

Holy Cross Catholic Primary School Woollahra



PARENT INFORMATION HANDBOOK 2020

WELCOME MESSAGE FROM SCHOOL PRINCIPAL

Dear Parents and Carers

On behalf of the school community, I would like to extend a warm welcome to you as a member of Holy Cross Catholic Primary School, Woollahra. We look forward to working in partnership with you in the education of your child.

Yours sincerely

Louise Minogue
Principal

WHAT MAKES HOLY CROSS A SCHOOL OF EXCELLENCE?

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| Focus on the total development of each child to reach their full potential. | A strong Religious Education program based on Gospel values |
| A strong sense of community | Pastoral care and restorative justice principles |
| Quality teaching and learning programs Large playground space | Dedicated and qualified teachers Large hall |
| Well-equipped and air conditioned classroom learning spaces | High level of community involvement and active P & F Association and School Advisory Council |
| Modern well stocked Library Happy and motivated students | Before/After Care and Vacation Care Strong outreach programs |

HOLY CROSS SCHOOL PRAYER

Loving God,
Please help us to live each day,
Following our school motto '**Nothing Without God**'.
Help us to treat our friends, teachers, families and classmates with care, respect, peace and love.
Make sure we are all safe, respectful learners,
following the examples of Jesus and the Sisters of Mercy in all we do.
We ask this, through Christ our Lord,
Amen.

HOLY CROSS VISION AND MISSION STATEMENTS



Vision Statement

Ignited by the Holy Spirit, we celebrate learning for life, to make a positive difference in our world.

Mission Statement

At the heart of Catholic Primary School, we are inspired by the charism of the Sisters of Mercy. By following their example, we are called to be instruments of God's love and peace.

| MERCY | | Mission Statement |
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| | | Mission |
| M | | Inspired by our school motto, 'Nothing without God', we are committed to the evangelizing mission of the Church by actively fostering and nurturing our Catholic faith, tradition and culture within the life of the school, parish and community. |
| E | | Educating for the Future We promote excellence in teaching and learning by providing a dynamic and contemporary curriculum that caters for the diverse learning needs of students. We empower our students to be critical thinkers, problem solvers and lifelong learners, enabling them to utilise their gifts and talents and reach their full learning potential in a rapidly changing world. |
| R | | Resourcing We recognise and embrace our call to stewardship through the provision of contemporary and innovative resources. We provide service through the employment of committed and dedicated teachers. We enhance the learning needs of our students by building the capacity of teachers and future educational leaders. |
| C | | Community-Respectful Relationships Based on mutual respect and professional engagement, we foster collaborative and positive relationships with students, staff, parents, parish and the wider community, facilitating a positive environment for the well-being of all. |
| Y | | Yesterday, Today and Tomorrow Remembering the rich history of our school, we live out our Mercy values: <i>Compassion, Justice, Love, Respect and Care for All</i> . We implement innovation and change, focused on continually improving the quality of teaching and learning. |



SCHOOL INFORMATION

Holy Cross Catholic Primary School Woollahra is part of a system of Catholic Schools in the Archdiocese of Sydney.

Sydney Catholic Schools in the Archdiocese of Sydney (SCS) are administered by the Sydney Catholic Schools Office, Sydney. The Central Office is in Leichhardt. The Regional Offices are at Daceyville, (Eastern Region), Revesby, (Southern Region) and Lidcombe (Inner Western Region). Mr. Tony Farley is the Executive Director of Catholic Schools for the Archdiocese of Sydney. Mrs. Elizabeth O'Carrigan is the Regional Director for the Eastern Region.

A Regional Consultant from the Catholic Education Office is assigned to a number of schools. The consultant visits the school regularly and gives advice and support to the principal and school staff. The consultant is responsible for facilitating school performance reviews such as Principal and Assistant Principals Contract Renewal processes, and assisting, validating and supporting principals in areas of compliance, Strategic Plan accountabilities and Annual Plan and Annual Report validation reports.

SCHOOL LEADERSHIP TEAM

The School's Leadership Team is a group of teachers responsible for the co-ordination and development of the school, under the leadership of the Principal. The Principal, Assistant Principal, Religious Education Coordinator and Curriculum Coordinators form the School's Leadership Team.

SCHOOL OFFICE

Office Hours 8.00- 4.00pm daily. Email: info@hcpswoollahra.catholic.edu.au

Secretaries: Mrs Annette Wallace (Finance and Administration Officer) and Mrs Summer Cummins

If calling regarding changes in travel arrangements, please do so before 3.00pm and a message will be delivered to your child's class.

