

**Holy Family**  
**Catholic School Lindfield**



**A-Z Guide**

### **After School Care (ASC).**

Camp Australia manages the ASC program on behalf of Holy Family. Children are supervised onsite from 2.50pm until 6.30pm and are provided healthy snacks and supervised activities. Registration is required, forms may be obtained from the School Office.

### **Annual Art Festival**

This is the major event and fundraiser for the school year, building a great community spirit while raising funds on behalf of the P&F. The Festival is usually held mid to late March and runs over three days with the Art Show Cocktail party kicking off the Art Festival on the Friday night. Parents have the opportunity to have the first viewing and may purchase some outstanding art whilst socialising with friends. The art gallery, situated in the Hall remains open to the general public all day Saturday and half day Sunday. Also on Saturday, the entire school enjoys activities which include activities for children and food stalls. You will hear more about the Art Festival early in Term 1 and opportunities to volunteer to assist will be advertised.

### **Art Festival Committee**

The committee consists of about eight school parents. The committee is then divided into sub committees with each class being given dedicated responsibilities, such as Kidz Biz, B.B.Q, Cakes etc. The committee works over the year to bring together an event that is not only an integral part of the school culture, but also the local community. Being part of a sub committee is not only a great way to contribute to our school but also a great way to meet different people within the school community. There may still be places available in the sub-committees. For further information please contact the Art Festival Convenor (see last page for contact details).

### **Assemblies**

There is a general assembly in the hall first thing Monday morning. This assembly is opened with the National Anthem and prayer and pertinent information for the coming week is shared with the school community and achievements from the previous week are recognised. Positive Behaviour for Learning awards (PBL) are presented to those students who are seen as having excelled in some aspect of school life during the previous week. In addition to the weekly assembly, Friday afternoon assemblies are held fortnightly in the Hall. Merit awards recognizing scholastic achievement are presented at the Friday assembly, in addition one class showcases the work they have completed during the school year. Dates and times for these assemblies are always listed in the weekly school Newsletter and the Term calendars so that parents can attend the assemblies hosted by their children's classes. Parents are welcome to attend both types of assemblies.

### **Athletics Carnival**

This is held in Term 2 at Dunbar Oval, Marsfield. The whole school attends and all the children from K - 6 participate. A wide range of track and field events are contested and many parent volunteers are needed on the day. The children wear their sports uniform and a shirt (non uniform) in their house colour: Polding (Blue), Riley (Red) and MacKillop (Yellow).

### **Beginning of the Year School Mass**

This Mass is usually held in the second or third week of school during school hours. At the conclusion of the Mass, Year 6 student leaders are introduced and commissioned as School Leaders for the year ahead. The school community has the opportunity to acknowledge the student leaders.

**Bell Times**

Morning bell	8.40
Snack	10.40 -11.00
Lunch	12.30 - 1.20
End of day	2.50

**Book Week**

This is held in August of each year to coincide with the Children's Book Council Book Awards. Book Week allows the school community to focus on books and working through a range of activities linked to reading. In previous years, celebrations have included character parades and a reading safari where children visited different classes and had award winning books read to them.

**Buddy Program**

To promote a smooth transition from pre-school to school, the Buddy Program establishes social networks by introducing Kindergarten children to the Seniors school buddies (Year 5 and Year 6). The Buddy Program promotes a sense of community and belonging to the school. The Seniors continue these connections with the Kindergarten children all year.

**Choir**

The Holy Family School Choir is open to all students in Years 3 to 6. The Choir meets weekly to practice a variety of songs and hymns. The choir has opportunities to perform publicly throughout the year, including at whole school events, Masses and liturgies, Lourdes Nursing Home visits and the annual 'Night of Fine Music and Song.'

**Christmas Concert**

This night is normally held in the first weeks of December, beginning in the early evening. Usually each class within the school performs a carol or participates in the re-enactment of the Christmas story. Graduating Year 6 Students are farewelled informally by the school at the concert. This is a very well attended evening where families can celebrate the concluding year.

