

## **Procedures**

### **Administration**

**Office Hours:** 8.30 a.m. - 3.30 p.m.

Outside these hours an answering machine is available.

### **Assemblies**

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

### **Attendance**

#### **When does attendance become important?**

From the first day, much of the play that goes on at school teaches the children 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 to advise that your child will be absent. (An answering machine is available if the office is unattended)
- 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)
  - 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.

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### **Student Behaviour Management**

Discipline should be fair, consistent and just. When dealing with behaviour management the dignity of the child is 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. A variety of reward systems are used by staff including a Colour House Cup competition which runs throughout the school term.

### **Excursions**

A variety of excursions are planned throughout the year, these are planned as integral parts of the children's learning and are not social outings. Children are expected to attend them, and parents are often welcome.

### **Health**

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. Children are not to administer first aid. 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. 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:

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

It is now a requirement that all children starting school must be fully immunised. The school is required, at the entry of children into Kindergarten, to ensure children have received Triple Antigen (Measles, Mumps, Rubella), Polio and Tetanus immunisation. The Certificate of Immunisation is required at the time of enrolment. Please contact your family doctor should you have any concerns regarding immunisation.

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### **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.

## **Schedule of Tuition Fees and Charges**

### **1. Tuition Fee**

1st Child \$1,120 per annum  
2nd Child \$896 per annum  
3rd Child \$560 per annum  
4th and subsequent children no charge

### **2. Diocesan Building & Maintenance Levy - \$690 per family**

### **3. School Based Fee - \$1,050 per child**

This fee covers cost of Specialist Teachers of Physical Education, Music, purchase of all text books, writing books, stationery, classroom photocopying, excursions including visiting performances and school activities, Life Education, entrance and transport costs of sporting carnivals. Purchase of Information Technology hardware and computer maintenance and cleaning of whole school, hall and maintenance of grounds and gardens.

**NB:** The above costs do not include the Year 5 & 6 Canberra Excursion, Year 6 Camp, Swimming Programme for K-2, the Surf Awareness Programme for Yr 3, 4, 5 & 6 and the School Magazine. The total accounts will be divided by three and billed in Term 1, Term 2, and Term 3. (These are approximate fees only and are to be finalised in December).

### **Staff 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 inservice courses. Qualified relief teachers continue the teacher's daily programme on these days.

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## **Transport**

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 - 6 - are entitled to a bus pass if they live outside a certain area (approximately 2km from the school). For further information, please contact the Company 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.

## **School Canteen**

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

## **Uniform**

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 Clothing Pool is located in the room next to the After School Care at the bottom of the stairs near the playground and is opened every Wednesday morning from 8.30 - 9.30a.m.

## **Dress**

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

## **Hair**

**Girls** - Long hair should be tied back. Scrunchies or hair ribbons must be in the school colours – green, black or school scrunchie/ribbon.

**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 hat for outdoor play.

### **Bags**

Green bag with school logo available from Uniform shop.

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## **GIRLS UNIFORM**

### **Summer**

- green check with white collar summer tunic
- short green socks
- black shoes
- green sweatshirt or zip jacket with logo

### **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

### **Sport**

- white sports polo shirt with logo,
- green netball skirt or unisex sports shorts with logo
- green sweatshirt or zip jacket with logo
- green tracksuit pants (optional)
- white sandshoes/sportshoes,
- white socks

### **Hat**

Round soft hat or "Natasha" girl's straw hat.

### **Ribbons**

Green, black or green school check.

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## **BOYS UNIFORM**

### **Summer**

- khaki short.
- khaki short sleeve shirt .
- green sweatshirt or zip jacket with logo.
- khaki socks.
- black shoes.

### **Winter**

- grey woollen shorts.
- long sleeve white shirt.
- boy's school tie.
- grey school stripe socks.
- black shoes.
- green woollen v necked jumper and/or
- green woollen v necked vest

### **Sport**

- green unisex sport shorts.
- white polo shirt with logo.
- green sweatshirt or zip jacket with logo.
- green tracksuit pants with logo(optional)
- short white socks.
- white sandshoes/sport shoes.

### **Hat**

Green stock hat with logo.

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

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