SCHOOL/HOME COMMUNICATION

Newsletters are sent home via email and through the online portal called Compass every **Wednesday**. Newsletters keep parents informed of upcoming events. The newsletter is important, as it is the best means of communication between home and school.

CLASS TERM OVERVIEWS

Each term, teachers will send home a class overview. The overviews inform parents of the areas of learning focus in each Key Learning Area specific to that class /year and how parents can support classroom teaching and learning experiences.

SCHOOL HOURS

School begins at **8.50am** and finishes at **3.10pm**. A teacher is on playground duty before school from **8.20-8.50am** and after school **3.10 – 3.30pm**. Children waiting for parents to collect them after school are required to wait on the playground seats on the Fletcher Street playground. Supervision of students is available until 3.30pm.

SOCIAL MEDIA

We request that photos of children other than your own, taken at school functions / events, particularly when the children appear in school uniform, not be posted on social media sites such as facebook and instagram. We do not have permission to use photos of all children at the school and must ensure the wishes of the parents of these children are adhered to. Social media sites have age restrictions making it unsuitable for Primary School aged children to have their own social media accounts.

PORTABLE ELECTRONIC DEVICES

The policy on mobile phones is that children are not to use these during school hours. If you need to contact your child during school hours, please contact the school office. Students are only able to bring other electronic devices to school if it is their nominated in class learning device. The school takes no responsibility if any such items are misplaced, lost or stolen.

SCHOOL CURRICULUM

The Key Learning Areas from the NSW Board of Studies are:

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. Creative and Practical Arts
6. History
7. Geography
8. Personal Development, Health and Physical Education



AUSTRALIAN CURRICULUM

The curriculum areas for the New South Wales Education Authority Australian Curriculum are:

- ENGLISH
- MATHEMATICS
- SCIENCE
- HISTORY
- GEOGRAPHY
- SCIENCE AND TECHNOLOGY
- PDHPE

Teachers have engaged in professional development on the Australian Curriculum and are implementing the Australian Curriculum in English, Mathematics, History, Geography and Science and Technology.

RELIGIOUS EDUCATION

At Holy Cross Catholic Primary School, we acknowledge that parents are the first Religious Educators of their children. The teachers work closely with the parents and the wider parish community in educating and leading the children to be nurtured in the Catholic faith. We recognise the importance of the Religious Education Program being an integral part of teaching and learning and the importance of partnership between family, school and Parish.

The Religious Education curriculum for schools in the Archdiocese of Sydney is followed and the supporting texts 'To Know Worship and Love' are implemented from Kindergarten to Year 6. The class teacher informs parents of the units of study each term and student textbooks are sent home every term.

SACRAMENTAL PROGRAMS

The sacraments of initiation are Baptism, Eucharist and Confirmation. Catholic children receive the sacraments of First Reconciliation, First Eucharist and Confirmation during their primary years. At Holy Cross, children are prepared for the Sacraments as part of a class program as well as participating in the Parish Sacramental program. They receive the sacraments in the following years.

- First Reconciliation (Year 2)
- First Eucharist (Year 3)
- Confirmation (Years 5 or 6)



School Masses and Prayer Celebrations

School Masses and Prayer Celebrations are celebrated at whole school level. Parents are notified in the weekly newsletters when Prayer Celebrations or Masses will be celebrated. Parents are invited to whole school Masses and liturgies.

Children who have received the Sacrament of Reconciliation have the opportunity to receive the second rite of Reconciliation as part of their class once a term. This is arranged with the Parish Priest, Father Terrence Millard.

KEY LEARNING AREAS

It is a Government requirement for the implementation of the Australian Curriculum. All Government and non-Government schools are required to follow the syllabuses set down by the NESA (New South Wales Education Standards Authority) which will incorporate the Australian Curriculum. The areas of study are called Key Learning Areas (KLAs). Catholic Schools have an additional program in Religious Education, which permeates and integrates into the whole school curriculum.

Many of the Key Learning Areas integrate. However, learning outcomes are specific to each Key Learning Area. Children progress through stages of development. Within each stage, there are different levels. Progression through levels and stages is measured by attainment of learning outcomes. Although individual students develop at different rates, the Board of Studies has benchmarks for where they expect most children to working towards and achieving at a certain age and year level. There are also stage statements, which guide teachers in their understanding of what is typical for children in their learning at each stage and age. More information is available for parents on the (NESA) New South Wales Standards Authority website.