**Christmas Markets**

A fundraising event hosted by a volunteer committee who have arranged for several exhibitors and stall holders to create a "marketplace" in the Hall providing an opportunity to stock up on food and gifts for Christmas. Profits earned from the event go to the P&F.

**Class Parents**

Early in each new school year, parents from each class are asked to volunteer to be a Class Parent. Class Parents act as a liaison person between the P&F, school and families. They have responsibility for class related matters such as: producing and distributing a class list, organising class social events, co-ordinating their class's volunteer responsibilities and personally welcoming and supporting any new families into the school. The Class Parents are supported by the P&F Social Co-ordinator.

**Cluster**

Our school is a systemic school within the Broken Bay Diocese. Within the Diocese exist three clusters: Peninsula; Central Coast and North Shore. Holy Family, Lindfield is located in the North Shore Cluster.

**Dad's Big Breakfast**

The Friday morning prior to Fathers' Day from 7.30am, breakfast is served in the hall for all Dads and or special people of significance in the family. Breakfast orders are taken prior to the day and mothers volunteer to cook a wonderful breakfast. It is a special morning with about 400

breakfasts cooked for the children and Dads. This is a social event with a small cost per family attending to cover food and drink.

### **Dance**

Dance classes unaffiliated with the school are held in the hall on Monday – Thursday. “Dance One” conduct the lessons and information is available through the school office or contact via email at [kirsty@dance1.com.au](mailto:kirsty@dance1.com.au). Times vary according to age and the types of classes.

### **Debating**

The Holy Family debating teams are made up of students from the Senior School. All students are given coaching and the opportunity to try out for the teams. Two teams of four speakers are selected, and they travel to nearby Catholic schools in our Cluster to compete. The students are given the topics five days in advance, and need to demonstrate teamwork, articulation, knowledge and quick thinking skills to be successful.

### **Drinks Drive/Lolly Drive**

Prior to the Art Festival, there is a request for donations of drinks (soft drink, juice and water) and lollies that can be on-sold over the Art Festival Weekend. Notice is given of the dates and times of these collections in the school bulletin. Helpers are stationed at each school gate and Drive Thru in the mornings, to collect the donated goods.

### **Drive Thru**

This is a system which allows children to be dropped off and picked up safely without the driver having to get out of the car. Cars turn left into Balfour Lane off Balfour Rd driving up the lane between Coles and the Coles car-park entering the Pick up zone located between the Church and Hall. Children can be dropped off before school within the same pick up zone, gates open at 8.15am. Families are issued with a large laminated sign with their surname printed on, to display on the dashboard so the teachers can read this and call the children and assist them to get into the car. Please note the gates for Drive Thru do not open until after 2.50 pm as the pick up zone crosses the pedestrian crossing that many children use. The queue for drive through can start as early as 2.30 pm but once the gates are open the queue moves freely. Last car is through at approximately 3.00 pm. Extreme caution needs to be taken by drivers in Drive Thru as young children can behave unpredictably. Parents should never leave their car. No overtaking is allowed in this area.

### **Fairy Fund**

A Class Parent from each class collects a small voluntary amount (usually between \$10-\$15) from each family at the beginning of the year to cover such costs as a gift for the teacher's birthday, class celebrations and other incidental expenses throughout the year.

### **End of Year Liturgy**

This is held in the last week of the school year as we prepare to close school for the year. It is attended by the entire school and parents are very welcome. It is a time we say a formal goodbye to all students and their families who are leaving Holy Family.

### **Gala Days**

Sports Gala Days are held throughout the year for Netball, Soccer, Basketball and other sports. Students from Year 3 – 6 are selected into teams to compete in inter-school competitions with other Catholic Schools from the Diocese. Holy Family children participate in a range of team sports across the school year.

### **Graduation Mass**

This Mass is held for our Year 6 students to formally recognise the completion of their Primary schooling at Holy Family. It is usually held in the last week of the school year.

