ask that head lice be treated and removed before your child returns to school.

**Homework**

HFS uses the homework grid for Homework each week. Children have some compulsory boxes to complete on it and other optional boxes. The following time allocations are not to be seen as prescriptive but are general guidelines.

<table>
<thead>
<tr>
<th>Homework Grid Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Level</td>
</tr>
<tr>
<td>Kindergarten</td>
</tr>
<tr>
<td>Year 1/2</td>
</tr>
<tr>
<td>Year 3/4</td>
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<tr>
<td>Year 5/6</td>
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</tbody>
</table>
### Home Reading

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Minutes per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Year 1/2</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Year 3/4</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Year 5/6</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

### Information, Communication and Technology (ICT)

The use and support of technology within Holy Family is carefully planned to allow our students to become effective and confident learners in the use of technology. The Holy Family Website is seen as an important means of communicating and networking the learning of our students. It is the key means of digital communication between teachers and students and has links to recommended sites to enhance learning in all Key Learning areas.

Interactive whiteboards are in all classrooms as well as a range of digital devices such as notebooks and iPads.

A class set of video cameras is available from the school library.

### Illness – students

In accordance with the Public Health Act, the Principal or their representative will notify the Public Health Unit of any of the following diseases: Glandular Fever (Infectious Mononucleosis), German Measles (Rubella), Hepatitis A (Infectious Hepatitis), Hepatitis B, Hepatitis C, Human Immunodeficiency Virus Infection (HIV), Measles, Mumps, Whooping Cough (Pertussis)

### KidsMatter

Holy Family uses the KidsMatter Framework to support wellbeing of all members of its community. This framework also guides the class programs implemented across all year levels to support the social and emotional wellbeing of all students.

KidsMatter 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.

### Kinder Orientation Programme Term 3 or 4

The Kinder Orientation program is conducted in Term 3 or 4. It follows the enrolment of Kinder students earlier in the year. The new Kinders visit for 3 mornings and where possible the teachers for the following year conduct the programme. Some students may also be offered additional transition opportunities if it is anticipated that they may have difficulty adjusting to school routines.

### LAP

The Learning Assistance Program (LAP) operates using volunteers from the
school and wider community. This is a weekly mentoring program where an
individual student is supported by an adult volunteer to complete a variety of
non-academic or academic activities based around the student’s interests.

**Library**

Students are encouraged to use the library regularly and all classes have a
weekly time in the library. Students need a library bag to store their borrowed
book/s.

*Library Parent Resources:* The library has a selection of parent resources,
many of which have been provided by the Parent Assembly. Parents are
welcome to browse and borrow these.

**Life Education**

The Life Education Program is a program offered to students from Holy
Family School dealing with specific aspects of the Personal Development
and Health curriculum for each grade. It involves a visit to the Life Education
Van and follow up activities completed in the classroom. Students pay a fee
to visit the Life Ed van. This programme supplements the class Personal
Development and Health Programme.

**Literacy & Numeracy Week Term 3**

National Literacy and Numeracy Week is celebrated during the last week of
August/first week of September each year. The staff with coordination from
the Curriculum Coordinator, decides on how to celebrate it each year.
Participation is encouraged in National activities such as ‘Reach for the
Stars’ and ‘Simultaneous Storytelling’.

**Liturgies & Masses**

The REC team co-ordinates and rosters the liturgical program in the school.
All staff and grades are rostered to prepare Masses.
Parents and friends are welcome at all school liturgies and Masses. Check
the school newsletter for details.

**Lost Property**

Students and parents are regularly reminded to ensure all belongings
are clearly labelled. Lost property is kept in the school library. Students are
couraged to look for their own belongings when they are missing. Lost
property items will be sorted regularly and named items returned to
classrooms. Unnamed items still in lost property after several weeks will be
washed and either kept by the school for needy students or donated to the St
Vincent de Paul Society.

**Mathematics Challenge Term 3**

This event has been held for a number of years with the winner having their
name engraved on a trophy in the office foyer. Students have finals in their
classes and the finalists then compete in the whole school Grand Final. This
event focuses on a range of mathematical understanding and skills.

