

# Holy Family Catholic Primary School

Lindfield



## Parent Handbook

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## FROM THE PRINCIPAL

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Dear Parents,

Welcome to the Holy Family Catholic Primary School community. I hope that your association with the school will be a happy and fruitful one.

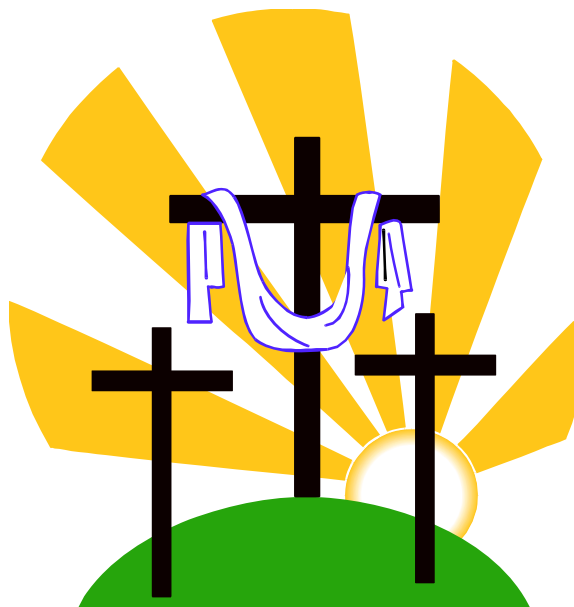
Holy Family is a Catholic parochial school that strives to see each child as a unique person whose potential is recognised and encouraged. A friendly, trusting collaboration between Principal, Parish Priest, Teachers and Parents is essential for such development.

You have chosen to give your child a Catholic Education. At Holy Family we will do all in our power to guide the students towards a living faith in our God who loves us all. We see the school as an extension of family life and experience, and consequently we realise that parents are the prime educators of their children. It is therefore very important that your lifestyle is firmly grounded in Catholic principles and attitudes.

Thank you parents for sharing these formative years in your child's life with us.



Mr Kevin Bauer  
Principal



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# VISION STATEMENT

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## At Holy Family Catholic Primary School

*we foster,  
Strength and Gentleness  
within our Christ-Centred community.*

*We are committed to Catholic Discipleship, where the human dignity of all people  
is valued and respected.*

*We recognise the uniqueness of each individual and we are committed to  
excellence in teaching and learning.*

## Our Mission

### WE AIM TO

1. Live strength and gentleness in our Christ Centred Community by:
  - adopting the values of our faith community;
  - encouraging respectful relationships;
  - ensuring that individuals feel secure in their identity within the school;
  - nurturing the unique gifts and talents of all members in our community;
2. Promote Catholic Discipleship through:
  - proclaiming, witnessing and celebrating the Gospel message of Jesus Christ;
  - providing opportunities, through prayer and liturgy, for personal and communal response to God;
  - sharing knowledge and developing an appreciation of our Catholic history, traditions and rituals in a contemporary setting;
  - providing the Catholic community forum to educate our students about their faith;
  - acknowledging our place as part of Holy Family Parish, the Broken Bay Diocese and the wider Catholic Church;
3. Build a culture where the Gospel values of trust, acceptance, dignity and respect are promoted by:
  - living and celebrating these values;
  - acknowledging the heritage, traditions and beliefs of different cultures;
  - integrating these values into our policies and practices;
4. Celebrate the uniqueness of each student by:
  - modifying programs to cater for individual needs;
  - providing opportunities for students to participate in the broader life of the school;
  - acknowledge individual qualities and talents;
  - promoting tolerance and respect for individual differences;
5. Promote excellence in teaching and learning by:
  - providing opportunities for professional development;
  - sharing professional practices;
  - maintaining and building relevant and quality resources to enrich the curriculum;
  - supporting quality teaching and life long learning;
  - providing a learning environment that embraces different learning styles;
  - working in collaboration with parents;

