PARENT HANDBOOK 2027

HOLY FAMILY CATHOLIC PRIMARY SCHOOL, MENAI

ID Anzac Road, Menai NSW 2234

Phone: 9543 2614

Email: info@hfmenai.catholic.edu.au
Website: www.hfmenai.catholic.edu.au

ABOUT OUR SCHOOL

SCHOOL PROFILE

Holy Family Catholic Primary School Menai has grown from two Kindergarten classes in 1986 to 29 classes in 2026, Kindergarten to Year Six.

Holy Family Catholic Primary School is part of the system of Sydney Catholic Schools (SCS). We follow the NSW Education Standards Authority (NESA), and the Primary Religious Education curriculum.

OUR VISION

To provide a quality Catholic Education which is built on relationships, high standards and a challenge to every child to be a good person and a good student.

We challenge, encourage and motivate each student to:

- Be kind
- Show respect
- Share
- Be proud
- Do their personal best
- Participate
- Be independent
- Be resilient

Teachers model the vision and parents support the vision.

OUR MISSION

We fulfil this vision by:

- Contributing as a community to the evangelising mission of the Church through prayer, liturgy, social justice initiatives and implementation of quality Religious Education.
- Providing quality teaching that develops lifelong learners.
- Delivering an effective, challenging and stimulating curriculum that caters for the diverse learning needs of students.
- Maintaining and further developing a culture of mutual respect through professional relationships, shared responsibility and distributive leadership.
- Providing contemporary, well maintained resources and facilities.
- Building upon positive community relationships through open communication, consultation and collaboration.
- Developing, implementing and evaluating whole school strategic management processes that promote a culture of continual improvement and growth.

OUR SCHOOL PRAYER

God Our Father,
You have given us a model of life in the Holy Family.
Help us to make our school family a place of faith, hope and love.
Give us wisdom so that we may learn, faith to believe in
You and unity so that we may love one another.
We pray for our parents, teachers, priests and for each other.
Help us to see Jesus in all that we do.
Jesus, Mary and Joseph
Pray for us
St Mary of the Cross
Pray for us.

SCHOOL LEADERSHIP TEAM 2026

The School Leadership Team is responsible for the coordination and administration of the school, under the leadership of the Principal. The Principal, Assistant Principal, Religious Education Coordinator, Instructional Specialist and Curriculum Coordinators form the School Leadership Team.

Principal: Mr Phil Tax
Assistant Principal: Mrs Beth Cable
Religious Education Coordinator: Mrs Lauren Koszek
Instructional Specialist: Ms Marie Laker and Mrs Nicole Trewhella
English Coordinator: Mrs Jasmine Nicolaou
Mathematics Coordinator: Miss Claudia Demeio and Mr Darren Bradley
Newman Coordinator: Mr Todd Morgan
Curriculum, EALD & Indigenous Coordinator: Mrs Sarah Michelmann
Sport Coordinator: Mr Joe McPhee
Pastoral Care and Wellbeing Coordinator: Ms Ellen Hall
Diverse Learning Coordinator: Mrs Kayti Golland
Creative Learning Coordinator: Mrs Fran Brooker

KEY DATES AND TIMES

SCHOOL CALENDAR 2021

School resumes for 2021

Staff Only: Thursday 28th January

Year 1 - Year 6 Students: Monday 1st February

Kindergarten: Tuesday 2nd February

KINDERGARTEN COMMENCEMENT PROCEDURES

	Monday	Tuesday	Wednesday	Thursday 28/01	Friday 29/01
Week 1	Monday 01/02	Tuesday 02/02	Wednesday 03/02	Thursday 04/02	Friday 05/02
	Year 1 - 6 Begin 8:50am - 3:05pm	Kindergarten Begins (amended hours) 9:15am-2:50pm	Kindergarten (amended hours) 9:15am-2:50pm	Kindergarten (amended hours) 9.15am - 2.50pm	Kindergarten (regular school hours) 8:50am - 3:05pm
Week 2	Monday 08/02	Tuesday 09/02	Wednesday 10/02	Thursday 11/02	Friday 12/02
	Kindergarten (regular school hours) 8:50am - 3:05pm	Kindergarten (regular school hours) 8:50am - 3:05pm	Kindergarten (regular school hours) 8:50am - 3:05pm	Kindergarten (regular school hours) 8:50am - 3:05pm	Kindergarten (regular school hours) 8:50am - 3:05pm

2021 TERM DATES:

Term 1 begins: Monday 1st February (Years 1-6), Tuesday 2nd February (Kindergarten)
Term 1 ends: Friday 9th April

Term 2 begins: Tuesday 27th April
Term 2 ends: Friday 2nd July

Term 3 begins: Monday 19th July
Term 3 ends: Friday 24th September

Term 4 begins: Monday 11th October
Term 4 ends: Wednesday 15th December

Staff Development Days for 2021 will be advised in the first school newsletter.