The stages are as follows:

Early Stage 1 (Kindergarten)

Stage 1 (Years 1 and 2)

Stage 2 (Years 3 and 4)

Stage 3 (Years 5 and 6)



Parents are informed through newsletters or parent information meetings about curriculum developments within the school or changes in curriculum.

INFORMATION TECHNOLOGY

The integration of Information Technology is a mandatory requirement by NESA into the school curriculum. It is a key focus at the school to enable students to have optimum learning opportunities through the integration of technology across the curriculum. All classrooms have an Interactive ICT Boards installed and laptops and iPads are used as an integral part of teaching and learning. From Year 4, students are introduced to BYOD. (Bring Your Own Device).

PHYSICAL EDUCATION PROGRAMS AND INTER-SCHOOL CARNIVALS AND COMPETITIONS

INTER- SCHOOL ATHLETICS AND SWIMMING CARNIVALS

Holy Cross students have the opportunity to be selected each year to participate in Eastern Region, Archdiocesan and State levels of competition.

PHYSICAL EDUCATION PROGRAM

A specialist Physical Education program is implemented in the school curriculum. Our specialist PE Teacher, Mrs Bradstreet teaches Physical Education to students in Kindergarten to Year 6. Children are to wear their sports uniform on Tuesday, Wednesday and Thursday in 2019.

SCHOOL CARNIVALS

ATHLETICS CARNIVAL

The School Athletics Carnival is held at Trumper Park, Woollahra in Term 2.

SWIMMING PROGRAM AND SWIMMING CARNIVAL

A swimming program will be held in Term 4 for children in Kindergarten to Year 6. Qualified Instructors will be provided at the University of New South Wales Aquatic Centre. A Swimming Carnival is held every year for students in Kindergarten to Year 6.

EXTRA CURRICULAR ACTIVITIES

♦ MUSIC

Students in Years 3-6 have the opportunity to learn an instrument. Children participate in these lessons either before school or during school hours.

♦ INTER- SCHOOL DEBATING

Students in Years 5 and 6 have the opportunity to participate in the Sydney Catholic Schools Eastern Region Inter- Schools Debating Competition. This is held in Term 3.



LANGUAGES

Spanish classes are offered from Kindergarten to Year 6 before school.

CODING

Coding classes are offered after school on Monday and Tuesday.

HOLY CROSS SCHOOL RULES

BEHAVIOUR MANAGEMENT POLICY

School rules are introduced to promote a happy and safe environment for all children. The Gospel values founded on our school motto 'Nothing Without God' is central to our Behavior Management Policy.

We aim to develop self-discipline within the children, teaching them to be responsible for their own actions and therefore helping the child to realise that all actions carry certain consequences for themselves and others. A Restorative Justice approach is implemented which is based on Gospel values. Principles of Positive Education are central to our Behaviour Management policy.

Each class has rules for behaviour and there are general rules for behaviour in the playground. The children are encouraged to keep these rules and show courtesy and respect to everyone at all times.

- **Respect and care for ourselves**
- **Respect and care for others**
- **Respect and care for property**
- **Respect and care for the environment**

POSITIVE EDUCATION

At Holy Cross Catholic Primary School, Positive Education has been embedded into the life of the school. Positive Education is a whole school community initiative that promotes positive relationships. Positive Education is integrated into our whole school approach and is covered through the curriculum areas of Religious Education and Personal Development. Research clearly demonstrates that well-being and achievement are companions for a happy and accomplished life.

Positive Education is the framework that supports our Pastoral Care Programme and focuses on providing students and staff with the skills needed to manage and cope with everyday opportunities and challenges in our ever-changing world.

RESTORATIVE PRACTICES

At Holy Cross, we all work to build a safe, respectful community of learners who are able to build, maintain and restore healthy relationships.

EXCURSIONS

Class teachers organise excursions to enrich learning in particular Key Learning Areas. It is essential that children have a permission note signed by a parent or guardian in order for your child to be included in these excursions. It is an expectation that all children will participate.

Child Protection Legislation requires that parents complete a Sydney Catholic Schools Child Protection Online Module each year if they wish to be a parent helper. All parent volunteers must also have a current Working with Children Check Number.

SPECIALIST TEACHERS AND SUPPORT STAFF

TEACHER LIBRARIAN

The Teacher Librarian's main role is to provide support to teachers in the implementation of quality learning, which integrates learning across the curriculum. The teacher Librarian plans and collaborates with teachers, enabling students to deepen their learning through the development of research skills etc. Students also borrow books from the Library each week.