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# SCHOOL INFORMATION

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<b>NAME OF SCHOOL:</b>	HOLY FAMILY CATHOLIC PRIMARY SCHOOL
<b>ADDRESS:</b>	2 – 4 HIGHFIELD ROAD LINDFIELD NSW 2070
<b>PHONE:</b>	9416 7200
<b>FAX:</b>	9416 9342
<b>PRINCIPAL:</b>	Mr Kevin Bauer
<b>EMAIL:</b>	info@holyfamily.nsw.edu.au
<b>WEBSITE:</b>	<a href="http://www.holyfamily.nsw.edu.au">www.holyfamily.nsw.edu.au</a>
<b>SCHOOL OFFICE HOURS:</b>	8.00am – 11.00am 12.00pm - 3.30pm

(The school answering service is available outside office hours)

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## OUR SCHOOL

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### HISTORY OF THE SCHOOL

Holy Family Catholic Primary School, Lindfield, was established in 1927 by Monsignor Crowley of Pymble Parish and was run by the Sisters of Mercy until 1940.

In 1940, Monsignor Downey, Parish Priest of the new Holy Family Parish, invited the Brigidine Sisters to conduct the school. The link with the Brigidines continued until 1999, although since 1976 “lay” principals have been appointed.

Holy Family serves both the Lindfield and Killara Parish. Fifty percent of our children come from Lindfield, twenty-five percent from Killara and the rest from various neighbouring Parishes.

The building of our new school commenced in October 1999 and was completed in October 2000. Classes commenced in the new school in Term 4, 2000. The new Holy Family Catholic School was blessed by Bishop David Walker and opened by Professor Peter Sheehan on Sunday, 5<sup>th</sup> November 2000.

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# OUR SCHOOL DAY

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<b>SCHOOL HOURS:</b>	8.40am – 2.50pm Playground supervised from 8.15am
<b>MORNING BELL:</b>	8.40am
<b>SNACK:</b>	10.40am - 11.00am
<b>LUNCH:</b>	12.30pm – 1.20pm
<b>DISMISSAL:</b>	2.50pm

## ACCIDENTS & INJURIES

Children occasionally have minor injuries from their play. All staff are well prepared for first aid and emergency care. In emergency situations, emergency numbers will be contacted and emergency measures taken by the Principal or Assistant Principal.

Any serious accidents or injury is immediately treated and parents are contacted.

***It is the parent's responsibility to notify the school of changes to home/work/emergency contact phone numbers.***

## AFTER SCHOOL CARE

After School Care operates on site at Holy Family each school day from 2.30pm – 6.30pm for the benefit of all families enrolled at the school. After School Care provides a happy, caring, safe environment for children when parents are not able to pick them up directly at the end of the school day. Children are provided with two afternoon teas throughout the afternoon. Children can participate in a variety of craft activities and outdoor play. Homework is encouraged and support given. Enrolment per family per year is \$35.00 and attendance is \$12.00 per child per visit. As the service is in high demand it is necessary to book.

**PHONE:** 9416 7157

## BUS SERVICE

Shorelink Bus Company provides the children with transport to and from the school - Killara, Lindfield, Roseville & Chatswood. Forms may be obtained from the school office. All children from Kinder to Year 2 are eligible for free travel. Children - Years 3 to 6 - are entitled to a bus pass if they live outside a certain area (approximately 2km from the school). For further information, please contact Shorelink on 9457 8888. Timetables and Route Directories are available from the school office. A teacher is on duty each afternoon to supervise children catching buses home. Children who catch a bus are assembled and when the bus arrives they are then escorted to the bus.

## CHILD SAFETY

We place significant emphasis upon the safety and care of our children. Staff are very aware of the need for safety and readily supervise all activities from 8.15am to 3.20pm. Safety programmes are often presented to heighten the child's awareness.



# DROPPING OFF AND PICKING UP CHILDREN BEFORE AND AFTER SCHOOL

Parking is available in Coles car park and limited parking is available in Highfield Road and on the Pacific Highway. N.B.: Cars are not permitted to park in the bus stops in Highfield Road or on the Pacific Highway. The Pacific Highway becomes a clearway at 3:00pm so parking time is limited.