SCHOOL TIMETABLE:

SCHOOL COMMENCES:	8.50am - children assemble before entering class.
LUNCH:	Eat at 10.50am Play from 11.00am to 11.30am
RECESS:	1.30pm to 2.00pm
DISMISSAL:	3.05pm

SCHOOL SUPERVISION

School responsibility for the children commences at **8.20am** when teachers begin supervision on the playground. The school gates are reopened at 3.00pm for dismissal. Afternoon supervision concludes at **3.25pm**.

SUNDAY MASS

Sunday Mass is the liturgical event of the week when all members of the Faith Community come together to pray. Please take your child/children with you to Mass each Sunday. Mass times at Holy Family Menai are:

Saturday	5.30pm
Sunday	8.30am (Children's Liturgy) and 10.00am.

We invite families to attend special Family Masses throughout the year.

SCHOOL PROCEDURES

DISMISSAL PROCEDURE

The Kindergarten teachers accompany children to the various dismissal areas:

- *Pavers Parent Pick Up/Car/Walk (students assemble on the Pavers) for children being picked up by parents.*
- *Back Gate (Kindergarten students are walked by a Kindergarten teacher to Area C and are supervised during car pick up on Forestgrove Drive. Students need to be able to independently put on their seat belt to use this dismissal option. Parents must remain in the vehicle.)*
- *After School Care (Students are met by BASC educators on the edge of the pavers)*
- *Bus Lines (students assemble on the Pavers behind their bus sign).*
- *Lights/Crossing (Students assemble at the front of the office).*

Between 3.05pm and 3.10pm bus lines move down to buses under teacher supervision and Lights/Crossing are walked to the lights on the corner Menai Rd and Anzac Rd and cross the road under teacher supervision.

A dismissal arrangement Google Form will be distributed at the commencement of the year. Please complete this Google Form to advise the class teacher indicating how your child will travel home each day. The school must be notified in writing if there are any variations to these arrangements.

SAFETY

The Principal is responsible for ensuring the safety and security of staff and the students within schools. Like parents, the school's priority is the safety of the children. It is most important that the children are guided from an early age in all aspects of safety.

Children who travel by bus must be shown where to catch the bus and how to identify the correct bus, ie, know the bus number. Children need to be constantly reminded about correct conduct and safety while travelling on the bus.

If there are any changes to the usual dismissal procedures, please notify the teacher in advance by a note, email or a phone call to the office.

In the interest of safety for all children, parents are requested to strictly observe the rules of the car park regarding drop off zones, etc, and not hold up other parents by blocking access in and around the parking area.

ACCIDENTS AT SCHOOL

In the event of an accident at school requiring possible medical attention, the following procedure will be followed:
The school will ring the parents. If the parents are unavailable the school will ring the emergency contact person nominated by the Parent/Guardian. If the emergency contact person is unavailable the school will take the necessary steps to ensure the wellbeing of the child.

ILLNESS AT SCHOOL

If a child is ill at school the parents will be contacted. If they cannot be contacted the nominated emergency contact person will be contacted. If they cannot be contacted the school will act in the best interest of the child.

ANAPHYLAXIS POLICY

Holy Family has a number of students with Anaphylaxis. The most effective treatment is to avoid the foods that trigger reactions. Whilst these students have a variety of triggers the most common is nuts and sesame seeds (peanuts, walnuts, cashews). As their reactions can be life-threatening all students are requested not to bring onto the premises food which contains nuts or sesame seeds eg peanut butter, nutella, crunchy-nut, nut crumble muesli bars or hummus.

Thank you for your assistance in ensuring that nuts and nut products are not sent to school as part of your child's lunch.

This means that the following are expectations at our school:

- Children are not to share food with their peers
- Peanut butter and other such nut-based products are not permitted
- Peanuts or nuts and seeds of any kind are not to be brought to school
- Sesame seeds and sesame seed products (**including hummus**) are not to be brought to school

We thank you for your support in this matter.