**Medication**

All students requiring medication during the school day must leave these at
the Front Office and parents will need to complete a medication permission
form. The only exception is asthma puffers which students may keep in their
school bags or school office for easy access if required. A record will be kept
at the Front Office of all medication administered.
**Medication during Excursions**

Students requiring medication on a school excursion or camp are required to give this medication to the teacher in charge or designated medical officer with appropriate instructions from their parents or guardians. All medication must be supplied in the original container with dosage details clearly stated.

**Meetings**

**Class Parent Meetings:** Held once a term on Wednesday of Week 5, 7.30 – 8.30pm. These are attended by the Class Parent Reps from each class. Any parent who would also like to attend these meetings is most welcome.

**Forum Meetings:** Held twice a term, generally in Wk 3 & 7. These are attended by the school Forum reps.

**Missions and Values Facilitator**

Each year our school seeks funding for this facilitator. The role is undertaken by Jo Wunsch. She works in a variety of areas in the school.

**Mobile Telephones**

Children are not allowed to use mobile telephones at school. If they need to bring a mobile telephone to school so as to contact a parent or guardian after school, they must hand it to their classroom teacher at the beginning of the school day or hand it in to the office. Then they are to collect it at the end of the school day.

**Mufti Day**

A mufti day is where the children are allowed to wear casual clothes to school instead of their school uniform. When this occurs parents are given prior notice and children are usually asked to bring a gold coin donation, which goes to a charity. Children are asked to wear appropriate clothing which allows for adequate sun protection and personal modesty.

**NAPLAN Term 2**

In 2008, the National Assessment Program – Literacy and Numeracy (NAPLAN) commenced in Australian schools.

Every year, all students in Years 3, 5, 7 and 9 are assessed on the same days using national tests in Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy. The tests are generally held in May.

At Holy Family, we encourage all students to take part in this program. While the data can be viewed as a single ‘snap shot in time’ of a child’s ability, it does provide teachers with additional means of tracking the learning development of our students and therefore assisting the teacher in planning future learning areas of need.

Special provisions which typically will reflect the support normally provided in the classroom may be provided to students with disabilities or special needs. Teacher Assistants may supervise these students in another room after consultation with the Additional Needs Teacher and Classroom teachers.

**Newsletter**

The HFS Newsletter, ‘Family Matters’ is emailed out every Friday to all families. Items for the Newsletter must be submitted to the Office no later
than 3pm on Wednesday. The newsletter is also available to read on the school website and via Skoolbag app.

**Parent Assembly**

The Parent Assembly is a Diocese body, which supports the parents of children in our Catholic Schools. Holy Family School has one or two parents who act as representatives for this group. The Parent Assembly organises speakers on a range of topics, including Cybersafety, How to Drug Proof Your Child and Anxiety. They are always open to suggestions for speakers. These speakers are free and often babysitting is provided to allow all parents who wish to attend to do so. All Parent workshops are advertised in the school newsletter.

**Parent Helpers & Volunteers**

Parent helpers and volunteers are most welcome in the classrooms. They can assist with Reading groups, Writing groups, Maths groups or Visual Arts lessons. Parent helpers and volunteers need to sign in at the school office and collect a visitor’s sticker before going to the classroom or other areas of the school.

**Parent Teacher Interviews Term 2**

Parents and teachers are encouraged to communicate formally and informally throughout the year. Interviews to discuss a student’s progress may occur at any time. Appointments may be made by phone through the school office, email or by note to the class teacher.

There are two formal reporting and interview opportunities each year.

**Half Yearly Reports:**
These written reports will be made available in mid-year. They are handed out in the second last week of Term 2. These interviews are generally 15 minutes in length and are conducted in conjunction with the Semester 1 Report. Students from Year 1 to Year 6 are required to attend this interview with their parents/carers. It is a three way interview. Kinder interviews are held in Term 1 after the Best Start Assessment.

**Yearly Reports:**
These will be made available to parents in December. Like the mid-year report they are handed out a week before School finishes and interviews are made available throughout the last week.

**Parish**

Holy Family School is a part of the St. Francis Xavier Parish, Ballina.  
**Parish Priest:** Fr Michael Nilon  
**School Chaplain:** Fr Gabriel  
**Pastoral Associate:** Sr. Kathryn Sweeney

**Parking**

Staff and parents can use the bottom carpark or they can park at the front of the school along the kerbside. Parking in the disabled carpark is for those people with a disability. Please do not use this park as a quick drop off point. Parents are asked to note legal times for parking in the bus bay, as council rangers regularly book cars parking illegally.