We have a 'drive thru' and 'kiss and drop-off' system in place with the entrance via Balfour Lane and exit via Highfield Road. Family name cards are provided for all families. These are to be displayed on the dashboard of your car as you collect your children. Parents are requested not to exit the car at these points.

At the conclusion of the school day all children are walked down to the playground by their class teacher and sit in the undercroft area to await collection by parent/s, guardian or carer.

Parents are required to come into the playground to collect their children. You are asked to then take your children from the school as soon as possible to enable other parents to park. Please park legally whilst on the school premises.

All children will be required to remain seated until they are escorted from the school premises by their parent/s, carer or teacher on duty. If there is any delay in parents collecting their children after school, the children will be sent to sit in the school office. No child will be left waiting once all the other children have departed. Our supervision aims to maximise child safety and care.

## WALKERS

### **Pedestrians – Safety is Paramount**

Children walking to school must do so with parental consent. Children who walk to and from the school are to enter and exit the school via the Highfield Road gate or cross the Internal Circulation Road via the zebra crossing from Pacific Highway. No child should enter or exit the school from any other point, unless under direct adult supervision. *The laneway and Coles car park are not to be used as pedestrian access as they pose serious risk to student safety.*

Children who normally walk down Balfour Street are to walk down the pedestrian footpath on the Pacific Highway, cross at the lights to the Pizzeria and walk down Balfour Street (on the opposite side of the car park), avoiding the Balfour Street /laneway intersection.

Parents are asked to be aware of the age appropriateness in directing children walking to and from school, without adult supervision.

## EXTRA CURRICULAR ACTIVITIES

- Dance:** Dance classes are held in the School Hall nightly. "Dance 1" conduct the lessons and information is available through the school office. Times vary according to age.
- Keyboard:** The school offers tuition in keyboard before school. This is conducted through a private tutor.
- School Band:** The school band operates through Global Music Network. The band rehearses in the mornings and is open for children in Years 3 and older. Information regarding the Band is available from the school office.
- School Recorder:** Global Music Network also run a Year 2 recorder group which introduces the students to ensemble playing, music reading in preparation for advanced instruments in the following years.
- Speech & Drama:** Classes are available before or after school in the Parish Meeting Room. Information is available from the school office.
- Taekwondo:** Classes are available after school each Thursday afternoon, 3:00 - 4:00pm in the School Hall.

***Payments for these classes are separate to school fees and paid direct to teachers.***

## LUNCH

At lunchtime the children eat their lunch in outside allocated areas. Their class teacher then walks the children down to the playground. Children unable to eat their lunch are encouraged to take it home to show mum or dad.

## PUNCTUALITY

Punctuality is important for the children to settle at school and be welcomed. All children need to be at school for the beginning of the school day at 8.40am. Late arrivals must report to the school office to be signed in. A pink slip is then to be handed to the classroom teacher and is a record of late attendance.

## SICKNESS

Much depends on the assessment of the teacher. If a child is sick, the teacher will contact the School Office to inform the Secretary that the child is being brought to the Sick Bay. The child will rest until the next recess when the case will be reviewed. If the child needs to be sent home the Secretary will then contact a parent and make the necessary arrangements.

A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep him/her at home until completely well. Some common childhood diseases, which will keep them at home are:

CHICKEN POX:	Excluded for 7 days after spots appear.
CONJUNCTIVITIS:	Excluded until discharge from eyes has stopped.
GERMAN MEASLES:	Excluded for 7 days from appearance of rash.
HEADLICE:	Excluded until hair is completely clear of nits or lice.
HEPATITIS:	Re-admitted to school with a medical certificate.
IMPETIGO:	Re admitted if the sores are completely covered by a clean dressing.
MEASLES:	Excluded for 5 days from appearance of rash.
RINGWORM:	Excluded until all evidence has disappeared or medical certificate is produced.

Students enrolling at Holy Family must provide a certificate of immunisation. The Certificate of Immunisation is required at the time of enrolment. Please contact your family doctor should you have any concerns regarding immunisation.