IMMUNISATION

A Certificate of Immunisation or Immunisation History Statement is required and should be presented to the school office at enrolment.

PREVENTING OUTBREAKS OF HEAD LICE

Outbreaks of head lice are common in the community, especially amongst children of school age. Head lice can spread rapidly from person to person when people are in close contact with each other, as in the school and home environment, and when groups of children are at play. Control of the spread of head lice will be achieved only if parents check their children's heads regularly and treat any infestation promptly.

Children's hair should be checked weekly, especially in the warmer months, preferably in the sunlight, and the school is to be notified if head lice or eggs are found. If there is an outbreak of head lice at school, a daily inspection should be carried out at home. If lice or nits are found on one member of the family, everyone living in the same house should be treated at the same time you are treating the affected person.

Children should be encouraged against exchanging hats with other children.
Long hair must be tied back at school.

PARENT INVOLVEMENT

Parents are warmly welcome to join in all school liturgical celebrations and school events. The Child Protection Act obliges schools to check every person who has contact with children. We value the input and time given by the many volunteers in our school. Volunteer opportunities include things such as supporting students within the classroom, excursions and school sporting carnivals.

If you wish to apply to volunteer you must complete the **SCS' Visitor WWCC Verification Process**, by visiting https://sydcatholicschools.nsw.edu.au/child-safe-communities/visitor-wwcc.

As part of the process, you will be required to complete the following steps:

1. View the SCS' Child Safety Induction Presentation,
2. Complete the Visitor WWCC Verification Process Registration Form,
3. Complete the SCS' Safe Schools Expectation Undertaking ("Undertaking"), and
4. Read, understand and adhere to SCS' Child Safety Related Policies and guidelines.

Upon submitting the Visitor WWCC Verification Process Registration Form and completing the Undertaking, you will be screened and verified by SCS' People & Culture Services team and you will be provided with written confirmation via email once you are cleared for engagement. **You must notify the School once you have received clearance to be engaged.**

Once you have been cleared for engagement, you will be prompted each year to complete an annual Undertaking in order to maintain your clearance. People & Culture also will notify you when your WWCC is due for renewal. You must notify P&C Services of any changes to your WWCC status, including once this has been renewed. Please note it is your responsibility to ensure you have completed this process.

Please note that volunteers are permitted to attend the school, and engage with students, only at the permission and discretion of the Principal. We thank you for your support in ensuring a safe learning environment for our students and the safe workplace for our volunteers.

In addition to the information in the SCS Presentation, please be aware of the following that relate specifically to Holy Family:
- you must sign in and out of the school office
- if we have an evacuation or lock down, please follow the directions of the teacher
- only use the adult bathrooms next to the MPH (near canteen)
- always remain in the line of sight of the teacher and never be in a space alone with a student
- if you need assistance in managing a situation please see the teacher, Assistant Principal or Principal

SCHOOL PROCEDURES - ADMINISTRATIVE

CHANGE OF ADDRESS, EMAIL OR TELEPHONE NUMBER

It is important that you notify the school of any changes to address, home, work or mobile phone numbers and email addresses. It is most distressing to a sick child when we are unable to contact parents because our records show an incorrect telephone number. At times there are changes to family circumstances that impact on your child. Please make an appointment with the Principal to discuss any changes so that we can support your child/family.

SCHOOL FEES & CHARGES

School Fees are set by Sydney Catholic Schools. There are also school-based levies and charges. You will be notified of 2021 fees and levies early next year through Compass.

There are several different options for school fee payments, which will be outlined for parents with the first school fee account.

FINANCIAL HARDSHIP

Sending your child to a Catholic school requires an ongoing financial commitment from families. From time to time families find that the costs of living and bringing up their families, stretches their income to the limit.

Any families who are experiencing difficulty in meeting this commitment are asked to contact the Principal and, in confidence, discuss their position.

MONEY PAID TO THE SCHOOL

Compass is the preferred method of payment for school fees and charges. This can be done through the Compass Parent Portal via credit card or BPAY with your bank. Alternatively, the school office has eftpos and cash facilities. Account statements are visible in your Compass Parent Portal where they can be printed from home at your convenience. The statements show your transaction history and amounts outstanding.

Please send any required money, notes etc in an envelope with your child's name, class and details of the contents on the front.

