

# HOLY FAMILY PRIMARY SCHOOL

## ENROLMENT INFORMATION



### IMPORTANT DATES IN 2017

➤ **Catholic Primary Schools Enrolment Period:**

Monday 1 May – Friday 19 May 2017  
(applications need to be submitted by Friday 19 May 2017)

➤ **Open School Sessions – Kindergarten to Year 6:**

The Open Sessions will be in the form of a guided tour around the school with our Year 6 leaders and then an informal meeting with the Principal and Assistant Principal in the staff room.

**Tuesday 16 May** - **Open Morning 9.30am to 11.00pm**  
- **Open Afternoon 4.00pm to 5.30pm**

➤ **Primary School Orientation Sessions:**

Tuesday 7 November - 9.30am - 11.00am (K Red & K White)  
- 9.30am - 11.00am (Yrs. 1 - 6)  
Wednesday 8 November - 9.30am - 11.00am (K Blue & K Green)

## **CONTACT NUMBERS**

### **HOLY FAMILY PRIMARY SCHOOL**

<b>Principal</b>	<b>Mrs Anne-Marie Marek</b>
<b>Assistant Principal</b>	<b>Mrs Leah Taylor</b>
Holy Family School	6292 1222
Fax	6292 5988
Email	<a href="mailto:office.holyfamily@cg.catholic.edu.au">office.holyfamily@cg.catholic.edu.au</a>
Holy Family Home Page	<a href="http://www.holyfamily.act.edu.au">www.holyfamily.act.edu.au</a>
Care Out of School Hours (Senior COOSH)	6292 0388
Care Out of School Hours (Junior COOSH)	6292 7932
Early Learning Centre/Preschool	6292 7932

The School Front Office is open from 8.30am until 4.00pm

### **CORPUS CHRISTI PARISH, South Tuggeranong**

<b>Parish Priest</b>	<b>Father Warrick Tonkin</b>
<b>Assisting Priest</b>	<b>Father Jiss Kunnumpurath</b>
Corpus Christi Presbytery	6291 6688
Fax	6291 6797
Email	<a href="mailto:office@ccparish.org.au">office@ccparish.org.au</a>

The Parish Office hours are: Tuesday to Friday 9.00am – 4.30pm

### **2018 SCHOOL YEAR DATES**

<b>Term 1</b>	Monday 5 February – Friday 13 April
<b>Term 2</b>	Monday 30 April – Friday 6 July
<b>Term 3</b>	Monday 23 July – Friday 28 September
<b>Term 4</b>	Monday 15 October – Friday 21 December

### **KINDERGARTEN COMMENCEMENT DATES & TIMETABLE - 2018**

<b>Monday 5 February</b>	<b>9.30am - 3.15pm (late start full day)</b>
Tuesday 6 February	8.50am - 3.15pm (full day)
<b>Wednesday 7 February</b>	<b>Rest Day</b> (no Kindergarten classes)
Thursday 8 & Friday 9 February	8.50am - 3.15pm (full day)
Monday 12 & Tuesday 13 February	8.50am - 3.15pm (full day)
<b>Wednesday 14 February</b>	<b>Rest Day</b> (no Kindergarten classes)
Thursday 15 & Friday 16 February	8.50am – 3.15pm (full day)
Monday 19 & Tuesday 20 February	8.50am - 3.15pm (full day)
<b>Wednesday 21 February</b>	<b>Rest Day</b> (no Kindergarten classes)
Thursday 22 & Friday 23 February	8.50am – 3.15pm (full day)
Monday 26 February – Friday 13 April	8.50am – 3.15am (full week)

### ***DAILY TIMETABLE***

#### **Years K - 6**

School commences	8.50am
Recess	11.10 - 11.45am
Lunch	1.45 – 2.25pm
Dismissal	3.15pm

Supervision of children is between 8.30am and 3.30pm.

Children should not be on the school grounds before 8.30am or after 3.30pm.

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## 1. MESSAGE FROM THE PRINCIPAL OF HOLY FAMILY PRIMARY SCHOOL

Dear Parents,

When it comes to education, we all want what's best for our children. Deciding what is best, however, can be a demanding and high-pressure task. After all, the seven years your child spends in primary school will play a pivotal role in the formation of their character and future.

You are warmly welcomed into Holy Family Primary School and it is my hope that these primary school years will be a happy time for your child and you. When meeting new parents I am keen to say that we enrol the whole family, not just the child.

We strive to work in partnership with our families and we recognise that parents are the first and prime educators of their children. It is certainly our privilege to work with you and to share with you the responsibilities of educating your child in preparation for the future. At Holy Family we endeavour to create a happy, safe and nurturing culture for the children in our care.

The school complements the work of parents to promote the personal care and development of each child. Our pastoral care permeates every aspect of school life and is based on Catholic values and affirms the dignity and worth of each member of our school community. Emphasis is placed on relating well with others, being considerate and contributing as a successful member of a team. All children learn the importance of acting responsibly and showing respect for one another and the environment in which they live. By coming together as a caring community we can nurture in our children a faith-filled relationship with Christ in whom all Christian values have their inspiration.

Teaching and learning are the *core business* of our school. In addition to our Religious Education program, there is an emphasis on Literacy, Numeracy, Humanities, Physical Education, Health, Science and the Arts. The school offers opportunities for active participation in sports to suit every interest and talent. Morning Fitness, interschool competitions, carnivals, gymnastics and swimming programs, are all encouraged. The teachers at Holy Family excel in relating to the children in their care and in their ability to strive for excellence in teaching the children.

The following pages contain some practical details to inform you about Holy Family Primary School. Should you have any queries or wish to discuss matters concerning your child, please do not hesitate to contact me.

Thank you for your interest in the Holy Family School community and I look forward to meeting you in the near future.

Yours sincerely

Anne-Marie Marek  
Principal

## 2. HOLY FAMILY PRIMARY SCHOOL VISION STATEMENT



### **EDUCATING IN FAITH FOR TOMORROW'S POSSIBILITIES**

#### **STAFF MISSION**

*The Holy Family inspires the staff at our school to educate the mind, body and spirit of our students so that the possibilities of the future can be met with knowledge, confidence and enthusiasm.*

- *We believe in faith education within the Catholic tradition and lead by example.*
- *We aim to inspire learners to seek and discover.*
- *We celebrate the joy of learning and the excitement of teaching.*
- *We appreciate and respect the uniqueness of all members of our school family.*
- *We value and foster strong partnerships with parents, caregivers, our parish and the wider community.*
- *We embrace the opportunity to develop spiritually and professionally.*
- *We encourage our students to be global citizens and stewards of God's earth.*

*"This is my commandment, that you love one another as I have loved you."  
(John 15:12)*

### **3. STUDENTS AT HOLY FAMILY**

The learning and development of our students is at the centre of our school educational programs. At Holy Family Primary School we aim to develop students as learners and as people, by linking knowledge, understandings, capabilities and values in a way that nurtures the student as an active member of their community and society. All areas of Holy Family School life contribute to achieving this common goal for each student, in partnership with parents/carers and the Corpus Christi Parish community.