SPECIALIST PHYSICAL EDUCATION TEACHER

A specialist Physical Education Teacher, Mrs Belynda Bradstreet provides Physical Education lessons for students Kindergarten to Year 6. Each class has two Physical Education lessons each week. Students have Physical Education two times every week. In the last term, students go to the University of New South Wales Aquatic Centre for swimming lessons.

SPECIALIST MUSIC PROGRAM

The specialist music program, Jellybeans is implemented K-6.

PARENT INFORMATION MEETINGS

At the beginning of every year, Parent Information meetings are held for each year level to enable parents to be informed about the teaching and learning of their child's academic school year. These meetings are important so that parents and teachers can work in partnership in the education of their child. At the end of Term 2, teachers meet with their child's teacher on an individual basis to provide feedback about their child's learning and to discuss their child's learning achievements and areas for development.

MUFTI DAYS

Holy Cross Outreach Program

In order to raise money as part of our outreach program, children are allowed to wear "mufti" clothes for the day, in exchange for a gold coin donation. Mufti clothes are casual clothes and include enclosed shoes and a hat.

ENVIRONMENTAL STEWARDSHIP

As part of our Environmental Stewardship strategy, we will have waste free lunch days from Monday to Friday. This means that children will be encouraged to bring to school nude food and drink containers. Any paper, plastic etc. brought to school will be taken home in the food container. Many

schools are already implementing this strategy in the interest of heightening children's awareness of the importance of environmental stewardship.

ASSESSMENT AND REPORTING TO PARENTS

Reporting to parents on the progress of their children is a high priority at Holy Cross and is an integral part of our school's strategic plan. We evaluate each child's progress by the collection and analysis of data from a variety of sources. We believe that our reporting system gives parents a more detailed understanding of their child's progress. The Assessment strategy is a focus in the school, which aims to provide ongoing data to address students' learning needs.

Throughout the year, teachers report to parents regarding their individual child's progress through **parent/teacher meetings, weekly assessment books, the Seesaw Online Program** and **written reports**. Parent/teacher Interviews are held at the end of Term 2 and parents may request an interview at the end of the year. Written school reports are sent home at the end of Terms 2 and 4. Weekly assessment books are sent home every Monday.

At our school, we are committed to effective communication with parents about the progress of their children. Hence we are always exploring new ways of communicating information about your child. Our strategy for enhancing the quality of the school reporting system will continue to develop to enhance the reporting policy and procedures in the school.

HOLY CROSS REPORTING PRACTICES

Term 1:

- A Parent Class meeting will be held early in Term One to inform parents of Curriculum planning for the specific grade and to acquaint parents with the learning outcomes and educational program.
- A Term Overview will be sent home at the beginning of each term.
- Weekly assessments from Kindergarten to Year 6 will be sent home on a weekly basis.

Term 2:

The following will be sent home to parents in Term 2.

- Term Curriculum Overview
- Weekly assessments K-6
- Written Reports
- Parent/Teacher Interviews
- Class comparison achievements Years 1-6

A formal Parent/Teacher interview will be held for parents at the end of Term 2. A written Report will be sent home to parents BEFORE the interview for parents to prepare for the conversation.

Term 3:

The following will be sent home to parents in Term 3.

- Term Curriculum Overview
- Weekly assessments 1-6

Term 4:

The following will be sent home to parents in Term 4.

- Term Curriculum Overview
- Weekly assessments K-6
- Written Reports
- Parent/Teacher Interviews (upon request)

- Class comparison achievements Years 1-6

Written Reports are sent home at the end of Term 4 providing information regarding your child's progress across the curriculum. Opportunities for an interview will be available by arrangement with the class teacher.

STANDARDISED TESTING

The following standardised tests are administered to students.

NAPLAN LITERACY AND NUMERACY TESTS - YEARS 3 & 5

NAPLAN Tests in Spelling, Grammar, Punctuation, Writing and Numeracy are given to students in Years 3 & 5. All students in Catholic, Independent and State schools in Australia will participate in these tests.

PAT MATHEMATICS AND READING COMPREHENSION TESTS

Students in Years 1-6 will sit the online PAT diagnostic tests.

ARCHDIOCESE OF SYDNEY YEAR 6 RELIGIOUS EDUCATION TEST

All students in Year 6 sit for the Archdiocese of Sydney Religious Education Test.

INTERNATIONAL COMPETITION ASSESSMENT FOR SCHOOLS COMPETITIONS (REACH)

Students in Years 2-6 participate in the Australasian Competition in the following areas.