ATTENDANCE

ABSENCE FROM SCHOOL

Please send children on time every day. Regular attendance at school is essential for progress and is a legal requirement.

If a child is absent from school for any reason an explanation of the absence must be submitted on *Compass* within 7 days of the absence.

Please check the *Compass* site regularly for attendance notifications.

EXEMPTION FROM SCHOOL

There are guidelines and procedures related to school attendance in the NSW Education Act. It is the legislated responsibility of parents and carers to ensure that all children receive high quality education and to comply with compulsory education requirements. Certificates of exemption from the compulsory education requirements of the Act may be granted by a delegated officer of the Minister (the Principal). Students may be granted an exemption from school attendance subject to the guidelines.

A few important points to note:

- It is a requirement of the Act that exemption must be applied for and granted prior to the student's absence; no retrospective exemptions can be given. Families have been asked for certificates of exemption when travelling in school time, so take your certificate with your travel documents.
- Extended Leave Approval must be sought for **five or more days** absence from school. This does not include absences due to sickness or when circumstances could not have been foreseen (a note explaining this leave still goes to the child's teacher via Compass).
- Exemption can only be granted if the Principal or delegate sees the leave as in the best educational interests of the child.
- Exemption is not required for SCS school based sport or educational events. It is, however, required for sporting or educational events not conducted by SCS.
- When exemption is not sought and granted, the roll must be marked as an unexplained absence.

Exemption application forms can be downloaded from the school website, or are available at the school office.

TAKING CHILDREN FROM CLASS

If you need to take your child early from class, please visit the school office on arrival and sign your child out through the Compass Kiosk. You will then be able to collect your child who will meet you at the office. This is then recorded as a partial absence in the class roll.

Sometimes you may want another person to collect your child. If so, please advise either the Office or the class teacher so that we know you have authorised your child to leave. In this scenario, the nominated person must present to the school office on arrival. The Office Staff will manually enter the details into Compass and then the person will be able to collect your child.

LATE ARRIVALS

Because of the importance of regular and punctual attendance at school, and in accordance with Government requirements, all latecomers must first go to the school office. Upon arrival, please use the Compass Kiosk System to enter the partial absence into *Compass*. Please do not log partial absences from

home via the Compass app or website. Students arriving late to school without a parent or guardian present will have their details manually entered into Compass by the Office Staff as an "unexplained partial absence". If lateness is consistent parents and carers will be asked to make an appointment with the Principal.

TEACHING AND LEARNING

Holy Family Catholic Primary School is a registered school under the requirements of the Education Reform Act, 1990.

SCHOOL CURRICULUM

The Government has mandated that all students, Kindergarten - Year Six, be taught a balanced comprehensive curriculum that is identified under the following Key Learning Areas:

- As a Catholic School we have the Key Learning Area of Religious Education as well as:
- English
- Mathematics
- Geography and History
- Science and Technology
- Personal Development, Health & Physical Education (P.D.H.P.E.)
- Creative Arts (this includes Music, Dance, Drama and Visual Arts)

RELIGIOUS EDUCATION

As a Catholic school, we follow the approved **Religious Education (RE) Curriculum**. Students learn about God and the Sacred Scriptures, their Catholic Faith, Sacraments, our Church and its traditions and themselves as they develop spiritually within a celebrating community.

Your child will be using a textbook called 'To Know, Worship and Love' during class times. This textbook will also be sent home throughout the year for you to engage in activities and pray with your child at home.

It is expected that all students will participate fully in the liturgical life at the school. This includes attendance at, and participation, in Masses, liturgies, prayers and Sacramental programs.

You are most welcome to attend all Masses & Liturgies at the school. Non-Catholic families are warmly invited to join us as well.

LIBRARY

Students visit the library at least once a fortnight for borrowing and a literacy based lesson.
Kindergarten children will borrow three books during their library lesson. Since reading is such an important part of children's learning, we encourage you to share and enjoy the books with them. Students enjoy visiting the library where a love of reading is encouraged. The care of books is of vital concern to everyone and books should be valued by students.
In order to borrow, children must have a cloth library bag for carrying books. Library bags with the school emblem are available from Lowes Miranda. In order to establish a good routine, please encourage your child to return their library books at the following library lesson.