At Holy Family we link learning from all domains in order to create a strong understanding and sincere desire to be a unique individual who is connected to an evolving community and a sustainable world. The developing chain of learning that we use as a symbol of our purpose, illustrates the connection of the individual to their world.

The Curriculum taught is the Australian Curriculum. Essential Capabilities are designed to ensure that all students at Holy Family Primary School leave Year 6 as competent and effective learners and active, positive members of society.

These Capabilities continue to provide an overarching focus for the development and teaching of all learning areas at Holy Family Primary School. All in our community have a responsibility to provide opportunities which will actively contribute towards the achievement of these Capabilities for each student.

At Holy Family School we believe that student learning is optimised when we educate the mind, body and spirit of our students so that the possibilities of the future can be met with knowledge, confidence and enthusiasm. Furthermore we believe students learn best:

- When they believe in their own capacities to learn successfully and understand the relationship between effort and success.
- When they are engaged and challenged within a safe and supportive learning environment where they are encouraged to make meaningful contributions to the school and wider community.
- When they experience positive relationships in and out of the classroom and this relationship is characterised by mutual respect, honesty, support, encouragement and acceptance.
- When they have a clear understanding of learning intentions and are provided with explicit criteria about the quality of the work expected.
- When they are challenged to meet high expectations embedded in teaching and learning.
- When quality assessment and a variety of data are used to inform, direct and target effective planning for and teaching of students.
- When learning activities focus on the processes of inquiry, experimentation, practise, discovery, problem solving, repetition, reinforcement, investigation and research.
- When teaching and learning is connected to the real world to enable students to make meaning of knowledge, skills and understandings.
- When they receive quality feedback and have opportunities for reflection on how to use their feedback for self-improvement.
- When they utilise information and communication technologies.

## **4. PARENT INVOLVEMENT**

### **4.1 PARISH PASTORAL COUNCIL**

The Parish Pastoral Council along with the Parish Finance Committee (PFC) is the principal advisory group to the Parish Priest. Both the PPC and the PFC act as a consultative collection of parishioners who advise the Parish Priest. The Parish Pastoral Council's role is:

- To promote and develop the Ministry of Leadership in the community.
- To assist all parishioners to grow in understanding of what it means to be Church, both within the geographical area of the Parish and within the Diocese.
- To decide on goals and strategies that will implement the Parish Vision.
- To offer opportunities for formation to all parishioners, to enable them to participate in achieving the goals by contributing their support and talents.
- To assist all parishioners to deepen their awareness of God's presence and power in their lives by caring for and promoting the liturgical life of the Parish and by encouraging faith sharing and development groups for different age ranges and needs.
- To recommend planning priorities and oversee the equitable distribution of resources to the different areas of need in Parish life, in cooperation with the Parish Finance Committee.

The Parish Pastoral Council meets monthly.

### **4.2 SCHOOL BOARD**

The School Board provides the opportunity for members of the school, Parish and Archdiocesan community to support the mission of Catholic education in a particular school. Working with the Parish Priest, Principal and staff the Board members provide leadership to the school community. The School Board has responsibility to take decisions in the following areas:

- supporting the development of the Catholic ethos of the school;
- supporting the pastoral care strategies;
- promoting the school in the local community;
- appointing a member to the school's enrolment committee;
- approving and monitoring the school-based budget including the fees collection and remission policy;
- developing and monitoring of school enterprises eg. Care Outside School Hours (COOSH), Preschool/ELC, budgets, P&F finances;
- developing capital and maintenance programs;
- developing local strategies plans (finance, buildings, resources) and contributing to Archdiocesan educational strategic planning;
- approving school uniform items decided at school level;
- ensuring that the Parish and school community has access to annual school report on *MySchools* website; and
- collaborating with the Parents' and Friends' Association on the expenditure of funds, in keeping with Diocesan regulations.

The School Board meets each month during the school term.

#### 4.3 PARENTS' AND FRIENDS' ASSOCIATION

The Parents' and Friends' Association (P & F) has a major role to play as a parent forum, in helping to build a true spirit of community within the school, in the interaction between parents and teachers and in fundraising. The P & F, as a key parent group in the school, provides a forum for parents to:

- provide input on parent priorities and suggest ideas about Catholic schooling;
- work closely with the Principal and Staff;
- support the School Board and its policies;
- raise money for resources;
- recommend to the Board the level of P & F levy;
- collaborate with the School Board in determining the priorities for the disbursement of P & F funds;
- provide students services eg canteen;
- provide support for school programs etc gross motor program, reading program and working bees;
- provide opportunities for social interaction and for parents to form supportive networks;
- appoint member(s) to the School Board.

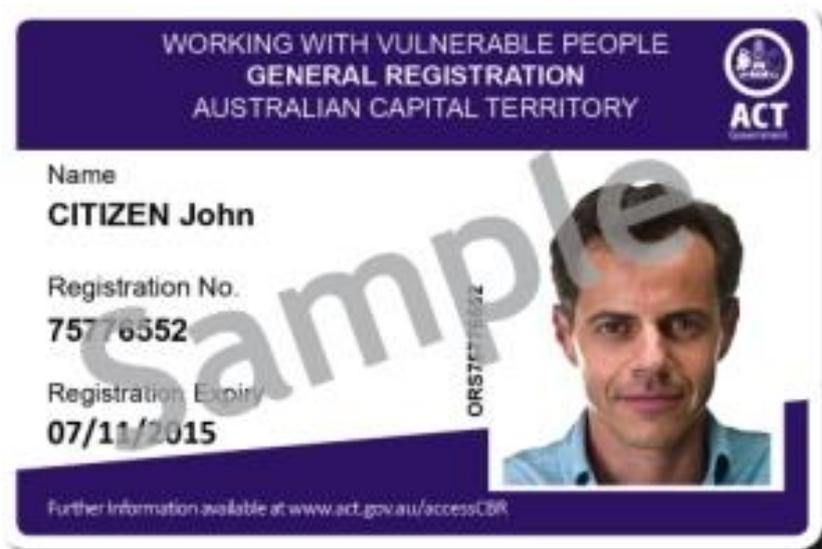
The P & F Association meets each month during the school term and a weekly newsletter comes out on a Monday. The AGM is the first meeting of the year.

