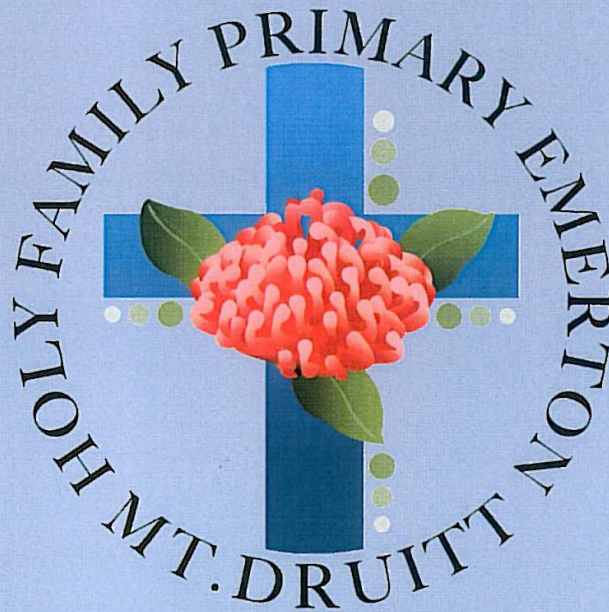


Parents Information Book



United in Faith, Love and Learning

Established in 2004

Holy Family Primary
Emert Parade, Emerton

Phone: 9628 9232

Fax: 9628 9589

www.hfemerton.catholic.edu.au

WELCOME TO HOLY FAMILY PRIMARY

Dear Parents/Guardians,

It is with great excitement that I welcome you to be part of our Holy Family Primary community.

The journey we begin now will set students on the path to happy, rewarding lives.

Together we will enrich the children's lives with love, support and compassion. We will give them a life-long passion for learning and foster in them a strong sense of community. We will help them develop a closer relationship with God through prayer and participation in Religious Education lessons

It is a great honour and privilege to be the first principal of Holy Family and I look forward to sharing with you the joys and challenges of the coming years.

May we all grow and learn in a family centred community as we start on this special journey together.

*Sr Brenda Kennedy
Principal*

CATHOLIC



EDUCATION ADMINISTRATION

Holy Family Primary
Emert Parade
Emerton 2770

Phone: 9628 9232
Fax: 9628 9589

Catholic Education Office
12 Victoria Road
Parramatta 2150

Phone: 9840 5600

Email: emerton@parra.catholic.edu.au

Website: www.hfemerton.catholic.edu.au

Head of School Services: Mrs Anna Dickinson

Principal: Sr Brenda Kennedy

Assistant Principal: Mrs Mary Kelly

SCHOOL TIMETABLE

School commences	8.55 am
First lunch	11.00-11.30 am
Second lunch	1.00-1.30 pm
Dismissal	2.55 pm



Our Supervision of the children commences at 8:25am when a teacher begins duty. Children should not arrive at school before 8:25am as the gate is not open and we cannot be responsible for their safety and welfare. After school the children are supervised for 20 minutes. If for some reason, you are going to be very late picking up your children, please let the school office know or make alternative arrangements.

HOLY FAMILY PARISH

Pastor: Fr Ed. Dooley S.J.
Assistant Priest: Fr Pat Mullins S.J.

Emert Parade EMERTON
Tel: 9628 7272
Fax: 9628 6139

MASS TIMES

Saturday: 6.00pm

Sunday: 9am and 10.30am

Weekday Masses

Monday, Thursday and Friday at 8.30am

Tuesday and Wednesday at 6pm

(Adoration Blessed Sacrament at 5:30pm)

Saturday: 9.00 am

For Baptisms and other Sacraments please
contact the Parish Centre
on 9628 7272 (9am – 4:30pm)



OTHER SERVICES ON SITE

Food market / second-hand clothing shop
Tel: 9628 7272

Caroline Chisholm Centre (Vincent de Paul)
Tel: 9835 1583

The Shed (Men's health)
Tel: 9628 7396

Holy Family Pre-school
Tel: 9628 7844

Margaret Druitt Day Care Centre
Tel: 9628 6939

Aboriginal Catholic Ministry

EVERYONE IS WELCOME

The community at Holy Family Primary comprises students and families from many different backgrounds, with many life stories and experiences. Students will be encouraged to share their culture to promote understanding and tolerance.

The Parramatta Diocesan school fees apply, but they are negotiable depending on each student's family situation. No student will be excluded on the basis of their financial circumstances. Sr Brenda will speak to each of you about your particular situation.