EXCURSIONS & EDUCATIONAL SCHOOL VISITORS

Excursions and educational school visitor experiences are designed to enhance the learning opportunities in curriculum areas. They are a valuable and necessary part of your child's development and it is expected that every child is involved. You will be notified of all excursions via Compass. Excursions will require digital consent provided through Compass. Excursions are fully supervised. An excursion levy is included on each school fee account to prevent the need to send cash to school with children. Some parents may be invited to join the children on the excursion.

DISCIPLINE

The School's processes for the management of student behaviour are aligned to the Student Management: Suspension, Transfer and Exclusion Policy of Sydney Catholic Schools. The dignity and responsibility of each person is promoted at all times along with positive student behaviours whilst ensuring respect for the rights of all students and staff. Corporal punishment is expressly prohibited in the Code of Professional Conduct which applies to all Sydney Catholic Schools staff. Accordingly, the School does not sanction administration of corporal punishment by School staff and other persons, including parents, to enforce discipline in the School.

POSITIVE PATHWAYS

Positive Pathways is underpinned by the School-Wide Positive Behaviours for Learning framework (SPBL). The aim is to increase the learning outcomes of students by creating and maintaining a positive learning culture through the use of proactive teaching strategies.

Positive Pathways is based on a shared understanding of the school expectations which we have proudly displayed in all learning spaces, indoors and outdoors, around the school.

Points

When a student follows an expectation they earn a point by receiving a Class Dojo or Caring Coin. Points are then redeemed weekly by selecting an option from their Purchase Menu. Students can purchase individual rewards or save as a class for a HUGE reward!

Corrections

The expectation is that students try to correct themselves if they are not following an expectation. If this does not occur then a student can earn a verbal correction which reminds them of the correct behaviour, followed by a yellow card. A yellow card is a visual reminder of the social skill which needs to be corrected, and is used as a prompt to role play and learn the skill with the teacher. If the behaviour continues after a total of three yellow cards then the student earns a referral where they work with a member of the Wellbeing Team. Whilst a student has a yellow or red card they can not earn points. When a student attends a referral they practise the necessary social skills and parents are notified.

We have been reinforcing with the students that no one is perfect and we don't expect them to be perfect. Positive Pathways is about learning social skills and trying to correct ourselves when mistakes are made.

COMMUNICATION

At Holy Family, our online channels of parent communication are as follows:

Compass hfmenai-nsw.compass.education App: Compass School Manager	News, notices, alerts, invoices, payments, excursion information and consent, attendance notes, school newsletter., *Students must have media consent to appear in the school newsletter.*	The school office issues parents with unique login details. Contact the office with any Compass issues.
School Website https://hfmenai.syd.catholic.edu.au/	General information, SCS policies, web links.	Public site, no login required
Facebook Holy Family Catholic Primary School Menai (official page) **Instagram** HolyFamilyMenai	Photos and videos of school learning, events and activities. *Students must have media consent to appear on Facebook, Instagram and other social media*	Public site, no login required
Seesaw K-2 App	Sharing of student work	The class teacher provides parents with login codes. Contact class teachers with access issues.
School Calendar http://bit.ly/2ynJlaa	Key dates of school activities and events	Can also be found linked on the school website and in the newsletter

COMPASS

Holy Family uses the **Compass School Management System** to help us communicate more effectively with our Parent community. *Compass* is the method parents use to maintain their child's attendance record, give permission for excursions and make fee payments. An app for *Compass* can be installed on your smartphone for easy access to the site, to log student absences, and to receive notifications from the school. We will send you news, reminders, fee statements, permission notes and attach the Newsletter to this app. The app can be found in either the App Store or Google Play by searching "Compass School Manager". In addition, a link to the *Compass* website can be found on the homepage of our school website.

COMMUNICATION WITH TEACHERS

We encourage communication between the school and parents and carers. Parents and carers may contact their child's class teacher or a member of staff by phoning (9543-2614) or emailing the school (info@hfmenai.catholic.edu.au). The phone message / email will be forwarded to the class teacher. Please refer to the below table to help guide you with the correct form of communication regarding your child:

Email to info@hfmenai.catholic.edu.au/call to the office	Compass Check here for:	Newsletter Check here for:
- Share information about your child to their teacher - Request a meeting with your child's classroom teacher - If there is a change to your child's dismissal - If you need to contact a different teacher in the school - If you need to make your child's teacher or the school aware of something for that day	- Whole school alerts and updates - Weekly Planner	- Whole school information including Religious Education, Family Educator, Literacy, Mathematics, Sport, Amadeus, Canteen, Office. **This is the main source of information for our school community. Please ensure that you read the newsletter to remain up-to-date on school events.** Newsletters are issued fortnightly on Wednesdays

Teachers receive numerous emails however their focus during non-teaching time is on the preparation of lessons and assessment of student progress. Therefore, parents can expect acknowledgement that the teacher has read the email within two school days and any required action will take place in due time, taking into account the situation. Teachers are not expected to respond to emails outside of reasonable hours or on weekends.