**Performances**

The school organises touring theatrical companies such as, Brainstorm and
Questacon, to conduct exhibitions, displays and performances. These vary from year to year. Information about these performances is made available to parents prior to the events. If costs are involved, these will be added to student’s school fees.

Placement of Children in Classes for the new school year

Each year the two classes for each grade level are mixed to form the following year’s classes. This allows the children to get to know a variety of children over their time at Holy Family. The children are informed of their new class on Step Up Day which occurs in the last week of school in Term 4. On this day the children spend some time with their new class and new teacher for the following year. The school recognises that this helps the child in knowing their class and teacher before going on the Christmas holidays.

Playground

Before School: Children should not be left unattended by their parent at school prior to 8.20am. Formal supervision by teachers begins at 8.20am in which a play bell rings and the children can then play on the top playground and on the oval.

8.50am: Class time

10.50am: Lunch time
Kinder, Yr 1 & 2 eat lunch around the shade area near the Yr 1 rooms.
Yr 3 & 4 eat their lunch on the Stage area in the Undercover area.
Yr 5 & 6 eat their lunch on the shade area near their rooms.

11.15am: A play bell rings. Children put bags away and commence play.

11.40am: Class time
1.30pm Recess: Children can go to any area of the playground to eat and play. (No eating on the oval)

1.50pm Class Time
3.00pm Home time

At the end of the school day, children proceed promptly to these areas:-
1. Bus - Children sit on bus lines in the Undercover Area and wait for Teacher instructions to walk to their bus.
2. Xavier Walkers – These children line up with the bus children. When the last bus has gone they are dismissed to walk to Xavier.
3. Bike - Children move to bike racks and leave school grounds immediately.
4. Walkers - Those walking should leave the school grounds without delay.
5. Picnic Tables – Those children who are waiting to be collected by their parents.
6. Car Pick Up- Those children who are being picked up by car, while their parent remains in the car.

Prayer

Classroom Prayer: All classrooms participate in class prayer. Routines are established early in the first term for Morning Prayer, Grace Before Meals and an Afternoon Prayer to end the day.
Premier’s Reading Challenge

Each year children may participate in this challenge. See Megan Eyre in the library for details.

Children have to read/or be read a certain number of books over a set period. Those who do receive a certificate from the NSW Premier.

Public Speaking Competition Term 2

Holy Family promotes this lifelong skill through its annual Public Speaking Competition which is open to children from Kinder to Yr 6. It is generally held in Term 2 on a Saturday. Children can participate in poems or the Read Aloud (Prose) section.

Reading Recovery

Holy Family school has a number of Reading Recovery Trained teachers. One teacher will teach this programme.

The programme takes up to 20 weeks and students have a daily lesson of 30 minutes over this time.

It is only available for students in Year 1 and caters for those most in need. It has a thorough pre and post testing procedure.

Any student who has been part of this programme is again monitored in Year 2 and Year 3.

Repeating a school year

While current research does not support a student repeating a school year, any concerns in this area should be discussed with the principal.

RFF (Release from Face to Face teaching)

Full time teachers are entitled to 120 minutes RFF each week.

At Holy Family School this time is used for Science and Creative Arts lessons.

Sacramental Program

The Sacramental Programme is Parish Based; however, the corresponding RE units are taught at school to support the children’s understanding.

Details of the Parent Meetings regarding the Sacraments are included in the school newsletter. Children must be baptised Catholics to receive these sacraments. Generally the children in Yr 2 and Yr 3 are involved.

All members of our school community, parents or children, who have not been baptised or did not receive their Sacraments of Reconciliation, Confirmation or Eucharist and would like to begin or continue their Sacramental journey, we encourage you to contact the school or parish for further support and details.

School Captains

Students are taken through a process of nominations, presentations and voting to help with the selection of two School Captains. This is done in the preceding year.

Sports Captains

Sport Captains are elected in a similar manner once the school captains have been announced.

Student Forum

Each class elects a student monitor who holds that position for one Semester.

