Dear Parents,

Welcome to the Holy Family Catholic School, Lindfield Community. I hope that your association with the school will be a happy and fruitful one.

Holy Family is a Catholic parish school that strives to educate each child, drawing on their unique gifts and talents to help them realise their potential. At Holy Family we appreciate that communities are built on relationships and understand the positive impact working together has on student learning. A friendly, trusting collaboration between principal, parish priest, teachers and parents is essential for this to be realised.

You have chosen to give your child a Catholic education. At Holy Family we will do all that we can to guide the students towards a living faith in our God who loves us all. We see the school as an extension of family life and experience, acknowledging that parents are the first, and prime, educators of their children. It is therefore very important that your lifestyle is firmly grounded in, and models, Catholic principles and attitudes.

Thank you for the privilege of allowing us to share in these formative years in your child’s life; it is in partnership that we can achieve great things for our children.

Lou Dogao
Principal
VISION STATEMENT
At Holy Family Catholic Primary School we foster strength and gentleness within our Christ Centred community.

We are committed to Catholic Discipleship, where the human dignity of all people is valued and respected.

We recognize the uniqueness of each individual and we are committed to excellence in teaching and learning.

Our Mission

WE AIM TO

1. Live strength and gentleness in our Christ centred community by:
   - adopting the values of our faith community;
   - encouraging respectful relationships;
   - ensuring that individuals feel secure in their identity within the school;
   - nurturing the unique gifts and talents of all members in our community;

2. Promote Catholic Discipleship through:
   - proclaiming, witnessing and celebrating the Gospel message of Jesus Christ;
   - providing opportunities, through prayer and liturgy, for personal and communal response to God;
   - sharing knowledge and developing an appreciation of our Catholic history, traditions and rituals in a contemporary setting;
   - providing the Catholic community forum to educate our students about their faith;
   - acknowledging our place as part of Holy Family Parish, the Broken Bay Diocese and the wider Catholic Church;

3. Build a culture where the Gospel values of trust, acceptance, dignity and respect are promoted by:
   - living and celebrating these values;
   - acknowledging the heritage, traditions and beliefs of different cultures;
   - integrating these values into our policies and practices;

4. Celebrate the uniqueness of each student by:
   - modifying programs to cater for individual needs;
   - providing opportunities for students to participate in the broader life of the school;
   - acknowledge individual qualities and talents;
   - promoting tolerance and respect for individual differences;

5. Promote excellence in teaching and learning by:
   - providing opportunities for professional development;
   - sharing professional practices;
   - maintaining and building relevant and quality resources to enrich the curriculum;
   - supporting quality teaching and life long learning;
   - providing a learning environment that embraces different learning styles;
   - working in collaboration with parents;
<table>
<thead>
<tr>
<th><strong>NAME OF SCHOOL:</strong></th>
<th>HOLY FAMILY CATHOLIC PRIMARY SCHOOL</th>
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</thead>
<tbody>
<tr>
<td><strong>ADDRESS:</strong></td>
<td>2 – 4 HIGHFIELD ROAD</td>
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<tr>
<td></td>
<td>LINDFIELD NSW 2070</td>
</tr>
<tr>
<td><strong>PHONE:</strong></td>
<td>9416 7200</td>
</tr>
<tr>
<td><strong>FAX:</strong></td>
<td>9416 9342</td>
</tr>
<tr>
<td><strong>PRINCIPAL:</strong></td>
<td>Mr Lou Dogao</td>
</tr>
<tr>
<td><strong>EMAIL:</strong></td>
<td><a href="mailto:info@holyfamily.nsw.edu.au">info@holyfamily.nsw.edu.au</a></td>
</tr>
<tr>
<td><strong>WEBSITE:</strong></td>
<td><a href="http://www.hfldbb.catholic.edu.au/">www.hfldbb.catholic.edu.au</a></td>
</tr>
<tr>
<td><strong>SCHOOL OFFICE HOURS:</strong></td>
<td>8.00am – 4.00pm</td>
</tr>
<tr>
<td></td>
<td>(The school answering service is available outside office hours)</td>
</tr>
</tbody>
</table>