## SCHOOL FEES AND CHARGES

There are three main school fees:

- School Based Fees
- Tuition Fees
- Diocesan Building Levy

The fees for the year are indicated on a separate schedule, please contact the school office if you need a copy.

## **STAFF PROFESSIONAL DEVELOPMENT**

Teachers are professionals who need to regularly update their knowledge and skills so as to provide quality education. Teachers spend a great deal of time engaged in planning and professional development.

Throughout the school year, every school suspends classes for four pupil free days. When staff development days are planned, you will receive at least three weeks notice of the date and the purpose of the day. One of these days is always the first day of each new school year.

On occasional days throughout the year, class teachers are released from class to attend in-service courses. Qualified relief teachers continue the teacher's daily programme on these days.

## **SUN SMART POLICY**

Our school has a "Sun Smart" Policy that endorses the use of hats and sunscreen. Children are to wear their hat every day of the year. Parents are encouraged to put sunscreen on their children. Children without hats are required to sit in the undercroft.

## **SUPERVISION**

Children are supervised closely during the school day. Morning supervision commences at 8.15 a.m. and we encourage you to send your child after this time. There is no supervision provided on the playground until 8.15 a.m. Children who arrive early to school need to sit in the undercroft quietly and wait for the teacher on duty.

## **TERM DATES**

Term dates are available on the school website.

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## **OUR TEACHING DAY**

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Learning at Holy Family is often integrated across several curriculum areas. The classroom teacher ensures that the teaching programme follows the guidelines set down by the N.S.W. Board of Studies and covers all curriculum areas.

## **CURRICULUM**

Underpinning all KLA's (Key Learning Areas), indeed all teaching, is that knowledge, skills values and appropriate attitudes are taught. The emphasis in past years has been on teaching knowledge, that is, teaching facts. However, our focus has now shifted in order to prepare our children for the future. Much more emphasis is placed on skills and, in Catholic Schools, on values and attitudes. We recognise that today's children will need to be life-long learners, which is why correct attitudes to learning are so important.

## **TECHNOLOGY**

A strong emphasis has been placed on technology at Holy Family and its value, as a learning tool will be increasingly utilised. Computers are used to enhance the learning process in all Key Learning Areas and to facilitate integration across the KLA spectrum.

## OUTCOMES

The NSW Board of Studies designs a syllabus for each KLA based on 'Outcomes'. Syllabus Outcome Statements define the specific intended results expected from the teaching of each subject. They provide clear pictures of the knowledge, skills, values and attitudes expected to be attained by most students at the end of a stage.

An example of an outcome taken from the English Syllabus which pertains to Early Stage One Writing (Kindergarten) is:

'Begins to use letters to represent known words when spelling.'

## STAGES

Today each syllabus is written in stages and no longer in class or grade groupings. The stages in Primary School are:

- Early Stage One                      Kindergarten
- Stage One                              Year 1 and Year 2
- Stage Two                              Year 3 and Year 4
- Stage Three                             Year 5 and Year 6

## RELIGIOUS EDUCATION

The Religious Education curriculum acknowledges and supports the parents in their role as the children's first educators in faith. The curriculum is designed to develop sequentially the individual's growth in, and understanding of the wonderment of a faith relationship with God our Father, His Son Jesus Christ and the Holy Spirit. An important component of Religious Education is lived experience which recognises spiritual life as an integral part of everyday life at the child's age and level of development.

Through the curriculum the children are invited to participate in this faith relationship by learning about the history and traditions of the Catholic Church and the Scriptures.

The school curriculum content supports the family's instruction in the children's preparation for the Sacraments.

## ENGLISH

English is made up of the following strands:

### Reading

In this strand, pupils learn to interpret literary and factual texts. We now place a greater emphasis on 'Text Types' in all strands of English.

Examples:                      Narrative (story)  
   Information Report (facts and information about a topic)  
   Recounts (retell)

### Writing

Children learn to write and produce a variety of texts thereby achieving the ability to use such processes as drafting, revising, conferring, editing, proofreading and publishing.