- English
- Writing
- Mathematics
- Spelling

INTERVIEW REQUESTS BY PARENTS WITH CLASS TEACHERS

If parents require an interview with either teachers or the Principal, you are requested to make contact with the school support staff / secretary who will arrange an appointment for a convenient time. Parents are asked to provide some general indication about the purpose of the meeting or reason for concern.

No teacher is permitted to hold an interview (formal or informal) during normal teaching hours (unless other arrangements are made for the supervision of the class). Whilst parents are always welcome at school, it should be understood that teachers are not free to arrange interviews during class time or alternatively whilst on playground or Assembly Duty.

PARENT CONCERNS

It is hoped that parents will rarely find it necessary to make a complaint, but on that rare occasion, the customary courtesies would need to be observed. Parents are reminded that the Privacy of another child or family will never be compromised.

PROFESSIONAL DEVELOPMENT OF TEACHERS

Ongoing professional development opportunities for teachers are provided to keep teachers up to date with contemporary educational changes and developments in contemporary pedagogy. Weekly staff meetings, in-services provided by the Catholic Education Office and Staff Development Days are provided to give teachers opportunities to be involved at a school and system level of professional development.

STAFF DEVELOPMENT DAYS (Pupil Free Days)

Staff Development Days are held four times a year. Parents are informed in the newsletter when the staff development days will be held. On these days, the teachers work together as a staff to develop policies or are in-serviced on particular aspects of the curriculum. These days are pupil free days. Students are not required to attend school on these days. Parents are encouraged to provide their own supervision or enrol their child in the Vacation Care program on these days.

BUDDY SYSTEM

Kindergarten children are paired with a 'buddy' from Year 6 at the beginning of the school year. Initially this assists the Kindergarten children to become familiar with school life and gives the older children the opportunity to accept responsibility. The buddy system continues throughout the year into a learning partner arrangement, which benefits both age groups.

WHOLE SCHOOL ASSEMBLIES

Kindergarten to Year 6 Assemblies

Every Friday morning from 2019, at 8.50am, students in Kindergarten to Year 6 have an assembly in the Mercy Hall. At the assembly, two 'Student of the Week' awards children and class awards are presented at each assembly. Birthdays are also recognised and celebrated. Parents are welcome to attend.

CHILD PROTECTION LEGISLATION

It is essential that appropriate care and protection structures exist within our system to enable us to provide the safest possible environment for our students. As educators in Catholic Schools, we are aware of our professional responsibility in this regard and we demonstrate our commitment by being well informed and meeting our legal obligations surrounding the care and protection of students entrusted to us.

It is within this context that the Child Protection Legislation is implemented in our schools. The legislation endeavours to ensure that as far as possible, people who may pose a risk to children are not employed in roles, or requested to complete tasks (e.g. tuckshop, reading, excursions etc.) where they have a direct unsupervised contact with children.

Parent volunteers must have a [Working with Children Check](#) Clearance and have completed the Sydney Catholic Schools Parent Volunteers Online Course.

Sydney Catholic Schools Policies:

- [Parent Charter](#)
- [Model Constitution for Parent Groups](#)
- [Working Together Resolutions of Complaints Parents Brochure](#)

SECURITY AND PARENT VOLUNTEERS

All visitors, including parent volunteers are required to enter the school via the School Office. Volunteers need to sign in and out at the office. In case of emergencies, please follow the instructions of the staff.

PARENT VOLUNTEERS

At Holy Cross, we welcome parents to assist in classrooms by hearing children reading, assisting teachers with students on excursions etc. Parents who wish to participate in school events or assist in

classrooms are required to complete a Child Protection Information Course each year. All volunteers must have a current Working with Children Check Number.

Parents are able to participate in building our learning community in a number of ways including:

- Attending P and F Association meetings
- Participating on Committees
- Participating / organising fundraising and social activities
- Assisting with administration tasks e.g. covering books, changing the school signs
- Assisting on school excursions when nominated by class teacher
- Working in the Canteen
- Parent helper in the Literacy program
- Carline volunteer

ABSENCE FROM SCHOOL

If a child is absent from school because of a child's illness or for medical appointments etc. parents must document their child's absence and reason for absence through the Online Compass portal. Each day, the class teacher must mark a Class Roll through the online portal. This is a legal document that records the official attendance of all children in the class.