We are always happy to discuss any issue regarding the welfare of your child. I thank you for your ongoing support.

COMMUNICATION FOLDER

The children's communication folders are sent home and returned to school each day. Always check the communication folder for any notes. Notes that you wish to give the teacher can be placed in the communication folder as the teacher checks these daily.

COMMUNICATION - STUDENT PROGRESS

As parents, you play a key role in the education of your child. With this in mind, we aim to provide parents with as many opportunities as possible to become involved in your child's school life. By maintaining regular communication between school and home we hope to meet the needs of each student, as well as each parent, in his/her understanding of their child's progress.

Parents are kept advised of the curriculum and the students' progress using the following methods:

Reporting

Our academic reports aim to:

- outline the student's overall development, during the year, in a comprehensive and informative way
- focus on the individual student and his/her personal growth
- view the student's development in the context of the total and integrated curriculum
- meet Government requirements

Mid-Year Report

A written Mid-Year Report, will be sent home towards the end of Term 2.

End of Year Report

A written End of Year Report will be sent home, towards the end of Term 4.

Parent/Teacher Interviews

During the year parents/carers will have the opportunity for a formal interview with your child's teacher. The aim of this interview is to inform parents of their child's progress and to discuss any queries or concerns that either the teacher or parent may have. It also gives the teacher an opportunity to obtain information from parents about the student.

CURRICULUM OVERVIEWS

These are provided at the beginning of each term to inform parents of the work the students will be covering during that term.

PARENT MEETINGS

Opportunities for a meeting with the classroom teacher, grade mentor, Assistant Principal or Principal can be arranged by contacting the school office. Parents are asked to indicate the purpose of the meeting or reason for concern. A mutually convenient time will be arranged.

It is anticipated that discussions are first held with the class teacher before these matters are brought to the attention of the grade mentor, Assistant Principal or Principal. Parents are asked not to approach a child or parent to discuss a concern. Parents are reminded that the privacy of another child or family will never be compromised. We appreciate your support in this regard.

Please Note:

- No teacher is permitted to hold an interview during normal teaching hours
- No teacher is permitted to conduct an interview whilst on playground duty, before or after school or during the dismissal procedure.
- No teacher is permitted to conduct an interview during a school assembly.

GETTING READY FOR SCHOOL

WHAT YOU CAN DO TO HELP

It is a big change for a five year old to pass from the intimacy of the family circle to school life. Here are some practical ways in which you can help the transition.

Over the next few months, try to let your child get used to:

- Putting on and taking off clothes, eg, tucking in shirts, doing up buttons and putting on jumpers.
- Putting on and doing up shoes.
- Eating and drinking without help.
- Using a tissue.
- Opening and closing lunch boxes and drink bottles.
- Using and flushing the toilet, locking and unlocking the door and washing hands unassisted.
- Asking clearly for things. Could a teacher understand your child?
- Saying his/her full name.
- Recognising name/property.

Also try to let your child get used to:

- Playing with groups of children of the same age.
- Sharing toys and taking turns.
- Staying at a friend or relative's house for a few hours without you around.
- Caring for and putting away playthings.
- Helping with small jobs around the house.
- Knowing what to do if parents are late.
- Following simple, two-step instructions.

Some weeks in advance, rehearse with your child some different situations from school life:

- Opening and closing the school bag.
- Unpacking and eating the school lunch (a sensible amount).
- Listening to stories, looking at pictures and talking about them.
- Greeting others by name.

NEEDED TO COMMENCE SCHOOL

School bag, lunch box, drink bottle, raincoat. (Please label the outside of the bag with your child's name and attach a familiar picture or key ring to make recognition easier).

All outer clothing that children may require to remove **must be clearly labelled with the child's name**. This will ensure your child does not lose any part of his/her uniform or any costly personal property. Please check the label periodically to ensure the name has not washed off and that it belongs to your child.