#### 4.5 PARENT ASSISTED PROGRAMS & VOLUNTEERS

Parents are welcome to assist at the school in a variety of ways. Parents will be offered training as reading and writing tutors and are assured of support and further assistance if required. Parents are welcome to assist in the classroom according to curriculum needs and with the many school events that take place.

The Library, School Banking, Book Club, Discos, Parent Network and School Canteen, Uniform Shop are always appreciative of volunteers. (All volunteers/visitors are asked to sign in at the Front Office and wear a provided "Visitor" sticker.)

**ALL VOLUNTEERS MUST HAVE A WORKING WITH VULNERABLE PEOPLE CARD.**



## **5. ASSOCIATED SUPPORT SERVICES**

### **5.1 CARE OUT OF SCHOOL HOURS - (COOSH)**

The Years 2–4 COOSH service operates from A Block, Years 5 &6 operate from the Parish Centre and the Preschool, Kinder and Year 1 service operates from the Early Learning Centre, Monday to Friday from 7.30 - 9.00am and 3:15 - 6:00pm throughout the school term as well as programs during vacations. An Information Booklet and Registration forms are available from the School Office or both centres.

### **5.2 SCHOOL COUNSELLOR**

Catholic Care provides our school with a professional counsellor for three days a fortnight during the term. The services of the counsellor are available to both parents and students. Requests for appointments can be made through the Front Office staff who will take your contact details and pass them onto the Counsellor.

### **5.3 PARENT NETWORK**

The Parent Network is a vital part of the school's community. It was set up to involve more parents in the school community and thus develop a stronger parent base with a greater sense of a supportive and approachable community. A Parent Ambassador position was created in 2013 to coordinate the programme. At the beginning of each school year, the Parent Network Ambassador, through the P & F newsletter, asks for 2 parent representatives to be class contacts for their child's class, working in partnership with other parents, caregivers and staff of the school. The tasks of parent contacts are varied and can include – being a friendly voice in our community; contacting families in the class on a term basis; acting in a pastoral care role – to welcome new families, farewell families, congratulate on special occasions, eg. birth of a baby; helping organise support during the difficult times of ill health & a family death, involving other class parents in school activities eg. fete and sporting activities; distributing information; being the class contact for P & F information; arranging social activities, eg. morning teas after grade masses and whole school events like the Mothers' Day Breakfast and the Fathers' Day BBQ.

### **CARE MEALS**

For the last three years the Parent Ambassador has successfully put together a Care Meal roster. Through the Care Meal roster, a freezer at the school is kept stocked with nourishing meals and lunch box treats. When the school becomes aware of a family experiencing difficult (illness, death in the family) or busy (the birth of a child) times and a helping hand is needed for a short time, meals & lunch box treats are made available to the family. At the beginning of the school year, a request goes out, through the P & F newsletter, for families willing to go on the roster.

With the generous support that is offered, families are usually only required to cook a meal or lunch box treats or provide a store bought meal once per term.

### **5.4 HEALTH SERVICES**

The Community Nurses examine and test all Kindergarten children for hearing, eyesight etc. All consultations are carried out with parental consent and assistance. The Government runs an immunisation program for Year 6 students for MMR and Hep B.

## **6. POLICIES**

### **6.1 STUDENT WELFARE AND MANAGEMENT POLICY**

At Holy Family we aim to provide a framework for a Student Management Policy which:

- ensures an atmosphere of mutual support;
- encourages children to develop self-discipline and sense of worth, to respect the rights and feelings of others and to take responsibility for their own actions;
- ensures that children, staff and parents can clearly understand the school expectation of student behaviour;
- establishes a set of protocols for dealing with unacceptable behaviour; and
- establishes clear guidelines for contacting parents.

### **6.2 HOME LEARNING POLICY**

Children are given homework each week and parents are asked to assist teachers by providing supervision and encouragement. Please contact your child's teacher if there are any problems.

#### **Home Reading**

##### **Kindergarten, Year 1 and Year 2**

A Home Reading program is implemented in all Infant year levels. This provides an opportunity for the children to share and practise their developing reading skills.

##### **Years 3 and 4**

The importance of continued daily reading and listening to stories is essential to students' literacy development. The Lexile programme is introduced. The programme determines the difficulty of the text by a computer software programme. This information matches students with a book at their Lexile Level and in their interest areas. The programme is designed for independent readers only.

##### **Years 5 and 6**

Students in their year levels should continue regular reading sessions, preferably on a nightly basis. Lexile programme maintained.

#### **Homework Grid – Years 2 to 6**

A Homework Grid has been implemented in Years 2 to 6 to respond to the needs of families at Holy Family School. The homework grid concept is adapted from research by Ian Lillico, a leading educationalist. This model of homework caters for what many families were crying out for - 'a balance of school work with family life.' Many of our families at Holy Family have welcomed this change of homework format commenting that it provides structure and consistency to homework routines, as well as giving time for children to relax and talk to family members in the evenings.

The Homework Grid incorporates work relevant to the week's lessons, reinforcement of spelling words and regular reading, suggestions for 'home learning tasks' which may include helping with family chores and activities to promote meaningful dialogue about learning concepts between parents/carers and their child/ren.

### **6.3 SUN SMART POLICY**

The school recognises the danger posed by exposure to ultra violet solar radiation and has developed a Sun Smart Policy in accordance with recommended guidelines.

The "No Hat, No Play" policy is strictly enforced throughout the year. All children are to wear uniform hats unless exempted by a medical certificate. Children who do not have hats are asked to sit in shaded areas in the courtyard. Beanies are encouraged during the colder months.

#### 6.4 NUT-FREE POLICY

We have a number of children in our school community who suffer allergic reactions to nuts and to nut products, some more severely than others. It is necessary for Holy Family to have a **'nut free' environment** in order to accommodate the special needs of several identified students in our school.

For some of these children, even the minutest trace of peanut or nut product can result in severe vomiting, others have a life threatening reaction called an anaphylactic reaction.

Our school community has supported students suffering from allergic reactions in the past and as the number of students with allergic reactions to nuts has increased we need to take additional measures to ensure their safety. Staff have been trained to administer assistance when an allergic reaction occurs.

