

HOLY FAMILY SCHOOL DOVETON



*The small school with the big
H.E.A.R.T*

2020 Parent HANDBOOK

*Holy Family School aspires to be a school
community where all are celebrated and
challenged to be the best they can in the image
of Jesus with a desire for life-long learning.*

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Holy Family School Prayer

Jesus, Mary and Joseph,

*We thank you for your guiding hands
to help us do the things we can.*

*May our school be a place with HEART,
where we fill buckets with hope and love.*

*From different lands we come together as one,
to live in the image of Jesus, your Son.*

*Holy Family, light our way.
Please be with us every day.*

AMEN

SCHOOL GOALS

Religious Dimension

- Create an environment where students are inspired by the Gospel and led by the Holy Spirit to grow in virtue and act for justice and the common good.
- Teach our Catholic faith through the Religious Education program and Sacrament Program.
- Recognise and celebrate that our school as a multi-faith community.

Community

- Celebrate cultural diversity and maintain a supportive and inclusive Holy Family School community.
- Involve our parents in the life of the school through the parish Education Board, Parents and Friends Association, newsletters, curriculum nights, school events and activities.

Education

- Facilitate student learning across the spiritual, academic, physical, emotional and social domains.
- Ensure contemporary evidence-based learning and teaching pedagogies through professional learning, partnerships and network groups.
- Accountability for student achievement through ongoing assessment and reporting.
- Responsibility to deliver curriculum to students in line with current curriculum initiatives and teaching approaches.
- To set attainment levels higher than National Benchmarks for like schools.

Child Safety

Holy Family School is a child safe school that promotes the safety, wellbeing and inclusion of all children.

We achieve this through the implementation of our child safe standards, policies and procedures.

Holy Family upholds the following principles of effective schools:

All students can learn and therefore it follows that we can effectively teach all children.

Effective schools enable a culture of learning.

Effective teachers are critical to student learning success.

Effective teaching practices are research validated.

Inclusive schools actively engage and work in partnerships with families and with the wider community.

SCHOOL ADMINISTRATION

PARISH PRIEST:	Father Michael Payyapilly
PRINCIPAL:	Mr. Steve Twomey
SECRETARY:	Mrs. Bernadette Blaney
ADDRESS:	100 Power Road Doveton 3177
TELEPHONE:	9791 1853
FAX:	9792 3113
EMAIL:	principal@hfdoveton.catholic.edu.au
OFFICE HOURS:	8:45 am – 3:45 pm



TERM DATES FOR 2020

TERM 1:	Tuesday 28 th January – Friday 27 th March (Students resume school on Wednesday 29 th January)
TERM 2:	Tuesday 14 th April – Friday 26 th June
TERM 3:	Monday 13 th July – Friday 18 th September
TERM 4:	Monday 5 th October – Tuesday 15 th December

TIMETABLE

SCHOOL SESSIONS

8:45 am - 9:00 am Morning prayer/attendance roll/daily information

9:00 am - 11:00 am 1ST session of learning

11:15 am - 11:45 am 1st Play Break

11:45 am - 1:45 pm 2nd session of learning

1:55 pm - 2:30 pm 2nd Play Break

2:30 pm - 3:30 pm 3rd session of learning

Children must be at school by 8:45 am for the bell.
Students should not be at school prior to 8:30 am.



FEES

All Catholic schools charge a school fee and curriculum levy which supplements the Commonwealth and State Government Grants. These fees provide the resources and equipment required to support the education of children at our school, such as excursions, incursions, subject levies, physical education, swimming, the interschool sports program and art and craft materials.