The student monitors along with the school captains make up the Student Forum. These students meet regularly with a nominated staff member.
School App: Skoolbag

The school has an App which can be downloaded from the app store. Skoolbag, Holy Family School, Skennars Head. The app is free to download.

School Fees Policy

Parents/Guardians are asked to contact the Principal immediately to arrange alternative payment options if they are unable to pay the School Fees by the end of Term 3. Attendance at major excursions may be affected by unpaid school fees or where agreed payment options have not been made.

School Forum

The School Parish Parent Forum meets twice each term and consists of the Principal, an executive teacher, another teacher and representative parents. Its goals are:

- To enhance the partnership between families, school, parish and diocese for the benefit of the children’s total education.
- As a School Forum, to promote an atmosphere of acceptance and to value the contribution made by individuals
- To keep all School Forum Meetings open and flexible so they are accessible to all members of the school community and address their needs.
- To enrich families through support and education as they journey through their school years
- To invite every member of the school community to become involved in at least one school activity during each school year.

School Hours

- **Morning play ball:** 8.20am – 8.50am
- **Classes start:** 8.50am – 10.50am
- **First lunch - eating:** 10.50 – 11.15am
- **Second lunch - play:** 11.15 – 11.40am
- **Recess:** 1.30 – 1.50pm
- **Home bell:** 3.00pm
**School Photos**

School Photos are taken in Term 1 each year. Family photos of brothers and sisters are also taken for families requesting them on the day the school photos are taken.

**Seasons For Growth**

The Seasons Program is offered each year to students who have experienced grief in their lives especially through the death of a close family member or through parental separation or divorce. The children meet in small groups with a trained Seasons facilitator who takes them through the program based around the seasons of the year. The Leader of School of Evangelisation administers this programme.

**Spelling Bee**

The Inaugural Holy Family Spelling Bee was held in 2011. It was coordinated by the Curriculum Coordinator. Students had finals in each class and finalists then competed in the Grand Final. This is now an annual event.

**5 Year Strategic Plan**

The School Development Plan is formulated by the Leadership Team in consultation with the whole staff and the community. It outlines the new goals for each year and the important processes or procedures to be maintained. The School Review - 5 Year Strategic Plan is consulted as part of the process of formulating each year’s School Development Plan.

**Sport**

*Sport Houses:* We have 4 house colours - red, white, green and blue. Each student remains in the same colour for their entire school time at Holy Family. All siblings are in the same house colour. Students are able to dress in their house colour for the Athletics Carnival and the Swimming Carnival.

If you are unsure about your child’s house colour please see the office staff.

*Swimming bands for unconfident swimmers.* Teachers will send out a note before children are involved in any swimming activity. Those children who are not confident swimmers will wear a band on their arm to indicate this and ensure close supervision.

**Sport School Events**

**Competitive Swimming Carnival.** Term 1, Only those children who wish to compete in this competitive carnival participate in this day.

**Cross Country**— End of Term 1: All students who turn 8 yrs and older participate in this day. Younger children may do a modified walk/run.

**Athletics Carnival** — End of Term 2: All students participate in this day which is generally held at Xavier Catholic College in Term 2.

**Fun Swimming Carnival** — All children participate in this fun day. Term 4

**Staff Development Days**

Apart from the first Staff Day of the year before pupils commence, the school has four additional Staff Development Days during the year. The focus of these days is determined by the School Goals for that year and the Catholic Schools Office Diocese of Lismore. Staff and parents will be notified as early as possible once the dates for these days have been approved.
**Step Up Day**
Step Up Day is essentially an hour and a half where students spend time in their class group for the following year with their new teacher. It occurs in the last week of term 4. It is designed to reduce any anxiety students may have and to assist them to look forward to the coming year with their new teacher.

**Sun Protection**
HFS Sun Protection Policy includes The ‘No hat- no play’ rule which is consistently applied throughout the whole year.

**Talent Quest Term 4**
This event occurs on the same day as the Annual Mini Fete. The students enter in stage finals and the grand finals are held in the afternoon of the Mini Fete in Term 4. The Talent Quest is coordinated by the teacher running the Student Forum.

**Teacher Aides**
Each year our school funds some Teacher Aide (TA) time, depending on the funding available. Students with Individual Education Plans attract additional funding and so teacher aide time is predominantly used to support these students with their learning. TAs role is to assist the students with their learning in the classroom wherever possible.