PARENT AND FAMILY INVOLVEMENT

Catholic Church documents emphasise the role of parents in education as the 'first and decisive educators' and 'part of the educating community'. School and home are bound together by common purpose. (From *Reshaping Our Catholic Schools for the 21st Century*) We at Holy Family believe our parents are a significant resource in the teaching /learning environment.



Parent involvement in various activities at home and school is a vital resource in building up the faith community of Holy Family. Some parents will be able to help in classrooms on a regular basis and we encourage you to think about doing this. Details of when help is needed are sent out towards the middle of Term 1 when the children have had time to settle in and become familiar with routines. There is a workshop session including some training and guidelines for interested parents every year.

We particularly like to see families at our religious activities – morning prayer each day, class liturgies each term and special celebrations. By coming together in prayer, we strengthen the bond between us and strengthen our relationship with God. If you do come for morning assembly, it is important that you do not go to the playground areas where the children are supervised. This is to ensure the safety of all children. Please wait at the assembly area.

The family group meets formally once a term usually, on the 2nd Thursday/Friday of each term. These meetings take place after morning assembly.

ASSEMBLIES

Parents are invited to attend our assemblies which are held regularly throughout the year. During assemblies awards are given out in the following categories:

- Holy Family Award for Christian leadership
- Merit Award
- Achievement Award

ANTI-RACISM POLICY

SCHOOL CURRICULUM

1. Mathematics
2. Science and Technology
3. English
4. Personal Development, Health and Physical Education
5. Human Society and Its Environment
6. Creative Arts



Religious Education lessons are conducted daily and woven in and out of all subject areas. Liturgical celebrations are organised for all classes during the year.

HOMework POLICY

A graphic with a green border. At the top, a wooden shelf holds a yellow ruler, a small portrait of a woman, a yellow pencil, and a pink eraser. In the center, the word "Homework" is written in white chalk on a dark grey background. At the bottom, another wooden shelf holds a white book, a blue pencil, a red apple, a small photo of a person, and a blue pencil sharpener.

In Years 5 & 6 students get written homework to do on a regular basis.

COMMUNICATION WITH PARENTS

Effective communication between home and school is essential for good learning and for the welfare of your children. The times for formal meetings during the year are as follows:

- There is a 10 minute meeting between parents and your child's teacher early in Term 1. This meeting gives you the opportunity to tell the teachers anything you think is significant for your child's development.
- You will receive a formal report on your child's progress twice a year in June and December.
- After the mid-year report there is a parent / teacher / child meeting to elaborate on your child's report. This gives parents an opportunity to seek clarification on any aspect of the report.
- After the end of year report, you are welcome to seek a meeting with your child's teacher, if you think it is necessary.



Apart from these occasions you are always welcome to meet with your child's teachers if you need to seek clarification on any issue with regard to your child's welfare and/or learning. You are encouraged to make an appointment through the school office to speak with your child's teachers. This meeting can be organised at a mutually convenient time, but not during teaching hours.

Take every opportunity to get to know your child's teacher and to work together for his/her welfare.

If you ever have a complaint, especially with regard to an incident between your child and another child, please see your child's teacher first. Please do not approach the other child or his/her parent.

If you have any concerns about the school in general, please make an appointment to see the principal. There is no problem that cannot be resolved by speaking about it.

After investigations of any kind by the teacher and/or principal, you will be informed of the outcome either in person or by phone.

A copy of our complaints policy is available on the website or from the school office.

UNIFORM

A copy of the uniform requirements and prices from Lowes, Mt Druitt, is supplied each year. Children are expected to wear their uniform with pride each day and not deviate from what is school policy. In particular we remind you of the following:

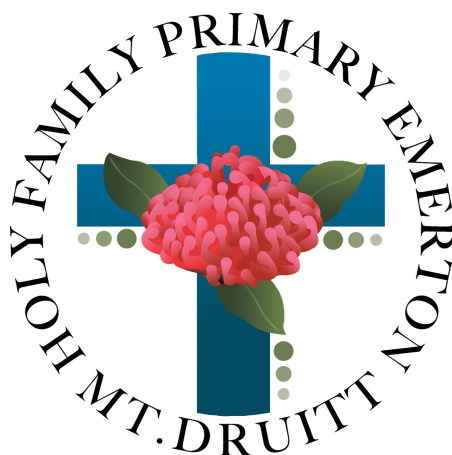
- **Hair** below the shoulders needs to be tied back with a navy or white coloured ribbon. We ask that hair is kept neat and tidy with no ‘fancy’ haircuts. Children’s hair should be their natural colour.
- **No jewellery** should be worn to school except a watch. Only studs and sleepers may be worn in both ears. No fancy earrings or necklaces to be worn as this is a safety issue.
- **School hats** offer some protection from the effects of the sun. All children **must** wear a **school hat** when outside. Children without hats will have to sit in the shade and not play.
- Sports shoes should only be worn on sports days. Every other day black shoes should be worn.