No toys are to be brought to school unless under teacher direction.

FOOD: HOLY FAMILY IS A NUT-FREE SCHOOL

At lunch time, one sandwich and water are usually quite sufficient. The children have lunch at their first break and then afternoon tea at recess break. If a child cannot eat all of his/her lunch for any reason, we encourage the child to take any remaining food home. During the break the children eat, have a drink, play and go to the toilet. Teachers supervise recess and lunch breaks.

The children also have 'crunch & sip' time each morning. They have a piece of fresh fruit or vegetable and water as a quick snack.

Show your child which food in their lunchbox is for lunch and afternoon tea before they come to school. Make the food quick and easy to eat. We encourage healthy lunches, to aid learning and behaviour. If you send too much food or drink, it may be thrown away. Also some children are left behind trying to finish their lunches while others are playing. We also encourage nude food (no wrapping/plastic) to reduce the waste produced by our school.

LUNCH BOXES

Please ensure your child has a labelled lunchbox that they can easily open/close and fits comfortably into the schoolbag, allowing room for other items (eg, hat, Communication Bag, jumper, etc).

CANTEEN

Information on canteen, price lists and ordering procedures will be sent home at the beginning of 2024.

ATTENDANCE

Children need plenty of time to eat breakfast, wash and clean their teeth. If possible, get everything ready the night before. Children often get upset if there is a last minute rush.
Please ensure that your child gets to school before the school warning bell at 8.45am and is collected on time in the afternoon. Children can become upset if they are kept waiting too long.

While your child should attend school every day, a sick child is better off at home, rather than being at school. If a child is sick at school, parents will be called to collect them.

Children often get very tired during the first few weeks and may become tired, dependent or bad tempered at home. With a bit of extra attention and sleep, things should soon get back to normal.

UNIFORMS
(School uniforms are available from Lowes, Miranda)

SUMMER UNIFORM

BOYS

Shirt:	Sky blue short sleeve
Shorts:	Maroon zip fly, two side pockets
	Kinder – boxer style acceptable
Jacket:	Maroon school jacket with school emblem
Socks:	Grey/maroon striped short socks
Shoes:	Black leather school shoes

GIRLS

Tunic:	Blue & maroon check with white base, maroon collar with maroon tab tie.
Jacket:	Maroon school jacket with school emblem
Socks:	White ankle style
Shoes:	Black leather school shoes
Optional	shorts / blouse for summer

WINTER UNIFORM

BOYS

Shirt:	Sky blue long sleeve
Tie:	School tie
Trousers:	Grey – elastic back. No belts (due to safety reasons)
Jacket:	Maroon school jacket with school emblem
Socks:	Grey/maroon striped short socks
Shoes:	Black leather school shoes.

GIRLS

Tunic:	Grey, maroon & sky blue school check
Blouse:	Sky blue Peter Pan collar long sleeve
Tie:	School check elastic tab tie
Jacket:	Maroon school jacket with school emblem
Socks:	Grey tights or grey ankle socks
Shoes:	Black leather school shoes
Trousers:	Navy trousers (optional)

SPORTS UNIFORM

T-Shirt:	Sky/Maroon polo style with school emblem.
Shorts:	Unisex Maroon/Sky shorts
Tracksuit:	Maroon/Sky track top with collar and school emblem
	Maroon/Sky track pants
Socks:	Holy Family sports socks (anklet style socks are not permitted)

UNIFORM POLICY

JEWELLERY: *Children are only permitted to wear: a wrist watch, one plain stud-style or sleeper earring in each ear and a simple necklace with a cross.*

NAILS: *Nails should be kept short and neat with no nail polish.*

HAIR: *Hair should be:*
- clean, neat and tidy
- of the child's natural colour
- free from extreme cuts e.g. mullets, mohawks, undercuts, scalp designs, rat tails, horseys or less than a 3 blade
- tied back if touching the shoulder
- all hair accessories must match the uniform colours e.g. maroon, sky blue, navy blue, school fabric etc

MAKE-UP: *All students should remain make-up free.*

SCHOOL HATS: *All children must wear the school emblem hat for protection from the sun. Any child without the school-emblem hat must observe the rule 'NO HAT – NO PLAY' and sit under shelter at the Peace Poles.*

SCHOOL BAGS: *The only school bags permitted are the maroon school emblem school bag (in varying sizes).*