**Transition to Yr 7/ High School Orientation**
During Term 4 each of the local high schools conducts Orientation Days for the future Yr7 students.

**Uniform**
Students at Holy Family are encouraged to display pride in their school uniform and how they present themselves as members of Holy Family, both within our school and out in our local community. It is essential then that all students at Holy Family wear their correct school uniform.

*Purchasing Uniforms*

The school runs its own uniform shop located under the library. It’s open on Tuesday afternoons. Uniforms can also be purchased via an order form from the school office or on our website.

*Uniform and Personal Presentation Expectations*

Below is a reminder of the expectation students have in how they dress and present themselves. In the case that students are not following these expectations, a note from home is required. The support of parents in encouraging their children to follow these expectations is greatly appreciated.
### Uniform Expectation

<table>
<thead>
<tr>
<th><strong>Clothing</strong></th>
<th><strong>School Socks</strong></th>
<th><strong>School Shoes</strong></th>
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<tbody>
<tr>
<td>Clean and in good repair Short or skirts must reach just above knees</td>
<td>Clean and in good repair Option of new navy with red strip or traditional red.</td>
<td>Fully covered, clean and in good repair. Entirely black leather (No coloured logos)</td>
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<thead>
<tr>
<th><strong>School Hats</strong></th>
<th><strong>Tattoos or Drawing on Skin</strong></th>
<th><strong>Jewellery</strong></th>
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</thead>
<tbody>
<tr>
<td>Clean and good repair. Essential uniform when outdoors. Holy Family has a ‘No Hat-No Play’ policy for outdoor play.</td>
<td>No fake/flash or temporary tattoos should be visible or drawings or marks of any kind on the students skin.</td>
<td>The following types of jewellery are permitted: Simple stud or sleeper earrings, simple chain with cross or crucifix, or a signet ring.</td>
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<tr>
<th><strong>Hair Accessories</strong></th>
<th><strong>Hair</strong></th>
<th><strong>Nails Polish</strong></th>
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<tbody>
<tr>
<td>All hair accessories should be simple and in school colours of navy blue, red, dark green and white.</td>
<td>Girls and Boys should present their hair in a neat and tidy manner. Hair below the shoulders or covering students eyes should be tied back.</td>
<td>No Nail Polish is to worn.</td>
</tr>
</tbody>
</table>

### Visitors Protocol

All visitors to the school must sign in at the Front Office and collect a school name sticker. First time visitors are asked to read the Visitors Protocol on display in the Office foyer. Tradespeople who are working at the school are asked to sign a separate register.

### Well-Being Committee

The HFS Well-Being Committee meets weekly. The committee comprises: The Principal, Assistant Principal, Additional Needs teacher and the School counsellor. This committee supports the teachers with the well-being of any student the class teacher is concerned about.
1st Lunch:
The students eat their lunch in the undercover area or normal lunch areas (if dry enough). Rostered teachers supervise.

2nd Lunch:
1. The students may stay outside in the Undercover area, and the top playground area, staying within the yellow marked play areas.
2. The students may go to the library and read, play games from the games box or draw. They may like to take their own pencil case with them.
3. The students may go to the hall and play games from the games box or use a ball or draw. They may like to take their pencil case with them. The students are not able to run or kick balls at this time because of the limited space. The hall will have the three interior doors raised unless a school function prevents this.

The children can move from one space to another during this playtime. In extreme wet conditions the children will remain in their classrooms to eat and to play.

Xavier Music Programme
Extracurricular tuition in music is available before and after school at Holy Family school and Xavier College. Musicorp provides tuition in all instruments. Student lessons are generally conducted in the library. Students pay additional fees for this music tuition.

Year 6 Farewell Term 4
A Year 6 Farewell is held to celebrate the completion of Primary Schooling. It is generally held in the last week of Term 4. Yr 5 students, teachers and parents coordinate a morning tea for the Year 6 students and their families following the Farewell.
The Year 6 students receive a certificate, a DVD and a whole grade photo. Following the farewell the whole school forms a guard of honour and the Year 6 students walk under it on their way to their bus. They go to the waterslide and celebrate with pizzas and drinks.