### **Grandparents' Day**

This is a special day, always very well attended, recognising and celebrating the value and special role played by grandparents (and/or special people fulfilling the same role). It is generally held in Term 1 and commences with a whole school Mass to which grandparents & families are invited. Following Mass a morning tea, prepared by parents is held in the Hall and classrooms are open for Grandparents to visit. Grandparents may also wish to visit the school library and donate a book on behalf of their grandchildren.

### **Gross Motor**

This is a physical education skills based program for students in Kindergarten, Years 1 and 2 conducted by the PE teacher and operates with the valuable help of parents. The children spend 30 minutes a week working on a range of physical skills in small groups, such as catching balls and skipping ropes as part of PDHPE.

### **Holy Helpers**

A group of volunteers created to provide help and support to families in need. In a practical sense it generally translates into a support system for school families in times of sudden illness, bereavement or family upheaval. Help includes: providing meals for a family, arranging school transport and providing emotional and other support. Pastoral Care operates with discretion; details are not reported to the school community at large. The Coordinator's role is to galvanise the help available within the wider school community. People wishing to volunteer to assist or to receive the support should contact the Holy Helpers Co-ordinator (Details on the last page)

### **Holy Week Liturgies**

During Holy Week a number of celebrations are conducted by each year group marking the events of Holy Week as they unfold. Each class studies age appropriate readings of our Lord's Passion, all parents are invited to come and share in these prayer sessions and liturgies as preparation for Easter.

### **ICAS**

Students from Years 3 to Year 6 can choose to participate in the ICAS completion in Science, English and Maths. These tests are conducted by the University of New South Wales. The tests are held across June to August and results are forwarded to parents. The tests are not compulsory at Holy Family.

### **Kids' Disco**

Held in Term 3, the Kids' Disco is held in the hall. Volunteers are responsible for co-ordinating and organising the Disco and providing refreshments and supervision on the night. The evening is split into two sessions: afternoon session for children in Kindergarten through Year 2; and an early evening session for children in Years 3 to 6. Parents not involved in supervising are expected to drop their children off and pick them up at the conclusion of their session. There is a small charge per child attending to cover food and drink.

### **Kindy Orientation**

During Term 4 of the year before Kindergarten children start, orientation days are scheduled to enable every child the opportunity to have a "test run" morning at Holy Family. These mornings are supervised by the Kindergarten teachers. The children participate in a range of activities to enable the teachers to get to know the children. It is also important for the children to familiarise themselves with school and meet some other children that will be starting school with them. While

the children are with the teachers, parents are able to buy uniforms from the School Uniform shop in preparation for the following year. Play dates at "Deli in the Park" in East Lindfield are organised for incoming Kindergarten children and their families to get to know each other prior to that first BIG day. Current families come to these play dates to help answer any questions new families may have.

### **Mothers' Day Morning Tea**

Mothers' Day is celebrated on the Friday prior to the Mother's Day weekend. After Mass a morning tea hosted by a nominated class year is held in the Hall. In prior years the class parents of the host year organise a gift stall, where each child has the opportunity to purchase a gift for their mother (or someone significant) which they have chosen themselves. Dad's are forewarned the week prior to the morning tea with a request for "spending money" usually \$5 or \$10.

### **Motto**

Strength and Gentleness is the school motto. The motto can be seen on the school logo which includes a depiction of the Holy Family. The motto is also included in the school song entitled *Our Living Song*.

### **Mufti Days**

From time to time the children are invited to wear day clothes or dress up in a particular theme. There is usually a gold coin donation for the fun of being able to dress up. Money raised goes to a designated charity.

### **Mum's Night Out**

Most Class Mothers organise a dinner at least once a year at a local restaurant for all the Mothers in each class to socialise without children. Attendance is voluntary, each Mum pays for her own meal.

### **Netball**

Girls turning seven or older by December 31<sup>st</sup> of each year can play netball for Lindem Netball Club in the Ku-Ring-Gai Netball Association which is not affiliated with the school. Registration details are available from the School Office.