### Talking and Listening

Pupils learn to communicate and interact effectively for a variety of purposes and in various situations with different audiences such as friends, small groups and a whole class.

### Grammar (not a strand)

Grammar is a method of describing how a language makes meanings clear within a culture. It is best taught in the context of the strands outlined above.

## MATHEMATICS

Outcomes for Mathematics are organised in six content strands in which pupils develop knowledge, skills and understanding in:

- Working Mathematically
- Numbers
- Patterns and Algebra
- Chance and Data
- Measurement
- Space and Geometry

Values and attitudes operate across all strands and are not attached to special outcomes. Maths is a *creative* activity. An investigative approach is employed and an extensive variety of concrete materials are used to ensure concepts are understood. In addition technology, including computers and calculators, are used to assist pupils.

## HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

The aim of H.S.I.E. is to develop values and attitudes, knowledge, skills and understanding in students that:

enhance their sense of personal, community, national and global identity; and

enable students to participate effectively in maintaining and improving the quality of their society and environment.

There are four strands to HSIE:

- Change and Continuity
- Cultures
- Environments
- Social System and Structures



The HSIE syllabus allows for easy integration with Religious Education at Holy Family as it places special emphasis on values and attitudes.

## SCIENCE AND TECHNOLOGY (S & T)

The aim of S & T is to develop in students - competence, confidence and responsibility in their interaction with science and technology thus leading to:

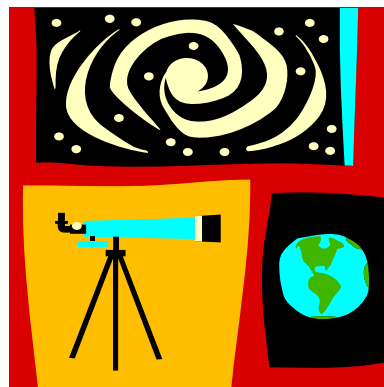
an enriched view of themselves, society, the environment and the future;

and

an enthusiasm for further learning of science and technology

The content strands of S & T are:

- Built environments
- Information and communication
- Living things
- Physical phenomena
- Products and services
- The earth and its surroundings



The syllabus requires students to learn about and engage in:

- The process of investigating
- The process of designing and making
- The uses of technology

## **PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)**

The aim of this syllabus is to develop in each student:

- o Self-esteem, social responsibility and well-being;
- o Movement skills and personal fitness;
- o The ability to make informed health and lifestyle decisions.

Holy Family employs a PE teacher to assist with the PE strand of this K.L.A. Each class has at least one PE lesson each week. The children are involved in a program that progressively develops their skills in a variety of modified games. All children are allocated to a Sport Colour House for their time at Holy Family.

Two sports carnivals are held annually - Swimming in the first term and Athletics in the second term. Our children are eligible to be selected for state level sport competition for the Diocese of Broken Bay Sport Council.

## **CREATIVE AND PRACTICAL ARTS (CAPA)**

The aim is to develop a lifelong commitment to participate in each of these art forms. The four strands are:

- Visual Arts
- Music
- Drama
- Dance



Pupils are encouraged to appreciate the role of the arts in re-affirming, building and challenging society and culture. Holy Family employs a specialist music and drama teacher to assist with the music strand of this K.L.A. Each class has a music lesson once a week.

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## **GENERAL PROCEDURES**

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### **ASSEMBLIES**

These are usually held fortnightly in the School/Parish Hall. Parents are always welcome. The date each class is performing is noted in the term calendar and newsletter.

### **ATTENDANCE**

When does attendance become important?

From the first day children learn life skills. If the basic skills are missed in the early years of school, they are rarely learnt later on.

It is important to send your child to school every day, as children need to develop a routine. This includes sports carnivals and excursions.

## WHEN MAY MY CHILD BE AWAY FROM SCHOOL?

The Catholic Schools Office accepts the following reasons for a child being absent from school.