***All children need to be aware that they must only eat from their own lunchbox.*** We have had a child suffer a reaction and in the interest of the children's wellbeing we all need to be vigilant to ensure that such an incident does not reoccur.

***Your support in refraining from sending peanut butter, nutella and nut products to school in lunches and snacks is sought. The staff will talk to the children and it is most important that you also impress upon your child the importance of following this request.***

We are a family and some of our members need our support to ensure their continuing good health. I know we can all work together to achieve this.

#### 6.5 VISITORS & VOLUNTEERS POLICY

Visitors and volunteers are welcome to the school and the ELCC but are required to obtain and wear a 'VISITOR' label during school hours whilst on school property and observe the sign in/out policy and procedures. This includes parent helpers, canteen volunteers, visiting tradespeople, CE staff, relief staff and parents.

Volunteers are required to attend a shopfront to register for a **Working with Vulnerable People Card** prior to working with students. There is no cost associated with this process, but only parents with cards will be able to assist at school, excursions, sporting teams etc.

#### SIGNING IN / OUT

Visitors, including parent helpers, canteen volunteers, visiting tradespeople, CO staff, relief staff and parents, are required to report to the school Front Office/ELCC reception and sign in. Visitors will be issued with a Visitor sticker and are asked to wear this at all times whilst on school grounds during that visit. Prior to leaving the school, visitors must return to the Front Office and sign out, noting the time. The procedure is for the safety of our students and staff and in the case of fire/evacuation.



Parents/carers of students that are late for school, returning from an appointment or are leaving school early are also required to sign their child in and/or out.

## **7. THE SCHOOL CURRICULUM**

At Holy Family we teach a varied curriculum to the children in order to assist their spiritual and academic development. Religious Education is the focus area for the school curriculum. The other Australian Curriculum areas taught are: English, Maths, Science, History, Geography, Physical Education, Health, the Arts, and Language - Indonesian.

### **7.1 RELIGIOUS EDUCATION/SACRAMENTAL PROGRAM**

Religious Education is woven into the daily life of the school through school liturgies and formal religion lessons. Classroom-based religious education lessons provide a systematic and comprehensive instruction using the Archdiocese of Canberra and Goulburn Religious Education Curriculum of 'Treasures New and Old'.

Our 2017 school theme is: FROM LITTLE THINGS BIG THINGS GROW. We are using this message to encourage our children to be respectful and caring of each other (growing like a family). Christian attitudes and values are integrated into other subject areas and the encouragement to live 'Just Like Jesus' is promoted in all aspects of school experiences at Holy Family.

Various liturgical events are celebrated throughout the year. These include: an opening school Mass, grade Masses, Prayer Assemblies, Lent, Easter, ANZAC, Advent and other days of significance. Parents are invited to these various Masses and Liturgies.

The Sacramental Programs for Reconciliation, Eucharist and Confirmation are Parish based with parents, the Parish team and School working closely together. There is an expectation of significant parental and family involvement in our Parish based Sacramental Programs.

### **7.2 ENGLISH**

There is a strong thrust on the development of literacy in the school. This is supported by the professional development of staff and parents and the purchase of resources for all classrooms. This emphasis will remain through the continued implementation of English (Literacy) blocks, usually between 9:30 and 11:00am, especially in the junior classes.

The Library is an integral part of the school and attempts to encompass all the goals of the school. It particularly provides support for all areas of the curriculum. The users of the school library are students, teachers, other members of staff and the school community. Parents are welcome and are encouraged to visit the library with their children. The library aims to provide an environment that is welcoming and stimulating for individual and group learning. It is primarily a learning and information centre and as such is an essential resource for the planning and implementation of the teaching program at the school.

To aid the development of a positive attitude toward book care, all children are required to have a library bag. Please ensure the library bag is at least 30 cm x 30 cm. Additional support programs are in place to assist students with becoming fluent readers: Sounds Write program, Classroom Support and Lexile Framework in Years 3-6 are but a couple of the programs we use at Holy Family.

### **7.3 MATHEMATICS**

At Holy Family we believe that sound mathematical skills are essential for living. Holy Family values the importance of Mathematics and promotes a high standard of numeracy through many different approaches. Our emphasis is on 'hands on' and 'real life' skills. This emphasis will remain through the continued use of daily Maths Blocks, usually between 11:45 and 12:30pm. The EnVision Maths program, Di Siemen's Mathematical Threshold Concepts and the University of Canberra Visualisation programs support our teaching of the Maths Curriculum.

#### **7.4 INQUIRY UNITS**

Holy Family School students and teachers WONDER. From the moment we are born we make sense of our world through exploring, testing and evaluating. We learn through experience and our desire to make meaning from that experience. We question others and we question ourselves. As we grow most of us continue to feel much more engaged and more committed to learning something when we are interested, curious or have a real need to find out.

Inquiry is critical to our learning and growth. At Holy Family we embarked on this journey several years ago through implementing Transdisciplinary units of work. We believe that everyone learns best when we engage in the powerful act of inquiry- having an open mind and inquiring disposition to all we do. We aim to light a fire within our students so they want to investigate and find out more. Inquiry is not a single method or a program. Teachers design tasks within a cycle of inquiry or invite students to ask and pursue problems and questions. Students just don't aim to acquire or conquer a body of knowledge but to make meaning of the ever-changing knowledge landscape of which we are part. The learning is **engaging, relevant, challenging and significant**. Under the confines of the Australian Curriculum, Holy Family has implemented a Science, History, and Geography lines of Inquiry. For three terms the teacher directs the Inquiry and allows for Spontaneous Inquiry to occur. One term each year, the students develop their own Inquiry unit which explores their passion and interest.

#### **7.5 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

The school's main aim is to ensure the children are competent and confident in using technology to support and enhance their learning. The school has dedicated a large amount of financial resources to upgrading the ICT infrastructure at the school. A Computer Lab operates along with a bank of 100 iPads in K-Year 3. All classrooms have an interactive whiteboard or plasma screen installed. An Internet Contract is required to be signed by students and parents to ensure appropriate internet usage. We have a BYOD iPad programme in operation in Years 4-6.

#### **7.6 SPORT AND PHYSICAL EDUCATION**

Children are involved in a variety of sports, which aim to improve their physical fitness and co-ordination. Our emphasis is on enjoyment, skill development and willing participation.

In addition to regular class sport, the school has a Fitness Program that runs each morning, except Monday, for all classes. Parents are encouraged to join the children.

In the junior grades the emphasis is on the development of motor skills, coordination and team participation. Kindergarten students are involved in an intensive Perceptual Motor program.