We have a “NO HAT NO PLAY” policy

OUR LOGO

The elements of our school logo have special meanings:

Cross	Central to our Christian life
Three leaves	Represents the Holy Family, Jesus, Mary and Joseph
Waratah	Represents the community
Dots	Represents the Dreamtime paths to this land of the Darug people
Our Motto	United in LEARNING
FAITH, LOVE and	



United in Faith, Love and Learning

DOCUMENTATION RE ATTENDANCE

It is essential that you notify the school of any changes of phone numbers or addresses. If your child is ill it is most distressing to him/her when the school is unable to contact you because our records show an incorrect telephone number.



Absence:

If a child is absent from school for any reason, a note explaining the absence must be forwarded to the class teacher when the child returns. Each day the class teacher marks a class roll. This is a **legal document** that records the official attendance of all children in the class.

If parents want to take their child out of school for **any period of time**, a note to the class teacher, explaining the circumstances, is required.

All correspondence between parents and teachers needs to have:

- The date the letter was written.
- The date the child was absent and reason.
- Parent/Guardian signature.

If your child misses 30 days in 6 months (2 terms) it is reportable to Family and Community Services. Please make every effort to have your child at school every day and on time.

Taking your child from class:

- If you need to take your child early from class, please call at the office first, for a 'permission slip' to present to the class teacher. **The teacher will not allow the child to leave the school without the permission slip.**
- Sometimes you may want another person to collect your child. If so, please advise either the office or class teacher, so that we know it is alright with you to let your child leave. Once again, **this is for your child's safety.**
- If you need to take your child away for a holiday during school times, you must apply for a certificate of exception. Periods of 50 or more days cannot be authorised by the school.

Custody of children:

The school would appreciate you sending a certified copy of a



Court Order if you have sole custody of your child/children. If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a phone call or note from you advising us of this saves us and your friend or relative from a embarrassing situation when permission has to be refused.

STUDENT MANAGEMENT

At Holy Family we use the model of restorative practice in the way in which we manage disciplinary situations. This practice offers a framework where teachers, parents and students can build and maintain healthy relationships. This is done by focusing on repairing harm instead of focusing attention on punishing wrongdoers.

At our school we use restorative practices to lead the children in learning how to relate ineffective and meaningful ways because we believe that this will build and strengthen healthy relationships. It has been proven beyond doubt that when individuals live in healthy and life giving relationships with significant others, there is abundant personal growth, capacity for character building and a high level of achievement in all areas.

Bullying will never be tolerated at Holy Family. Unfortunately incidents of bullying are often not reported. Please make sure your child's teacher is told of any such incidents. Encourage your child to report him/herself or family, please come yourself and let us

At Holy Family we treat bullying as

a major issue

The same procedure will be followed as for

Disruptive Behaviour in the Classroom or Playground.

know. Below is a definition of bullying as in our student management policy.

Please see our website for our student management policy or contact the school office for a hard copy.

WHAT IS BULLYING?

- Bullying is not a one off incident. It is something that happens repeatedly
- Bullying is the conscious desire to hurt, exclude or put someone down to make you feel better.
- Bullying can be in looks, actions and words.
- Bullying is serious. It is using power over another person.

When I do not speak up against bullies, I give them permission to continue their bullying

*At Holy Family **Bullying** is not acceptable*

behaviours. Silence does not help the bully because they do not learn that what they are

doing is wrong. Silence does not help me because I continue to feel unsafe. I must tell a teacher if I am being bullied.

HEALTH AND WELFARE

Immunisation:

Changes to the NSW Public Health Act 1991 means that parents with children starting school in the Kindergarten class must present an Immunisation Certificate at the time of school enrolment. The Immunisation Certificate:

- Reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation;
- Helps identify children who have not immunised. This means that if there is a disease outbreak, unimmunised children will have to stay at home for their own protection.