If a parent wishes to take a child out of school for less than 10 days, an email needs to be sent to the Office for Principal approval. After a child has been away due to illness, it is a mandatory requirement that parents enter the absence through the online Compass portal, including the date and reason for their child's absence.

ABSENCES OTHER THAN SICKNESS

It is a Government requirement that if a child is absent from school for other reasons such as overseas family holidays or family long week-ends an 'Exemption from School' Application Form needs to be completed and approved by the Principal before leave can be taken. For **any** period of time over 10 days, parents are required to complete an Exemption from School application form which is available from the school office.

PARTIAL STUDENT ABSENCES

All partial absences are to be recorded only by the office staff after your child is arriving late or collecting your child early from the school Office. This is a safety measure to protect your child and your child will be called to the office. Sometimes you may want another person to collect your child. If so, please email the Office staff, so that we know that you have given permission to let your child leave with that nominated person. This is in the interest of your child's safety.

LATE ARRIVALS

Regular and punctual attendance at school is essential for children to develop good habits and for effective learners. If lateness or excessive absenteeism is consistent, parents will be asked to make an appointment with the Principal.

ILLNESS AT SCHOOL



If contact cannot be made, the Principal arranges medical attention. The teachers are regularly upgrading their qualifications in First Aid and prompt and appropriate care is always given. Parents are reminded that

emergency contact numbers are to be kept up to date. If your phone numbers change, please inform our school secretary so that our files can be updated.

CRUNCH AND SIP, LUNCH AND AFTERNOON TEA BREAKS

At Holy Cross, we encourage children to eat healthy lunches. We have a Crunch and Sip break at 10.00am for five minutes to encourage children to eat fruit and vegetables. The fruit and vegetables must be in an air tight plastic container.

We have an early lunch break from 10.50-11.40am and an afternoon tea break at 1.45-2.15pm. Children are to bring a packed lunch and fruit for afternoon tea. Children will be required to bring their own drinks. We appreciate the support of parents in this matter.

CELEBRATING BIRTHDAYS

We like to enable children to celebrate birthdays at Holy Cross. This is celebrated at weekly assemblies.

Parents may send in a cake or small cupcakes for the class. Parents who do not wish their child to have cake given to them due to medical or health reasons are asked to inform the class teacher. Cupcakes can be ordered via the canteen. Please inform your child's class teacher if you do not wish your child to be given a cake etc.

ROAD SAFETY AND SUPERVISION OF STUDENTS AFTER SCHOOL

In partnership with parents, Holy Cross is very concerned about the safety of the children. It is most important that the children are aware from an early age of all aspects of safety road safety etc. If there are any changes in the normal going home procedures, please notify the teacher in **advance** by email.

In the interest of safety for all children, Parents are requested to strictly observe rules of regarding drop off zones. Children who are waiting after school for parents are to wait on the seats outside the school hall. Teachers will be on supervision duty from **3.10 - 3.30pm**. If children have not been collected by this time they will be sent to **After School Care**.

HOLY CROSS CARLINE PROCEDURES

The Holy Cross carline operates via the Fletcher Street Gates.

AM: Carline drop off operates between 8:20 – 8:50am. Please do not leave your car at any time and children should be able to depart your car without assistance.

PM: Carline pick up operates between 3.10- 3.30pm. Cars require the child/ren's name identified clearly in the windscreen. Drivers are asked to keep the pedestrian crossing clear at all times, **NOT** to park in the NO STOPPING zones and remain in their cars at all times. If your child is not available when you arrive, you may be asked to drive around the block. Modelling safe pedestrian behaviour, parents are asked to use the pedestrian crossing at all times.

MEDICATION

If your child is at school while on a course of medication, the medicine in its original container, with dosage instructions and written directions from you is to be handed to the school secretary. Medicines are stored in the school office and are administered by the Secretary.

Storage of medication **MUST** be in the school office and be accompanied by a letter of confirmation for dosage and timing, accompanied by a current action plan by a medical professional. (Naturally, we would prefer parents to manage medicine at home for safety reasons.) All students with Anaphylaxis and Asthma medication should notify the school of the Medical Action Plan as prescribed by a medical professional. Parents must provide the school the medication needed.

TOYS AND PRECIOUS POSSESSIONS

No responsibility will be taken for children bringing toys to school. We would prefer that no child bring toys to school as they can get broken or lost. Children are not permitted to bring balls and sporting equipment for the playground.

DISMISSAL

Children are dismissed at 3.10pm. Parents or Carers must collect children from the seats inside the school gates on Fletcher Street or via the carline.