In the Primary classes team sports, for example, soccer, cricket, netball and football are introduced. Regular exercise and fitness are an integral component of the curriculum.

Intensive swimming lessons are organised for students in Years K, 1 & 2 in the fourth term.

All students participate in a Dance programme in Term 2 and Gymnastics programme in Term 3.

Holy Family participates in inter-school competitions in a range of sports through the Tuggeranong Primary Schools Sports Association (TSSA).

## 7.7 LANGUAGES OTHER THAN ENGLISH - LOTE (Indonesian)

Indonesian is taught to all Yrs K - 6 students across the school. The aim of the Indonesian program is for the children to be able to communicate orally, in writing and to read a variety of texts. The students understanding of the Indonesian culture is developed using topics such as self, family, school, housing clothing, food and eating out, shopping, the calendar, sport and leisure.

## 7.8 THE ARTS

At Holy Family the Arts (Music, Visual Arts, Dance and Drama) are integrated into many curriculum areas and the students are given opportunities to respond creatively to a range of experiences. The children experiment with a variety of media to produce individual artworks. They are exposed to, and are encouraged to appreciate the work of artists, craftspeople and designers.

Each class attends a weekly lesson with a specialist music teacher incorporating music, dance and creative expression. Musicorp conducts instrumental tutorials and operates a band within the school. All students participate in a Dance programme in Term 2.

The senior students are encouraged to participate in the school's bi-annual musical production.

## 7.9 ENRICHMENT PROGRAMS

**Tournament of the Minds:** The students work in teams to solve problems in a range of Curriculum Areas (Yrs 4-6).

**Rostrum:** An interschool public speaking program (Yr 6)

**Debating:** Students are involved in debating experiences within the school and with other schools in our district (Yr 5).

**Coding, Minecraft and Robotics** working with ANU PhD students and CSIRO scientists in residence.

**Maths Olympiad:** Working to solve more challenging problems within the field of mathematics (Yrs 4-6).

**Competitions:** Primary students are encouraged to participate in the ICAS Competitions in English, Maths, Science and Computing. Throughout the year students are also provided with information and opportunities to enter a range of Australia wide competitions, for example the Dorothea McKellar Poetry Competition.

### Chess

## 7.10 EXCURSIONS / INCURSIONS

Excursions and incursions are linked to classroom activities and provide students with practical experience of the curriculum.

A term fee is charged as part of the levy system to cover the cost of all excursion/incursions. A separate fee is charged for the Year 5 and 6 camps and K- Year 2 swimming lessons.

### School Camps

Students in Years 5 and 6 have the opportunity to attend overnight camps. The camps are a vital component of the curriculum and all students are expected to attend. The organisation and timing of the camps is outlined at the commencement of each year.

## 7.11 EXTRA CURRICULA OPTIONS

The following options are currently offered for our children, during class time and out of school hours.

Kids on Keyboard\*

School Choir\*

Chess

Robotics and Coding

Rugby Union

Rugby League

Australian Rules football

Touch football

T-Ball/ Mod-ball/Softball

Soccer

Netball

Musicorp Band

Mallet Band

Lunchtime clubs in the Library

Other activities are seasonal and information will be printed in the weekly newsletters.

## 7.12 ASSESSMENT AND REPORTING

### Student Semester Reports and Interviews

The Assessment and Reporting policy at Holy Family Primary School aims at providing parents/carers with detailed and meaningful information about their child's progress.

During each year there are many opportunities for parents/carers to receive 'official' assessment reports prepared by the class teacher about an individual student's progress and to have "follow-up" meetings to discuss academic and social development.

The scheduled distribution of Reports and Interviews is as follows –

- **Term 1** Interim Report on student Social Development and Work Habits distributed Week 8, Term 1. Follow-up Parent/Teacher interviews are held in Week 9 if needed.
- Learning Journeys/Showcases held between child, teacher and parent(s) and/or Unit showcases, in weeks 9 or 10.
- **Term 2** Mid-Year Report on Semester 1 progress distributed Week 9 of Term 2.
- Compulsory follow-up 3 way conferences held Week 10 Term 2 (Yrs 2-6). Parent-Teacher interviews only for Kinder and Year 1.
- NAPLAN Assessment Program test results for Years 3 and 5 classes only – Testing is held in May of each year. Results available by Term 3.
- **Term 4** Report on Semester 2 progress distributed Week 8 Term 4.
- Optional follow-up Parent/Teacher Interviews held Week 9 Term 4.

### Work Books inspection

In order to allow parents/carers to be informed about the type of learning tasks being undertaken by their child/ren and the standard of work being completed a sample of work/exercise books is sent home at the end of each term. Parents/carers are asked to use these opportunities to discuss the written school work performance of their child and give appropriate encouragement and praise for the efforts being made.



## **8. SCHOOL ADMINISTRATION**

### **8.1 PARENT-TEACHER COMMUNICATION**

Members of staff work closely with the parents for the benefit of the children in their care. Therefore, parents are always welcome to visit the school and speak with the Principal and/or teachers. However, it is necessary to make an appointment so that time can be set aside to ensure the meeting is beneficial to both. For Years K – 1, an information night is held early in Term 1 to acquaint parents with the classroom and school procedures and to enable you to meet your child's teacher. Parents in other classes are invited to a "Meet and Greet" evening where children can introduce parents to their teacher and classroom. All class use Class Dojo to send through daily information about classroom experiences. Teachers email information to parents to keep parents updated eg excursion information, term overviews, etc.

Parent-teacher-student meetings (3 way conferences) are organised to discuss your child's progress at the end of Terms 1, 2 and 4. Written reports are prepared for Semesters 1(July) and 2(December).

A school newsletter is available on-line each Wednesday informing you of happenings, events and general interest items. This can be accessed via our Holy Family Skoolbag App or via the school's website. We stress the need to read this newsletter to keep in touch and informed of your school's activities & changes that can occur from time to time. The Parents & Friends Association also publish a newsletter on Mondays which is also available via the Skoolbag App and the school's website.

The school has its own APP. This can be downloaded via Holy Family School which is managed by Skoolbag.com.au through your iTunes store or google play store.

### **8.2 MESSAGES**

Interruption to classes must be kept to a minimum. Parents are therefore requested to make all necessary arrangements with their child **before** he/she leaves home in the morning, thus reducing the need to phone during school hours. Please make arrangements with your child if the weather is doubtful. Only in cases of emergency will phone messages be conveyed to students either via the PA system at 11.05am or the Blue Bag system in the afternoons (and the Blue Bags are normally distributed at 2.45pm).