The Family fee for 2020

\$950.00 per family for the year

The capital levy for 2020

\$120.00 per family

The curriculum levy for 2020

\$335.00 per child

The ICT levy for 2020

\$30.00 per child (Prep – Year 2)

\$20.00 per child (Year 3 – Year 6)

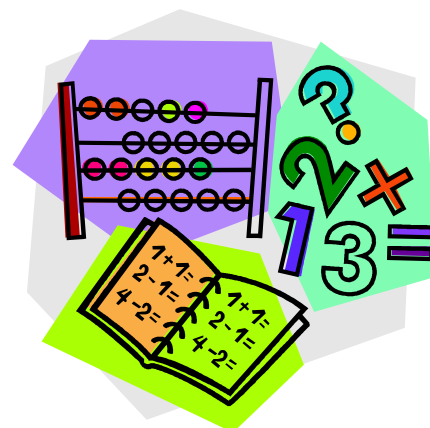
The chrome books for 2020

\$400.00 per Grade 3 child (payment options available)

The camp fee for 2020

\$350.00 per Grade 5 & 6 children

\$50.00 per Grade 3 & 4 children



To assist parents with budgeting and payment of fees, we will continue to accept fees weekly, fortnightly, monthly or annually. Accounts will be sent out each month.

The following payment options are also available – **Direct Debit is the schools preferred option.**

1. Payment by direct debit from a nominated bank account.
2. Payment by a direct debit from a nominated credit card.
3. Payment by cash and or cheque.
4. Payment by EFTPOS.

UNIFORM

Our uniform supplier is
Beleza Pty Ltd
Factory 7
151 – 159 Princes Highway
Hallam 3803
(Corner of Wedgewood Road)
Telephone 9702-3218

All families are eligible to join the Uniform Buyers Club, which will entitle a 5% discount on every purchase all year round. A number of times each year the store also offer a further 10% discount.

SUMMER

First and Fourth Term

- | | |
|-------|---|
| GIRLS | Summer dress, royal blue windcheater/bomber jacket, white socks and black school shoes. |
| BOYS | Navy blue school shorts, royal blue windcheater/bomber jacket, Pale blue short sleeved polo shirt, navy socks and black school shoes. |

WINTER

Second and Third Term

- | | |
|-------|---|
| GIRLS | Winter skirt or navy blue school pants, pale blue long sleeved polo shirt, royal blue windcheater/bomber jacket, navy stockings and black school shoes. Navy rain jacket and navy beanie. |
| BOYS | Navy blue school pants, pale blue long sleeved polo shirt, royal blue windcheater/bomber jacket, navy blue socks and black school shoes. Navy rain jacket and navy beanie. |

SPORT

P.E. Days only

- | | |
|-----------------|--|
| GIRLS
& BOYS | Royal blue shorts/track pants, pale blue polo shirt, royal blue windcheater/bomber jacket, white socks and runners |
|-----------------|--|

The school newsletter is published every second week and emailed to families. The newsletter is also available on the school website. This fortnightly newsletter enables parents to be aware of events taking place at the school.

SCHOOL NOTICES

The school uses the digital platform Operoo for all notices and permission forms. On enrolment parents will need to provide the school with an email address and set up a Operoo profile.

MONEY

Any money brought to school should be given to the OFFICE in a sealed envelope clearly labeled with your child's name, grade and purpose on it.

INCURSIONS-EXCURSIONS

Excursions and incursions are an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development in a non-school setting. Visits to places like zoos, nature centers, community agencies (like fire stations and hospitals), government agencies, local business, and museums increase the chances of the learners retaining what is being taught in the classroom. Excursions and incursions allow children to learn about different professions, ideas, and opportunities when they travel outside their own neighborhood which increases their desire to try new things owing to the interest it sparks in them.

Incursions – People, artist performers etc who come into the school and offer the children a unique experience. This operates in all grades.

Excursions – Traveling away from school.

The cost of these incursion and excursions is covered by the school fees.



VOLUNTEERS

Holy Family welcomes volunteers to our school and acknowledges the value that volunteers play in a variety of learning, school based & community. To ensure the safety, wellbeing and protection of all students, the school maintains a comprehensive process for screening, authorising, instructing and working with volunteers. All volunteers must have a current Working with Children Check. Please see Holy Family Volunteer Procedure for further information.

VISITOR'S PASS

Any visitors to the school, including parents, are requested to obtain and wear a visitor's badge when in the school. These passes are available from the office, where you will be asked to sign in. These precautions are for the safety of you and the children in the case of an emergency.