Does this mean my child has to be immunised?

No, you will always have a choice. But if there is an outbreak of an infectious disease, such as measles or whooping cough in a school, children who are **not** immunised will have to stay home during the outbreak. This is for their own protection and protection of family and friends.

Accidents at school:

In the event of a serious accident at school, the following procedure will be followed:

1. The school will ring the parents
2. If the parents are unavailable the school will ring the contact person nominated by parent/guardian
3. If the contact person is unavailable the school will contact the family doctor listed on the child's personal file or Mt Druitt Hospital

Sickness at school:

If a child is sick at school:

1. The parents will be contacted
2. If parents cannot be contacted the nominated contact person will be contacted
3. If the nominated person cannot be contacted the school will act in the best interest of the child



school will act in the best interest



HEALTHY FOOD

It is very important that children bring healthy food to school for lunch. This is the responsibility of parents/guardians.

Your child will learn much better when they have a healthy diet. Make sure they have a good breakfast before they come to school.

ILLEGAL SUBSTANCES

The school follows the Catholic Education Office's policy, procedures and resources for matters involving students and illegal substances – available on C.E.O. Website (www.parra.catholic.edu.au). No parent or student should ever bring any illegal substance or alcohol onto the school premises. Smoking is also prohibited on the school premises.

YOUR CHILD'S REQUIREMENTS FOR COMMENCING SCHOOL

- A small bag, lunch box, drink bottle, raincoat, (label outside case with your child's name and a familiar sticker or picture glued on to make recognition easier).
- All outer clothing which children may be required 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 labels periodically to ensure the name has not washed off and that the clothing does in fact belong to your child.
- No electronic or expensive toys are to be brought to school. Small toys may be brought to school, however, children are responsible for looking after them.

**Every child's name
inside all clothes,**

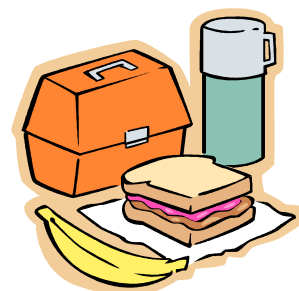
**needs to be labelled
even shoes and socks.**



TIPS FOR STARTING SCHOOL

Tips for lunches

- Use sandwich wrap or sandwich bags rather than cling wrap, as they are easier to open for little hands.
- Pack small pieces of fruit.
- Peel oranges.
- Make sure the lunch box opens with the lid attached to avoid lost lids.
- Don't pack dairy snacks or meat fillings in sandwiches on hot days.
- Pack first lunch and second lunch separately.
- Label lunch boxes and drink bottles and check occasionally if the labels have worn off.
- Remember children need healthy food for school-time staying power.
- Clean out food scraps from bags as often as possible (before the smell overwhelms you).



Tips for reading success

- Regularly read to your child.
- Make reading time a special time... Sit closely, cuddle and give lots of smiles.
- Let your child see you reading for pleasure and information.
- Take your child to the library.
- Don't pressure your child to read books independently.

Tips for travelling to and from school

- Drop off and pick-up your child from the same point each day.
- If your child must cross a road independently – practice, practice and practice again.
- Attach bus passes firmly to school bags.
- Teach your child their address and phone number to a familiar nursery rhyme melody.

Tips for hot days

- Don't overdress your child in summer.
- Ask teachers to enforce the 'No hat, no play rule'.
- Apply sunscreen before your child leaves home.
- Keep a stick-style sunscreen applicator in your child's bag.
- Freeze drinks and wrap in plastic.



Tips for school uniforms and school bags

- Choose pants, t-shirts, shorts and socks that are loose fitting and easy to put on.
- When buying a school bag, make sure your child can open and close the bag by him/herself before you buy it.
- If the bag is a back pack, carefully fit the straps so the bag is not placing undue strain on your child's back – make sure it does not hang down too far from their shoulder.
- Have all clothes and belongings clearly marked with your child's name and teach your child how to recognise their name.
- Show your child where their name is on their belongings.
- If you buy iron-on labels for clothing, you may also like to use a felt pen to put your child's

name on the tags – to avoid problems if a label falls or is ripped off.

- Attach a distinctive key ring or other object to their school bag to make identification easy.
- Make sure extra underpants and perhaps shorts are in their school bag in case of accidents.
- Library bags can easily be made out of cot size pillowcases. Just thread some cord through the hemmed edge.