#### **8.2.1 E MAIL MESSAGES**

While emailing is recognised as an important modern tool for communication, parents are reminded that the requirements of face to face teaching and dealing with young children in the school office environment mean that staff do not have constant access to their computers as other work environments. Teachers will respond to emails as soon as their teaching commitments are fulfilled. Teachers will not respond to emails sent after 6pm. Parents are also requested not to email the Front Office during the day with messages to be given to children as emails may not be checked till after children have gone home. Teachers' email addresses are:

[teacher's christian name.surname@cq.catholic.edu.au](mailto:teacher's christian name.surname@cq.catholic.edu.au)

### **8.3 SCHOOL VISITS**

Visitors and volunteers are welcome to the school but are required to obtain and wear a 'Visitor' label during school hours whilst on school property and observe the sign in/out policy and procedures (*see Policy section*). This includes parent helpers, canteen volunteers, visiting tradespeople, CE staff, relief staff and parents.

Volunteers are required to have a Working with Vulnerable People card prior to working with students. Application for the card is via [www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

#### **8.4 CONTACT DETAILS**

Parents are asked to notify the school immediately if there is a change of address, home or work phone number. It is in the interest of your child's welfare that these numbers are kept up to date. This can also be done via the Skoolbag APP

#### **8.5 STUDENT ABSENCES**

Due to legal student attendance requirements, all absences must be explained in writing. Parents are requested to inform the teacher in writing if you know in advance that your child will be absent. The explanation for the absence should be returned to the school as soon as possible. If your child is away for a short time there is no necessity to telephone the school. If your child is late, leaving early and/or returning to school, there is a Sign-In/Out Book at the school Front Office that is required to be completed. The slip is given to your child's teacher.

#### **8.6 LEAVING THE SCHOOL GROUNDS**

Children are not permitted to leave the school grounds during school hours. A note must be presented to the teacher indicating parental permission if a student needs to leave the school. **Parents must sign 'the Sign-Out book' in the Front Office.** Parents are required to wear a visitor sticker, available from the Office, and collect their children from the classroom.

#### **8.7 SICKNESS AT SCHOOL**

Office Staff with current first aid qualifications will care for any student who becomes ill at school. If necessary, his/her parents, or a nominated contact person, will be informed and asked to take the child home. In the event of an accident occurring, the following procedures will apply:

- (1) Minor Accidents (that is, normal scratches and bruises).  
The child will be treated and returned to class.
- (2) Accidents of a more serious nature (that is, broken limbs, serious cuts, head injury etc.) Parents (and an ambulance, if necessary) will be notified.

Medication will only be dispensed to children with written parental permission. Please speak to the classroom teacher and the Office Staff if your child has special medical needs or problems.

#### **Periods of Exclusion from School for Children with Infectious Diseases**

The Public Health regulations require children with infectious diseases be excluded from school for the periods stipulated below.

Chicken Pox	Exclude until recovered or for at least 5 days after the eruption first appears.
Conjunctivitis	Exclude until discharge from eyes ceases.
Diarrhoea	Exclude until diarrhoea ceases.
Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is furnished by a medical practitioner stating that the person is no longer infectious.
Impetigo	Exclude until appropriate treatment has commenced and sores on exposed surface are covered with a dressing.
Measles	Exclude for at least 4 days after the appearance of the rash.
Mumps	Exclude for at least 9 days after the onset of symptoms.
Ringworm	Exclude until the day after treatment has commenced.
Rubella	Exclude until recovered or for at least 4 days after the appearance of the rash.
Whooping Cough	Exclude for at least 5 days after starting antibiotic treatment.

## 8.8 HOURS OF SUPERVISION & BELL TIMES

Official supervision of Years K to 6 students commences at 8.30am in the Courtyard area, where all students who are on the premises are expected to be at this time. Supervision of Yrs K to 6 students officially concludes at 3.30pm.

No supervision will be provided outside the period from 8.30am to 3.30pm on Mondays to Fridays, and no responsibility will be taken by the school for any consequences of the activities of pupils outside those hours. Students attending COOSH are exempt from this regulation.

Please assist the school in the interests of the pupils' safety by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.30am to 3.30pm. *Children who remain at the drive-through after 3.30pm will wait in the Front Office area.*

Special arrangements will be made in relation to authorised school activities that require attendance of pupils at the school outside these hours, for which normal supervision will be provided.

<b>Bell Times:</b>	8.50am	Line Up	9.00am	School commences
	11.10am	Eating time	11.20am	Recess begins
	11.45am	Move to lines	11.45am	Classes resume
	1.45pm	Eating time	1.55pm	Lunch begins
	2.25pm	Move to lines	2.30pm	Classes resume
	3.15pm	School concludes	3.30pm	Supervision ends

## 8.9 CAR PARK

Yrs K to 6 STUDENT DROP-OFF & PICK-UP

CAR PARK AND DRIVE-THROUGH ARRANGEMENTS

Below are outlined some general arrangements and specific directions for morning and afternoon procedures for Yrs K to 6 students.

These arrangements are paramount for the safety of the school community and public and you are asked to observe them at all times. Please note the various signs that indicate direction, instructions etc.

Generally,

- ❖ Please ensure your child/ren get in or out of the car quickly and safely to ensure the smooth flow of traffic.
- ❖ **The Staff Car park is not to be used** for picking up or dropping off students because it is potentially dangerous for the children.
- ❖ Children may be dropped off and/or collected from the car park at the **Gowrie Oval** car park (on Castleton Cres) or in the **Fadden Pines** car park (located directly across Bugden Ave). The students can walk safely via the underpasses to and from school. This method is encouraged to lessen the traffic congestion on the school grounds.
- ❖ Children must be **escorted** by, and be under the direction of, parents/carers when walking through the Church/school car park. For the safety of students, they must always be with a responsible adult. Please ensure you use designated crossings.

**THE SAFETY OF OUR CHILDREN, OUR COURTESY TOWARDS ONE ANOTHER AND CAREFUL DRIVING IN THE ABOVE MENTIONED AREAS ARE MATTERS WORTHY OF YOUR CONSIDERATION.**

### **MORNING ARRIVAL**

The netball courts are closed to cars for the students' arrival at school (except for ELCC/Preschool and COOSH drop offs prior to 8.30am). The Church car park area nearest the netball courts is a drop-off zone and is unavailable for parking between the disabled park space and the pedestrian crossing.