### **Open Classrooms**

Each term the school offers "Open Classrooms" where parents are invited into their child's classroom to witness the classroom in action and a chance to view learning tasks completed by the children. Open classrooms run from 2.20pm until the end of the school day at 2.50pm.

### **Open Days**

The Open Days, usually held during "Catholic Schools Week" in March of each year, are for prospective families who may be considering enrolling at Holy Family to visit and learn about the school. It is generally attended by parents of children who will be entering kindergarten the following year, but all age groups of prospective students are welcome. The School Principal provides a brief welcome and senior school students escort small visitor groups around the school.

### **Parents & Friends (P&F) Executive Committee**

The P&F executive committee comprises: the school Principal, P&F President, P&F Treasurer and P&F Secretary. This hardworking group meets regularly to ensure the smooth running of the P&F.

### **P&F General Meetings**

The school and community extensively reflects the name 'Holy Family' with the staff and parents working together to ensure the children receive the best possible education in a strong family atmosphere. The Association meets twice a term to assist the school in achieving its goals through the encouragement of social interaction, participation in educational programs, and fundraising. The Parents and Friends Association is one of the most effective on the North Shore and makes a significant financial contribution each year to the School.

### **Parent Interviews**

At the beginning of each year the school holds parent teacher interviews. It is an opportunity for parents to provide an insight into their child to the class teacher to allow them to best meet the needs of their child. It is held early in the school year and teachers won't be reporting to parents other than to comment on how the children have settled in. It is also an opportunity for teachers to provide copies of the class organization information and the curriculum overview for the term. More substantial opportunities for parent teacher interviews are held in July when school reports are sent home. This is an opportunity for teachers to discuss the progress of students with their parents. In addition parents are encouraged to contact the school at any stage during the year to discuss any concerns they may have. Appointments to meet the teacher can be made by phoning the school office.

### **Positive Behaviour for Learning (PBL)**

This is the program the school uses to teach the school rules within Holy Family. The children are taught that at Holy Family, students are *Respectful Responsible Learners*. Posters displaying these words and the rules that relate to this are on display in classrooms and around the school. Families are encouraged to display their version on the fridge and to regularly have discussions about the rules. The teachers have selected some themes that are explicitly taught using lesson plans prepared by a core group of teachers on the PBL team that includes representatives of the parent body.

### **Primary Sport**

Children in Years 3 to 6 participate in sport each Wednesday afternoon. The students and their teachers are taken by bus to Queen Elizabeth II Park in West Lindfield and participate in a variety of sports, returning to the school in time for the final school bell.

### **Principal Morning Coffees**

Typically held once a term directly after drop off in the Hall and hosted by a nominated class. These coffee meetings provide another opportunity for the parent community to speak directly to the School Principal over a coffee and cake in an informal environment. Occasionally a guest speaker will be invited.

### **Public Speaking Competition**

The Holy Family Public Speaking Competition is an annual event that involves all students from Years 1 to Year 6. Students choose from a list of topics, then write, practise and deliver speeches on a variety of topics. Students develop skills in writing speeches, organising ideas, projecting the voice, generating enthusiasm, making eye contact, developing self confidence and engaging the audience. In Year 6, two students are selected to represent Holy Family at the Cluster Public Speaking Finals.

### **Pupil Free Days**

Each term a pupil free day is scheduled to allow teachers to engage in professional development. No supervision for children is provided at school on these days. Camp Australia will indicate in advance if all-day-care is available on those days for children whose parents are working.

### **Respectful Responsible Learners**

This is the key school rule displayed in all classrooms and around the school. Children at Holy Family are taught how to be Respectful Responsible Learners.

### **School Band**

The Holy Family Band Program is an extra curricular activity run by the Holy Family Band Parent Committee in cooperation with the school. The aim of the program is to provide musical enrichment complementary to the educational framework of the school. The program seeks to emphasise four important elements for our children: commitment, dedication, musical achievement and fun. Membership in the band program is open to all children from Years 3 to 6. A recorder ensemble is also open to all children in Years 1 and 2. Information regarding band is available from the school office.