- ◇ that the child is too sick to leave the house
- ◇ that the child has an infectious disease like chicken pox, mumps, measles, headlice etc.
- ◇ that the child is incapacitated by injury preventing movement around the school
- ◇ religious commitment or family annual holiday or other special leave, in consultation with the classroom teacher and Principal
- ◇ dental and doctors appointments should be made after school



## WHAT IF MY CHILD HAS TO HAVE A DAY OFF SCHOOL?

That's okay - as long as the reason comes under 'acceptable absences'.

- ◇ phone the school office before 9am to advise that your child will be absent that day. (An answering machine is available if the office is unattended)
- ◇ *should you fail to notify us by the start of the school day, we will assume that you have sent your child to school, and we will begin emergency procedures. Out of courtesy, please contact us.*
- ◇ send a note on the first day back to explain the reason for the absence (it is a legal requirement that absences be covered by a written explanation)

## BUS PASS

Applications are available from the School Office. Children in Kindergarten to Year 2 travel free, regardless of distance between school and home. Children in Year 3 to Year 6 are only eligible when living outside a prescribed area.

## CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school in writing if there is a change of address and/or phone numbers. This is particularly important for medical emergencies. It is important to let the school know of anything which affects the child, i.e. health problems, change in family circumstances, etc.

## EXCURSIONS

These are planned as integral parts of the children's learning and are not social outings. Children are expected to attend them. The cost for excursions is included in the School Based Resource Fee. The Senior School Excursion to Canberra held every second year and the annual Year 6 Camp are billed separately to families.

## LIBRARY

The children are encouraged to borrow books from the school library but they must have a library bag. Bags can be purchased through the school Uniform Shop.

## LOST PROPERTY

Your child's name should be sewn on or marked on jumpers and cardigans. Raincoats can be labelled with a texta colour. Drink bottles, lunch boxes, school bags, even shoes and joggers should be labelled to prevent loss and possible upset. A lost property basket is located near the stairwell in the undercroft. Parents and children are most welcome to look for lost articles there. This will be cleared at the end of each term.

## MEDICATION

Occasionally it is necessary for a child to bring medication to school. Medication should be administered by a parent. Should you require the school to administer medication you must approach the school office and complete the authority forms explaining reason and dosage etc.

## SCHOOL TUCKSHOP

Our school tuckshop operates on Monday and Thursday, providing a range of nutritious food for morning tea and lunch. As a member of the NSW School Canteen Association we strive to promote healthy eating habits, whilst providing a service to our parent community. A tuckshop menu is included with the first newsletter each term and can also be found on the school website.



## UNIFORM SHOP

Open 8.30am to 9.30am on Wednesdays. Order forms are available through the school office or on the school website on [www.holyfamily.nsw.edu.au](http://www.holyfamily.nsw.edu.au)

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## COMMUNICATION WITH PARENTS

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There is regular communication with parents in a variety of ways:

- Weekly Newsletter
- Parent/Teacher Nights – (Early Term 1)
- Parents & Friends Meetings
- Student Workbooks
- Parent Teacher Interviews
- Class Overviews – (Beginning of each term)

## REPORTING TO PARENTS

### *PARENT INFORMATION EVENINGS*

Early in Term One teachers hold a "Parent Information Night". This night is to give parents the opportunity to meet with the class teacher and for the class teacher to give parents an overview of the year's work as well as teacher expectations.

*A parent or teacher may request an interview at any time during the year if a problem or concern arises.*

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# HOMEWORK

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*Whilst homework is a valuable aid, it is not the most important aspect of a child's education.*

It is useful when:

- it gives the chance to consolidate what they have learnt at school.
- it allows for the fact that children learn and work at different rates and have different needs.
- it increases children's confidence and enjoyment in learning.
- it gives parents opportunities to encourage, express approval and, in general, relate positively to their children.
- it develops productive long-term habits of learning and planning.