STAR OF THE WEEK AWARD

This is awarded weekly by class and specialist teachers to children in recognition of their achievements, either academically, behaviorally or socially.



STUDENT VALUABLES

The school discourages children from bringing valuables to the school and will not accept any responsibility for loss or damage. Students are not permitted to carry mobile phones. Mobile phones must be handed in at the office each morning and collected each afternoon.

EMERGENCY CONTACT

Emergency information necessary to enable contact with parents or other persons in case of accident or illness is kept in the office.

Please ensure that all information given about your child is kept up to date. Notify the school office without delay if address or telephone number of employment, emergency contacts or doctor are changed.

BELONGINGS-LOST PROPERTY

PLEASE NAME EVERYTHING. A quick look at our lost property cupboard will show why this is essential. We cannot follow up un-named articles and children frequently have difficulty recognizing their own clothes.



CAR PARKING

Onsite parking is in the Church carpark or outside the school office on Pittosporum Grove (off Power Road).

PICKUP AND DROPOFF OF CHILDREN

To pick up and drop off children drive down the driveway off Power Road. When you get to the school grounds follow the yellow markings on the yard and drop off and pick up your children by the school office. There will be staff there to welcome and farewell the students and parents



MEDITATION

Meditation is a daily practice at Holy Family. Each morning classes begin the day with meditation, followed by prayer. Meditation allows the students to take a quiet moment and simply be in the presence of God. The singing bowl is sounded three-times to both begin and end meditation. Any students who arrive to school late wait outside the classroom until meditation is finished.

SUNSMART POLICY



During Terms 1 and 4 the wearing of school hats whilst on the playground is compulsory. Children must wear either a legionnaires hat or a hat with a wide brim. Baseball caps and non-uniform hats are not acceptable.

SCHOOL ATTENDANCE

It is vital for students learning that regular attendance at school is maintained. If the school has concerns regarding your child's attendance families will be notified and an explanation sought.

Parents will be contacted if your child is absent and no contact has been made with the school to let us know why your child is away.

STUDENT WELLBEING AT HOLY FAMILY

Positive Behaviour for Learning

At Holy Family, we foster a positive, safe environment where students are at the HEART of learning.

Research indicates that schools with a consistent whole-school approach to wellbeing and the management of student behaviour enhance the learning culture as well as the social and emotional development of students. At Holy Family, the primary method of managing behaviour is based on the Positive Behaviour for Learning framework.

Through this framework we:

- use clear shared expectations for behaviour
- explicitly teach the expected behaviours that help students develop personal and social capabilities
- emphasise genuine and affirming feedback
- provide a range of strategies in response to students who do not follow the established expectations
- collect and use data for decision making.







Our HEART behaviour matrix outlines expected behaviours under five values we have identified as imperative to wellbeing at Holy Family. These are: Honesty: Empathy: Acceptance: Respect: Trust: Each value outlines expected behaviours. These are worded positively to convey expectations clearly and respectfully.

Staff recognise that their own behavioural choices must model the behavioural expectations that help to create and maintain a positive, safe learning environment. Staff work collaboratively to establish calm and consistent approaches to managing behaviour when inappropriate choices have been made. Opportunities for students to understand the impact of their choices through education, reflection and discussion are crucial elements of Positive Behaviour for Learning at Holy Family.

Students are taught that everyone is accountable for their behaviour. Whenever possible, logical consequences are given to help students develop responsibility for their behavioural choices and actions.