ADDRESS CHANGES

If your address, phone number or those of your nominated emergency contact changes, please email the Office of this information so our records can be updated. It is extremely important that you notify the school of any changes. It is distressing to a sick or injured child when we are unable to contact parents because our records show an incorrect telephone number.

PARENTS AND FRIENDS ASSOCIATION

The P and F Association meet once each term. Parents are invited to contribute items to the agenda, which is on the boards outside the office, or they may contact the school secretary by telephone prior to the meeting date. The executive is elected each year and parents are invited to contribute to the various committees e.g. Social, Class Parent Representative, Special Lunch Days, uniform etc. The P & F Executive meetings are held once a term with the Principal. Elections for committee members will be held in 4th Term each year. The P & F Executive Committee consists of a President, Vice President, Treasurer and Secretary.

CLASS PATRONS

Class Patrons are volunteer parents from each class whose main objectives are to increase the flow of information between home and school, communication between the P and F Association and parents, and to build community by supporting the efforts of the P and F Association. New Class Patrons volunteer at the beginning of each new school year.

CANTEEN

Marelle Sharpe is the School Canteen Manager. The canteen is open 3 days per week (Monday, Wednesday and Friday). Children may purchase from the Canteen at recess and lunch times. Lunch orders need to be sent in a paper bag clearly labelled with the child's name, class, order and amount enclosed. In the event that your child has no recess or lunch, food will be provided and an account sent home for payment. At Holy Cross, we are a NUT FREE school.

HOLY CROSS SCHOOL ADVISORY COUNCIL

Purpose

The School Advisory Council has been established to formalise the provision of primary schooling.

Membership

The members of the Council consists of

- The Chair
- Principal
- Parish Priest of Holy Cross
- Parents from Holy Cross are invited by the School Principal.

The role of the School Advisory Council is to be an Advisory Committee to the Principal regarding school programs and school initiatives. The Advisory Council is also responsible for Enrolments and Finance. They have recently taken on the area of repairs and maintenance and preparation of grants.

PARENT SURVEYS

Parent surveys are sent home once or twice a year regarding different aspects of school life. In this way a culture of consultation is embedded into school life.

SCHOOL FEES

The Sydney Catholic Schools (SCS) Office sets the school fees for the year. Prompt payment of fees is appreciated. If payment is difficult at any time please contact the principal. In special circumstances reductions to school fees can be arranged. Fees may be paid by installments on request. There is a charge for equipment (books, paper, craft materials, pencils, etc).

School fee accounts are emailed to families in the first two weeks of Terms 1, 2 and 3. If you are unable to meet this financial commitment, please contact the office to make an appointment to see our Principal Miss Louise Minogue to establish a payment plan. Children will be unable to attend extra-curricular activities if school fees are unpaid and no payment plan has been established. It is expected that every family makes a financial contribution to the school via fees.

Instalment Payment Options

Parents can opt to pay their account by the following instalment methods; Annually, First three Terms, Monthly and Fortnightly.

Annual Payment Date

One payment due in February

School Fee Scheduled Term Payment Dates

Term 1, Term 2 and Term 3:

Monthly Payment Dates

10 instalments

Fortnightly Payment Dates

20 instalments

School Based Charges

School based fees for 2020 will be finalised after the Advisory Council meeting in Term 4, 2019.

| SCHOOL TERM DATES 2020 | |
|---------------------------|--|
| Term 1 | School Resumes |
| Staff | Tuesday 28th January- Office opens |
| Students Years 1-6 | Wednesday 29th January 2020 |
| Kindergarten | Thursday 30th January 2020 |
| School Closes | Thursday 9th April 2020 |
| Term 2 | |
| School Resumes | Monday 27th April 2020 |
| Term concludes | Friday 3rd July 2020 |
| Term 3 | |

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| School resumes | Monday 20 th July 2020 |
| Term concludes | Friday 25 th September 2020 |

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| Term 4 | |
| School resumes | Monday 12 th October 2020 |
| Term concludes | Wednesday 16 th December 2020 |

SCHOOL TIMETABLE

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|---------------------------|-----------------|
| SUPERVISION BEFORE SCHOOL | 8.20-8.50am |
| CLASSES COMMENCE | 8.50am |
| LUNCH | 10.50am-11.40am |
| AFTERNOON TEA | 1.40pm-2.10pm |
| DISMISSAL | 3.10pm |

SCHOOL'S RESPONSIBILITIES

Our responsibility for the children commences at 8.20am when a teacher begins supervision on the playground and finishes at 3.30pm

THE SCHOOL CANNOT BE RESPONSIBLE FOR THE CHILDREN OUTSIDE THESE HOURS

BEFORE AND AFTER SCHOOL CARE CENTRE

An Independent **Before and After School Care** Service is available from **7.00-8.20am** and **3.10-6.00pm**. Children will be sent to After School Care if parents have not arrived to collect students by 3.30pm. This is for safety reasons. All parents will need to complete an application form for the Before and After School Care Centre.