## OUR POLICY

### AIMS

- to provide a positive link between home and school
- to begin and develop a pattern of good study skills
- to provide revision and consolidation of concepts and skills

### STRATEGIES

- homework will include areas such as reading, mathematics, spelling and other Key Learning Areas as appropriate. In Kindergarten, homework will be informal and may include activities such as home reading, finding pictures, cutting out etc.
- each class teacher will explain their homework system to parents and care-givers at the Parent Information Evening at the beginning of each year
- homework will usually be given on four nights of the week, i.e. Monday to Thursday
- the policy of Holy Family Catholic School is to set homework with the amount increasing as the student progresses from Kindergarten to Year 6
- the expected time to complete the homework will vary according to the type of homework given

### Suggested time frames

Kindergarten – Year 2	up to 30 minutes (including reading)
Year 3 – Year 6	up to 60 minutes

### RESPONSIBILITIES

The role of the teacher is to:

- ensure that homework is related to school work
- set homework which allows students to demonstrate what they are capable of
- ensure that students are aware of what is expected of them and how their work will be assessed
- help parents understand what homework is required and when it is due
- communicate with parents about areas of homework concern

The task of the student is to:

- complete homework within the given time frame
- show homework to their parents and ask them to sign it if required
- ensure that homework is returned to school at the pre-arranged time for teacher assessment

Parents and caregivers can help by:

- supporting students in completing homework
- providing if possible a designated time and area in which to complete homework
- communicating with teachers about any concerns with homework
- assisting teachers to monitor homework by signing off tasks as requested

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# STUDENT DISCIPLINE POLICY

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Discipline should be fair, consistent and just. When dealing with behaviour management the dignity of the child should always be preserved in line with Gospel Values. In order to develop in the children self-discipline, there must be a respect for the rights of others. All children have the right to learn and all teachers have the right to teach. Children impinging on these rights will be disciplined. At Holy Family a high standard of conduct is maintained.

## *OUR AIM*

It is the responsibility of the school to provide a comfortable and secure environment where individuals feel safe, valued and respected.

At Holy Family we aim to develop the whole person in an atmosphere where Christian attitudes and values are nurtured, the rights of all individuals are protected and respected, and children are encouraged to take responsibility for their own behaviour.

Integral to our policy is a commitment to consistent and fair practices that are positive, professional and ethical.

**No form of corporal punishment is allowed at Holy Family  
by any member of the school community.**

## *WE BELIEVE:-*

- As a Christian community we have the responsibility to provide a nurturing school environment
- An effective behaviour management program needs rules and routines to ensure that the rights of individuals are protected, encouraging individuals to show responsible and appropriate behaviour
- All people, including children have an inalienable right to be treated with dignity and respect
- Our school community consists of unique individuals with differing needs, who behave and respond in a variety of ways
- The behaviour of a child is influenced by internal and external factors which contribute significantly to the way they interact with and respond to others
- In our diverse and ever changing society children need to develop skills that will equip them to interact positively and learn effectively
- Children need to be taught social skills that equip them with the ability to adapt and interact with many different contexts and situations
- It is essential that all members of our school community are actively supportive and consistent in their approach to whole school behaviour management
- Parents are the primary educators and share a joint responsibility with teachers in the development of behaviour management practices
- Parental contributions should be valued and respected

## *THEREFORE WE WILL:-*

- Value and treat individuals with respect, regardless of race, gender, ability, cultural background and economic circumstances
- Develop and consistently implement rules and routines which acknowledge the rights and responsibilities of all
- Consistently use positive language and common practices
- Provide fair and consistent routines which will encourage children to take responsibility for their own behaviour
- Provide positive models of behaviour, using effective and appropriate strategies to solve conflict
- Continue to investigate, identify and implement a variety of behaviour management strategies and techniques which cater for the specific needs of individuals within the school community
- Develop and implement strategies that encourage and celebrate the positive, unique qualities of all
- Build positive and mutually respectful relationships between parents and teachers through channels of open communication
- Ensure that opportunities are provided for parents to develop their knowledge and skills in behaviour management.