### **School Board**

The School Board oversees the implementation of Diocesan school policies, school based policies and oversees the implementation of the strategic plan. Communication and collaboration with the school and parish community is a significant part of its role. The Holy Family School Board comprises the Principal, Chairman, Parish Priest, members of the teaching staff and approximately eight parents.

### **Senior school**

Seniors refers to our students in Year 5 and 6. Holy Family have a team teaching approach to meeting the learning needs of students in these years and there is a focus on developing students' ability to problem solve, take increasing responsibility for their learning and work in co-operative groups to complete learning tasks.

### **Snack**

The morning tea recess at Holy Family is referred to as 'Snack'.

### **Soccer (Football)**

This is a popular sport for boys and girls from Kindergarten onwards. While there is no Holy Family team, children can play for the Highfield Family Football Club and can be placed into a team with other Holy Family children upon request. Parents are required to organise the teams and liaise with Highfield Family Football Club. The club and competition are run outside of the school community. Note that registrations take place early in term one, details are available in the School Office.

### **Social Justice Group**

Social justice is about respecting human dignity and promoting the common good. As Catholics we are called to respond to those in need and work for justice and peace. The Social Justice Initiative seeks to integrate service, fundraising and teaching to create a meaningful program with a variety of opportunities for students and parents to participate. This is a well established group who has achieved many things in the name of Social Justice. Membership enquires from parents are welcome.

### **Sport at Holy Family**

Students participate in a range of sporting activities at Holy Family Catholic School. All students are involved in weekly PE lessons where they participate in a range of sporting activities, including basketball, dance, gymnastics and athletics. Children in years K to 2 participate in the Gross Motor Program. Students in years 3 to 6 participate in a Primary Sport program where they have opportunities for skills development in cricket, softball, touch football, lacrosse and soccer. Students also participate in NRL development through clinics run during sports sessions and a team of cricketers from the Seniors compete for the Mark Taylor Shield.

### **Swimming Carnival**

All children from Year 2 to Year 6 participate in this sporting event. It is held at West Pymble Public pool during the first month of Term 1. The children wear their sports uniform or a t-shirt in their house colour and need to compete in a swimming cap in their house colour. (these can be purchased from the school uniform shop). Parent volunteers are asked to assist at this event and are welcome as spectators.

### **Taekwondo**

Taekwondo operates after school each Thursday afternoon (3:00-4:00) in the Hall, information and fees are available from the School Office.

### **Talent Quest**

The Talent Quest is held at the end of Term 4. On the day of the quest, the school is split between K-2 and 3-6 with each group enjoying their own talent quest showcasing the amazing talents of our students. The children who wish to participate will be auditioned during lunch times in the weeks prior to the Talent Quest. Children can choose to join in a group act or they can perform solo.

### **Tennis**

Run by Chatswood Tennis Club, children are taken by bus from school to the tennis courts by the club each day. Contact details are available at the School Office.

### **Tournament of the Minds (TOM)**

Tournament of the Minds is a problem solving program for teams of students from the Senior School. They are required to solve demanding, open-ended challenges around the areas of Applied Technology, Language Literature, Maths, Engineering and Social Sciences. Tournament of the Minds is an opportunity for students with a passion for learning and problem solving to demonstrate their skills and talents through performance in an exciting and vibrant way.

### **Tuckshop**

Mondays and Thursdays the tuckshop is offered for students to purchase snack and lunch. The tuckshop is staffed by volunteers who are rostered on at the beginning of each term. Due to health regulations no younger siblings can be in the tuckshop area with volunteering parents. The tuckshop is located in the undercroft area adjacent to the stairs going up to the School Office. Menus are available on the school website and change from semester to semester.

### **Undercroft**

The downstairs area of the school located between the basketball court and the toilet block. Each morning the entire school lines up in class designated lines. At the end of the day children being picked up from school in this area are to sit near the tuckshop and wait for their parents. This area is supervised by teachers each morning from 8.15am and until 3.00 pm each afternoon. Children who have not been picked up by 3.00pm are escorted to the School Office where they can wait for their parents.