SCHOOL UNIFORM POLICY

The set uniform is to be worn at all times. Parents are requested to send a note explaining the reason why their child is not wearing the full correct uniform. A school hat is mandatory.

The **No Hat No Play** policy is implemented at Holy Cross. All uniforms with the exception of shoes can be purchased through the Pickles -school uniform providers. Joggers are to be worn only on sports days and must be primarily white.

WINTER AND SUMMER UNIFORMS

The Summer School Uniform is to be worn in the First and Fourth Terms of each Year. The Winter School Uniform is to be worn in the second and third terms of each school year.

SECOND HAND UNIFORM SHOP

A Second Hand Uniform Shop is provided once a term. Notification will be available in the school newsletter. Parents are asked to donate any uniforms that are no longer needed to the uniform shop.

SCHOOL UNIFORM

It is expected that the children wear their full Holy Cross uniform. An explanation note addressed to the teacher, must accompany children who are not in uniform.

| Girls' Summer Uniform | Boys' Summer Uniform |
|---|--|
| Girls summer dress Brown school hat White folded ankle socks Brown leather shoes Hair accessories: dress material headband/ cardinal red or white headband, elastic or ribbons. | White short sleeved shirt with logo Charcoal shorts Brown school hat Charcoal grey ankle socks Black leather shoes |
| Girls' Summer Sport Uniform | Boys' Summer Sport Uniform |
| Red/ Brown Polo shirt Brown skort with logo White folded ankle socks Predominantly white sport shoes & laces Brown school hat | Red/ brown polo shirt Brown shorts with logo White folded ankle socks Predominantly white sport shoes & laces Brown school hat |

| Girls' Winter Uniform | Boys' Winter Uniform |
|---|--|
| Girls Brown Tunic Girls White long sleeved shirt School Tie Red School Cardigan Brown Tights or knee length socks Brown leather shoes | Boys long sleeved shirt with logo Boys long charcoal grey trousers School Tie Red School Jumper Charcoal grey socks Black leather shoes |
| Girls' Winter Sport Uniform | Boys' Winter Sport Uniform |
| School red/brown polo shirt (short or long sleeved) School brown skort or tracksuit pants with logo White folded ankle socks School Red tracksuit jacket with logo Predominantly white sport shoes & laces | School red/brown polo shirt (short or long sleeved) School brown shorts or tracksuit pants with logo White folded ankle socks School Red tracksuit jacket with logo Predominantly white sport shoes & laces |

Other requirements:

- Brown school bag
- Red school library bag
- Red school excursion bag

Jewellery Earrings and a small watch may be worn.

SCHOOL HATS

With the increasing incidence of skin cancer, all children must wear a hat for protection from the sun. Any child without a hat must observe the rule

'NO HAT, NO PLAY' and sit passively in the shade.

HAIRSTYLES

Extreme hairstyles for boys or girls are not appropriate for school. Long hair should be tied back and fastened with clips or white or red ribbons. **Hair** beyond collar length needs to be tied up with a red tie. No other colour is permitted. Hair should be maintained in a neat style, no shorter than a #2 cut.

No jewellery (bracelets and necklaces etc.) should be worn to school. A wrist watch is appropriate for school. For safety reasons, children with pierced ears should wear stud earrings rather than hoop earrings. Earrings: Plain gold and silver studs/small sleepers only

LOST PROPERTY

All articles of clothing must be marked clearly with your child's name so that it can be returned to the rightful owner. All unmarked clothing will be sent to the school office. Lost property will be housed in the box near the Before and After School Care Centre.

BEFORE & AFTER SCHOOL CARE AND VACATION CARE

A Before and After School Care service is available at Holy Cross. It is open from **7.00-8.30am** and **3.10pm** until **6.00pm** each day. Bookings are essential. **All families are asked to register for Before and After School Care in case parents are late in picking children up from school.**

After School Care (3.10-6.00pm) and Vacation Care are provided by PRIMARY OSHCARE onsite at Holy Cross. Children must be registered to use these facilities. Contact Primary OSHCARE for details.