## School Rules

<b><i>School Expectations</i></b>	<b><i>Therefore we will:</i></b>
We are here to learn	<ul style="list-style-type: none"> <li>▪ Follow class rules</li> </ul>
We must feel safe	<ul style="list-style-type: none"> <li>▪ Always be in safe areas of the school</li> <li>▪ Always wear a hat outdoors</li> <li>▪ Play and work safely</li> <li>▪ Avoid rough play</li> </ul>
We must treat others with respect	<ul style="list-style-type: none"> <li>▪ Follow the instructions of teachers and school helpers</li> <li>▪ Speak politely and act in a positive way</li> <li>▪ Use good manners and use language that is acceptable</li> </ul>
We have a right to attend a safe, pleasant and clean school of which we can be proud	<ul style="list-style-type: none"> <li>▪ Take care of buildings, furniture, gardens and all school property</li> <li>▪ Wear correct school uniform</li> <li>▪ Help keep everything clean and tidy</li> <li>▪ Play sport fairly</li> <li>▪ Always try our best</li> <li>▪ Look after our environment</li> </ul>
We take care of all property	<ul style="list-style-type: none"> <li>▪ Hand in lost property</li> <li>▪ Never touch other people's property unless asked to</li> <li>▪ Take care of school equipment</li> </ul>

These behaviours do not protect the rights of others and they are **NOT** acceptable at Holy Family:-

- ◇ Bullying others: hitting people, fighting, putting others down and teasing
- ◇ Damaging school property or gardens
- ◇ Showing disrespect to teachers, children and other members of our school community

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# SCHOOL UNIFORM POLICY

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All children at Holy Family are expected to be dressed in the correct school uniform. All items are currently available from our "Uniform Shop." The Uniform Shop is located in the room next to the After School Care at the bottom of the stairs and is open every Wednesday morning from 8.30am – 9.30 am.

## Dress

Always tidy, shoes cleaned at least once weekly, ties on properly, shirts tucked in. Black school shoes for our everyday uniform and white joggers for Sports Day.

## Hair

Girls - Long hair should be tied back. Hair Accessories must be in the school colours – green & white, available from the Uniform Shop

Boys - Neat, not too long or too short [not below a Level 2 cut]

## Jewellery

No nail polish, bracelets, rings, necklaces, etc. or jewellery of any kind.

## Hats

The School has a "No Hat Play in the Shade" Sun protection policy, all children must wear a Holy Family hat for outdoor play.

## Bags

Green bag with school logo available from Uniform Shop.

## GIRLS UNIFORM

### Summer

- green check with white collar summer tunic
- short green socks
- black shoes
- green sweatshirt or track jacket with logo
- straw hat or slouch hat

### Winter

- green check sleeveless tunic
- white long sleeve blouse
- short green socks or black tights
- black shoes
- green woollen v necked jumper and/or sleeveless vest
- all weather jacket (optional)
- straw or slouch hat

### Sport

- white sports polo shirt with logo
- unisex sports shorts with logo
- green sweatshirt or track jacket with logo
- green tracksuit pants (optional)
- white sandshoes/sport shoes
- white/green sports socks
- all weather jacket (optional)
- slouch hat

# BOYS UNIFORM

## Summer

- khaki short
- khaki short sleeve shirt
- green sweatshirt or track jacket with logo
- khaki or green socks
- black shoes
- slouch hat

## Winter

- grey woollen shorts
- long sleeve white shirt
- boy's school tie
- long grey school striped socks
- black shoes
- green woollen v necked jumper and/or
- green woollen v necked vest
- all weather jacket (optional)
- slouch hat

## Sport

- green unisex sport shorts
- white polo shirt with logo
- green sweatshirt or track jacket with logo
- green tracksuit pants with logo (optional)
- white/green sport socks
- white sandshoes/sport shoes
- slouch hat

**\*\*NB** The polo shirt is only for sport, not everyday wear.

## Additional Items Available

- Holy Family School bags
- Library Bags
- Chair Bags
- Art Smock
- Assorted Hair Accessories
- Winter Scarf
- Second hand stock available for sale. 25% of second hand sales are donated to charity.