### **Uniform Shop**

The Uniform Shop is situated adjacent to the building and is open on Wednesdays from 8.30am to 9.30am. If parents are unable to purchase during this time, order forms are available from the Uniform Shop, the school office or they can be downloaded from the school website. Completed forms are to be returned to the school any time during school hours. Orders are collected and processed on Wednesday mornings by the uniform shop volunteers and the school office staff ensures the ordered items are delivered to classrooms. Further enquiries can be made at the School Office.

**Volunteers Morning Tea**

Held in December of each year the Morning tea held in the Hall, allows the school to formally recognize and thank all the members of the community that have volunteered their time and efforts to benefit the school throughout the year.

**Welcoming Committee BBQ**

Early in the first term of the new school year the Welcoming Committee hosts a BBQ for new and returning families to allow everyone to reconnect after the school holidays. This is not a fundraising event, however there will be a small cost to cover the cost of food and drinks.

**Year Book**

This is collated by parent volunteers and distributed to Year 6 at the Graduation in December. Copies are sent home to all school families the next day. The Year Book contains photos of the children and snapshots of the events of the year.

**Year Cocktail Parties**

The Class parents of each grade co-ordinate a Year Cocktail party which is usually held at the home of a family within that year. This is an evening just for parents to meet and socialise with other parents in the same year level as your child. You may be asked to provide either a covering cost or a plate of food and your own drinks.

**Zone**

The Broken Bay Diocese is one of the 11 Dioceses in NSW. The Diocese have been arranged into two zones which allow eligible talented athletes to participate in the NSW PSSA State fixtures. These two zones are Polding and MacKillop. We are in the Polding zone.

Polding region draws from students in the Armidale, Bathurst, Broken Bay, Lismore, Maitland/Newcastle and Wilcannia Forbes Dioceses. The Polding colours are maroon and gold. MacKillop region draws from Canberra/Goulburn, Parramatta, Sydney, Wagga Wagga and Wollongong Dioceses. MacKillop colours are maroon and blue.

## Contacts for 2010

### **Art and Craft Committee**

Convenor: Felicity Ryan 0428-375344 or [felicityandrodger@gmail.com](mailto:felicityandrodger@gmail.com)

### **After School Care**

Camp Australia 1300 105 343

### **Holy Family of Nazareth, Lindfield Parish**

The Parish Office is located at 388 Pacific Highway, Lindfield and is open Mon-Fri 9.30am – 4.30pm. To contact the office call 9416 3702 or email [parish@holyfamily.nsw.edu.au](mailto:parish@holyfamily.nsw.edu.au).

### **Holy Family Lindfield School**

2-4 Highfield Road  
Lindfield NSW 2070  
Tel: 9416 7200  
Email: [info@holyfamily.nsw.edu.au](mailto:info@holyfamily.nsw.edu.au)  
Website: [www.holyfamily.nsw.edu.au](http://www.holyfamily.nsw.edu.au)

### **Holy Helpers**

Contact: Carolyn Fraser 0414-736-350 and Caroline Williamson 9416 2115

### **Immaculate Heart of Mary, Killara Parish**

76A Fiddens Wharf Road  
Killara NSW 2071  
Phone: 9416 3000

### **P&F Committee**

President TBA  
Treasurer Andrew Price contact [pricelm@bigpond.net.au](mailto:pricelm@bigpond.net.au)  
Secretary Jacqui Hayes 0409155137 or [jamesandjacqui@netscape.net](mailto:jamesandjacqui@netscape.net)  
Social Committee: Sally Berry 0418-435-270 or [salberry@yahoo.com.au](mailto:salberry@yahoo.com.au)

### **Social Justice**

Contact: Sue Mowbray 0413-318 136 or [socialjustice@ymail.com](mailto:socialjustice@ymail.com)

### **Uniform Shop**

Contacts: Lisa Soussa and Claire Martin. General enquiries to the School Office

### **Welcoming Committee**

Contact: Darlene Baines on [deebaines@hotmail.com](mailto:deebaines@hotmail.com)