Please drive to the 'front' of the drop-off zone (i.e. as close as possible to the pedestrian crossing near the Parish Office) before allowing children to get out of the car. Whilst this may mean that your car must wait for a little longer, it does allow the maximum number of cars to use the drop-off zone at the same time and lessen a 'grid lock' further down the driveway and then into the access roads.

After drop-off, students proceed to the inner courtyard or oval. Morning assembly for all grades is held in the courtyard with the bell for line up ringing at 8.50am.

On Mondays after gathering in their class groups in the courtyard, children immediately proceed into the Hall for Prayer Assembly.

**PLEASE ENSURE YOUR CHILD/REN GET OUT OF THE CAR AS QUICKLY AND SAFELY AS POSSIBLE AND THE LINE MOVES FREELY.**

### **WET WEATHER ARRIVAL**

In the event of rain, morning assembly in the courtyard or Prayer Assembly on Mondays is not held. After 8.35am children proceed directly to class where they will be supervised by their teacher.

### **AFTERNOON DEPARTURE**

In the afternoon there is a drive-through system to collect the students on the netball courts. Students with the surname A - I move to the south side of the netball court and students with the surname J - Z move to the east side of the court where they wait under teacher supervision. Signs are there to assist you.

When you enter the school driveway from Castleton Crescent: please move in to the correct lane to collect your child/ren. There are **two lines** of cars waiting beside the staff car park for the access chain to be removed.

<b>J - Z</b>	⇒	LEFT LANE
<b>A - I</b>	⇒	RIGHT LANE

- ❖ A reminder that children may be collected from the car park at the **Gowrie Oval** car park (on Castleton Cres) or in the **Fadden Pines** car park (located directly across Bugden Ave). The students can walk safely via the underpasses from school. This **method is encouraged** to lessen the traffic congestion on the school grounds.

### **WET WEATHER DEPARTURE**

In the event of rain, children who would normally be collected at drive-through will wait in the Hall and **will need to be collected from there and escorted by an adult to their car.**

If your child/ren would normally be collected from Gowrie Oval or Fadden Pines car parks, so there is no confusion, please discuss in advance whether you wish them to go to the hall for pick up or whether you wish for them to still walk in the rain to their usual pick up point.

The Netball Court will be available for extra parking on these days only.

***EXTREME CAUTION IS REQUIRED IN BRINGING CHILDREN TO PARKED CARS & CARS USING THE EXIT AREAS, THANK YOU.***

#### **8.10 YRS K TO 6 SCHOOL FEES**

An Enrolment Fee of \$25 is required upon submission of an enrolment application for Holy Family Primary School.

The Catholic Education Commission is responsible for setting the tuition and building levy each year.

The School Board sets the school levies that cover the following costs:

<b>Operational Expenses Levy:</b>	Electricity, gas, water, general administration costs.
<b>Cleaning Levy:</b>	The cleaning of the school.
<b>P &amp; F Levy:</b>	In lieu of fundraising, this levy will support the work of the Parents' and Friends' Association.
<b>School Improvement levy:</b>	The cost of replacing furniture, machinery, desks and carpets as well as major capital works.
<b>Garden Levy:</b>	Assists in maintaining the grounds and garden.
<b>Resource Fee:</b>	Books, pencils, paper and art/craft necessities.
<b>Co-Curriculum/Excursion:</b>	All local excursions, performances, gym & dance program. This is monitored closely to ensure that the levy is used each year to provide educational and interesting experiences for the children.
<b>Information Technology:</b>	Loan repayments on money borrowed for updating equipment and the maintenance of classroom computers, licensing etc..

#### ***Payment of School Fees owing***

Invoices for school fees and levies are sent home in Week 2 of each term. Payments are then required by the end of Week 5 in that term. Payments can be made by cash, cheque, credit card, BPAY and EFTPOS. Many families opt to pay the fees and levies via Bpay. If families are experiencing difficulties in meeting their obligation to pay the school fees and levies, the School Board has a fees remission policy in place, please contact the Front Office or Principal for more information. We sincerely thank families for their efforts and the sacrifices needed to financially support Catholic Education at Holy Family Primary School.

As an **indicator** for the 2018 school year, listed below are the **2017** fees.  
Fees will increase between 2% and 4% in line with CPI.

**ENROLMENT LODGEMENT FEE** (Per application – ALL FAMILIES) **\$25**

**2017 TUITION FEES PER TERM**

Collected for the CATHOLIC EDUCATION OFFICE

**Tuition Fee** (per student)

First child	\$336.00
First child with 20% discount	\$268.80
Second child – 70% discount	\$100.80
Third child – 80% discount	\$ 67.20
4 <sup>th</sup> & subsequent children	\$ 0.00

**Building Fund Contribution** (per family) - \$163.00

**2017 SCHOOL-BASED LEVIES**

\*indicates enrichment levies

**PER CHILD PER TERM**

Co-Curriculum Levy	\$29.00
IT Levy	\$35.00
Resource	\$27.00
*Dance/Gym (Yrs K-6)	\$12.50
*Mathletics (Yrs 3&4)	\$ 8.00
*Swimming (Yrs K-2)	\$27.00
*Recorder (Yr2)	\$ 7.00
*Year 5 Camp	\$95.00
*Year 6 Camp	\$95.00

**PER FAMILY PER TERM**

Operation Levy	\$100.00
Cleaning Levy	\$ 47.00
P&F Levy	\$ 18.00
HFPS Improvement	\$ 27.00
Garden Levy	\$18.00

**TOTAL PER TERM**

\$ 800.00  
\$ 991.80  
\$1150.00

**One child**  
**Two children**  
**Three children**

**TOTAL PER YEAR**

\$3200.00  
\$3967.20  
\$4600.00

**Fortnightly payments (20) for**

One child \$160.00  
Two children \$198.36  
Three children \$230.00  
Four children \$248.20

Please note: Term, Yearly and Fortnightly amounts listed exclude \*enrichment levies. Please ensure you add enrichment levies dependant on your child's year level.

## 9. SCHOOL SERVICES

### 9.1 CANTEEN

The Canteen provides lunch and morning recess for the children and staff. The Canteen is run according to the 'healthy-eating' guidelines and is also 'nut-product' free. A manager, with volunteer parents and friends, operates the Canteen. All parents are invited to volunteer their assistance. Your support is always needed and will help you to meet the children and other parents. Please note that the Canteen **does not** open on Mondays and Tuesdays. "Flexi Schools" enables parents to order children's lunches on-line prior to 9am.