Positive Behaviour for Learning: Expectations

<p>HONESTY <i>Be truthful</i></p>	<ul style="list-style-type: none"> • I speak the truth even if it is difficult • I admit my mistakes • I am responsible for my actions and words • I report unsafe behaviours to a staff member
<p>EMPATHY <i>I feel with you</i></p> 	<ul style="list-style-type: none"> • I am aware of other's feelings and use kind words to help them. • I respect personal space and privacy. • I am kind and helpful through my words and actions.
<p>ACCEPTANCE <i>Understand the person inside</i></p> 	<ul style="list-style-type: none"> • I celebrate my own and others' success. • I accept people's differences. • I work cooperatively with my peers. • I demonstrate sportsmanship.
<p>RESPECT <i>Treat others as you like to be treated</i></p> 	<ul style="list-style-type: none"> • I use manners and am courteous to others. • I speak calmly to solve problems. • I care for the environment I am working and playing in. • I keep my hands, feet and objects to myself. • I use positive body language when I am speaking and listening. • I move safely around the school. • I follow the school's digital technology policy to keep myself and others safe.
<p>TRUST <i>Belief in yourself</i></p> 	<ul style="list-style-type: none"> • I make choices that keep me safe. • I learn from feedback. • I persevere if work tasks become difficult. • I am resilient when faced with a challenge. • I get help from an adult when I need it. • I use the calming space according to classroom guidelines.

PARENT INVOLVEMENT

Parents are the first and foremost educators of their children. Working in partnership, schools and families can support the educational journey of children.

Parent participation in school activities is welcomed and encouraged.

There are formal and informal ways for parents to participate in the life of the school. Being a member of a council or board is a rewarding role that contributes significantly to the success of a school. The Parents and Friends Association works together to raise funds or plan celebrations for children and families to involve themselves in the life of the school.

There are numerous other ways that parents can be involved with the school. Participation in school celebrations such as Harmony Day, Curriculum evenings, assisting in the classroom, helping out on excursions and celebrating Mass with the school are some of the ways to maintain a partnership and connections.

SACRAMENTAL PROGRAMS

The Sacramental Program at Holy Family is conducted over a two year cycle.

The children are prepared for the Sacraments of Reconciliation and First Eucharist in Year 4 every year and Confirmation in Years 5 and 6 every second year.

Intense preparation occurs in the classroom and parents are invited to build on what happens at school by further developing relevant areas at home with their child.

Parents are also invited to participate during the programs by attending night workshops at school and Masses.

Sacrament dates for this year

Reconciliation Wednesday 25th March

Eucharist Sunday 21st June



REPORTING ON STUDENTS' PROGRESS

Families are provided with mid and end of the year reports, detailing their child's growth and progress across a range of curriculum areas.

In keeping with the school's assessment and reporting policy – "Assessment of Students" is based on their success in reaching achievable goals and does not emphasize comparison between students. The reporting of progress to students and parent's focuses on what students have achieved.

A parent may arrange an interview to discuss any concern relating to the pupil's progress with the relevant teacher at any time.

Parent-Teacher meetings are held in semester 1.

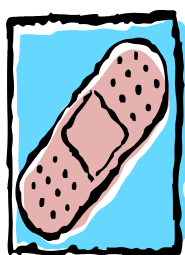


SPECIAL OCCASIONS

Throughout the year there will be special days of celebrations of events in the School Year eg. Family Week, Book Week etc

YOUR CHILD'S HEALTH

In the event of a child becoming ill or injured during school hours a sick bay where the child may rest is available. Parents will be informed by telephone and requested to take the child home if possible. Parents are discouraged from sending their children to school if they display signs of illness the night before school.



The school is not equipped, and staff are not available to care for children with anything other than minor ailments. The teachers are only allowed to administer first aid. This means that all cuts will be washed with water and a band aid applied to cover the wound. Bruises and strains will be treated with ice pack. Teachers are not allowed to administer any form of medication without written consent.

It is most important that parents inform the school of any chronic condition or allergy their child may suffer and the appropriate emergency treatment to be given if necessary.

INFECTIOUS DISEASES

Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts.

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chickenpox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (<i>Acute infectious</i>)	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.

Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded.
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded.
Measles	Exclude until at least 4 days after the onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacteria)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.

Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Worms (Intestinal)	Exclude if diarrhoea present.	Not excluded.

Exclusion of cases and contacts is **not** required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

HEAD LICE

The school should be notified immediately if you find your child has head lice.

To Prevent the spread of head lice –

- Hair should be washed thoroughly with a cream or lotion bought from the chemist.
- Hair should be combed with a fine toothed comb, also available from the chemist.
- Long hair should always be tied back.

Children found to have head lice are exempt from school until the problem is cleared.