### 9.2 BUS

A school bus service is available for our students. Bus information is available on the Action Bus website: [www.action.act.gov.au](http://www.action.act.gov.au) or on the Q City Transit (NSW) website [www.qcitytransit.com.au](http://www.qcitytransit.com.au)

- ❖ For those students travelling on the NSW buses, a Q City Transit form is required to be completed.
- ❖ The ACT Student Transport Program offers assistance to those students or their parent/guardian who hold a current Pensioner Concession Card or Health Care Card issued by Centrelink or Department of Veterans' Affairs showing the student's name for entitlement.
- ❖ Financial assistance is also provided by the ACT Government for those students who require transport over 2kms to their nearest bus stop in the ACT. All forms, stating specific conditions, are available from the school's Front Office.

### 9.3 BANKING

A School Banking Service is available to all children through the Commonwealth Electronic Banking system. There is a volunteer parent who co-ordinates this service. Banking needs to be sent to the Front Office on a Monday as the volunteer processes the deposits on a day during the week which suits her own work commitments.

### 9.4 BOOK CLUB

Scholastic Book Club is available at the school and is an excellent way of purchasing and allowing children to select reading material they can keep. Throughout the year catalogues are sent home for perusal.



## 10. BEGINNING SCHOOL (FOR KINDERGARTEN STUDENTS)

It is a big change for a four/ five year old to pass from the intimacy of the family circle to school, even if he/she has attended pre-school. Here are some practical ways in which you can help this transition.

- Buy clothing that is easy to fasten.
- See that all articles brought to school (shoes, hat, cap, jumper, bag, books, lunch box etc) are marked clearly in a prominent place with the child's first name and surname.
- Have a spare pair of undies packed in the school bag

### **We hope that you will find some time to teach your child to:**

- Tie shoelaces, do up buttons, put on and take off outer clothing without help.
- Recognise his/her name among other names.
- Repeat his/her name and address.
- Use his/her handkerchief and put it away when not in use.
- Put away toys, books etc. after use.
- Wash his/her hands and flush the toilet unassisted.
- Know how he/she goes home after school.
- Open and close his/her school bag. Carry their own bag.
- Listen to stories, look at pictures and talk about them.
- Greet teachers and companions by title and name.

However, your child's greatest asset is the development of a measure of independence. While we endeavour to provide a happy, safe and nurturing environment please remember that the school does not replace the home, but complements it, in the education of your child.



## **11. SCHOOL UNIFORM**

The school has three suppliers of new uniforms: *Savvy Children's Wear Shop* 32 Homeworld, Tuggeranong; *Lowes Shop* 61 Tuggeranong Hyperdome; and *Personally Yours* 218 Gladstone Street Fyshwick. Savvy offers a 10% discount on uniforms purchased for Holy Family. Please take along some proof of your child/ren attending Holy Family.

The school has a second hand uniform shop (clothing pool) that opens once a week Fridays 2.30 - 3.30pm The clothing pool has a limited stock of new library bags, painting smocks, hair accessories, tights and hats. Uniform hats may also be purchased from the Front Office for \$12.00 for the legionnaire hat and bucket hats.

<p><b><u>GIRLS WINTER</u></b></p> <p>Slacks Navy  <b>or</b> Tunic Catholic Primary  with Shirt Light blue  <b>or</b> Polo Shirt Light blue with logo  <b>or</b> Skivvy Light blue  Parka Navy  Socks Navy  Tights Navy  Shoes Black leather  Polar fleece top Maroon with logo  Hat Navy – legionnaire or  broad brimmed  <b>or</b> Beanie Navy</p> <p>Hair accessories to match uniform</p> <p><b><u>GIRLS SUMMER</u></b></p> <p>Dress Catholic Primary Uniform  <b>or</b> Shorts Royal blue  with Polo Shirt Light Blue with logo  Polar fleece top Maroon with logo  Socks White  Shoes Black leather  Sandals Brown or black  Hat Navy: legionnaire or  broad brimmed  Hair accessories to match uniform</p> <p><b><u>GIRLS – SPORT</u></b></p> <p>Skirt Navy – pleated  <b>or</b> Shorts/Skort Navy Blue  Polo Shirt Navy with logo  <b>or</b> Skivvy White  Socks White  Sports shoes White  Polar fleece top Navy HF embroidered  Trackpants Navy</p>	<p><b><u>BOYS WINTER</u></b></p> <p>Trousers Navy  Shirt Light blue with tie  <b>or</b> Polo Shirt Light blue with logo  <b>or</b> Skivvy Light blue  Polar fleece top Maroon with logo  Parka Navy  Tie Holy Family  Socks Navy  Shoes Black leather  Hat Navy - legionnaire or  broad brimmed  <b>or</b> Beanie Navy</p> <p><b><u>BOYS SUMMER</u></b></p> <p>Shorts Navy  Shirt Light blue  <b>or</b> Polo Shirt Light blue with logo  Socks White  Shoes Black leather  Sandals Brown or black  Hat Navy: legionnaire or  broad brimmed  Polar fleece top Maroon with logo</p> <p><b><u>BOYS – SPORT</u></b></p> <p>Shorts Navy  Polo Shirt Navy with logo  <b>or</b> Skivvy White  Socks White  Sports shoes White  Polar fleece top Navy HF embroidered  Track pants Navy</p>
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### **NOTE**

Girls' & Boys' Beanies (in school colour) are only to be worn in the winter.



## School Prayer

Lord our God,  
We know you are  
with us today.  
May we be loving,  
patient and gentle  
like the Holy Family.  
Help us to learn all we can  
and to do our best always.  
May we all at  
Holy Family School  
Treat everyone with love  
and respect.  
We make this prayer  
Through Christ our Lord.

Amen

## School Song

Nestled in the valley,  
Beneath the skies of blue,  
Our school, the Holy Family,  
Will always welcome you.

We'll do our best and strive for peace,  
As in God's love we grow.  
We are but little streamlets,  
Into grander rivers flow.

We'll travel life together.  
Of our school days we'll be proud.  
Let's sing of the Holy Family.  
Let's sing out, sing out, loud.  
Let's sing of our Holy Family.  
Let's sing out, sing out, loud.

We come together to celebrate  
Our school and all its glory  
With many dear friends, old and new  
To ponder on our story

A place of hope, of faith and joy  
We welcome all with love  
To our wonderful Holy Family School  
Guided by God above

So come let's join in dance and praise  
And honour our school in song  
Let parents, staff and children  
Know with pride that they belong (1<sup>st</sup> ending)

So let's sing of our Holy Family (2<sup>nd</sup> ending)  
Let's sing out loud and long  
©Words and Music by Beverley Stone