Holy Family Catholic Primary School Lindfield
2-4 Highfield Road
Lindfield NSW 2070
Tel: 9416 7200  Fax: 9416 9342
Email: info@holyfamily.nsw.edu.au
Website: [http://www.hfldbb.catholic.edu.au/](http://www.hfldbb.catholic.edu.au/)


CONTACT INFORMATION

Holy Family Catholic School, Lindfield 9416 7200
Holy Family Catholic Parish 9416 3702
Catholic Schools Office, Diocese of Broken Bay 9847 0000
After School Care (Camp Australia) 1300 105 343

Contacts

Holy Family of Nazareth, Lindfield Parish
The Parish Office is located at 388 Pacific Highway, Lindfield.
Opening hours: Monday to Friday 9.30 – 4.30 pm.
To contact the office call 9416 3702 or email lindfieldparish@dbb.org.au

Immaculate Heart of Mary, Killara Parish
76A Fiddens Wharf Road, Killara, NSW 2071
Phone: 9416 3000

Please contact the following groups via the school office

P & F Committee
Art Festival Committee
Holy Helpers
Social Justice
Uniform Shop
Welcoming Committee
History of the School

Holy Family Catholic School, Lindfield, was established in 1927 by Monsignor Crowley of Pymble Parish and was run by the Sisters of Mercy until 1940.

In 1940, Monsignor Downey, Parish Priest of the new Holy Family Parish, invited the Brigidine Sisters to conduct the school. The link with the Brigidines continued until 1999, although since 1976 “lay” principals have been appointed.

Holy Family serves the Lindfield/Killara Parish. Fifty percent of our children come from Lindfield, twenty-five percent from Killara and the rest from various neighbouring parishes.

The building of our new school commenced in October 1999 and was completed in October 2000. Classes commenced in the new school in Term 4, 2000. The new Holy Family Catholic School was blessed by Bishop David Walker and opened by Professor Peter Sheehan on Sunday, 5th November 2000.

Our School Motto

*Strength and Gentleness* is the school motto. The motto can be seen on the school logo which includes a depiction of the Holy Family. The motto is also included in the school song entitled *Our Living Song*.

Positive Behaviour for Learning (PBL)

This is the approach the school uses to teach the school rules within Holy Family. The students are taught that at Holy Family, students are Respectful Responsible Learners. Posters displaying these words and the rules that relate to this are on display in classrooms and around the school. Families are encouraged to display their version on the fridge and to regularly have discussions about the rules. The teachers have selected some themes that are explicitly taught using lesson plans prepared by a core group of teachers on the PBL team that includes representatives of the parent body.

Respectful Responsible Learners

This is the key school rule displayed in all classrooms and around the school. Students at Holy Family are taught how to be Respectful Responsible Learners.
Accidents and Injuries
Minor injuries are taken care of by the school office staff, who are qualified in Senior First Aid. All staff members have current CPR, Anaphylactic and Asthma training. In case of emergency, emergency services will be contacted and first aid provided. Parents/emergency contacts will be notified immediately. Please let the school know if your contact details change.

Before and After School Care (ASC)
Camp Australia manages the Before and After School Care program on behalf of Holy Family. Children are supervised onsite from 7am until 8.15am and from 2.50pm until 6.30pm. Registration is required. Contact Camp Australia on 1300 105 343 or www.campaustralia.com.au.

Bell Times
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8.40 am</td>
<td>Morning bell</td>
</tr>
<tr>
<td>10.40 - 11.00 am</td>
<td>Snack</td>
</tr>
<tr>
<td>12.30 - 1.20 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.50 pm</td>
<td>End of day</td>
</tr>
</tbody>
</table>

Buddy Program
To promote a smooth transition to school, the Buddy Program establishes social networks by providing Kindergarten students with buddies in the Senior School (Years 5 & 6). The Buddy Program promotes a sense of community and belonging to the school and continues for the year.

Bullying
Bullying is not tolerated at the school. Anti-bullying brochures are available at the school office, and provide more information. If you think your child may be being bullied or is a bully, please contact the classroom teacher.

Bus Service
Applications are available at the school office. Students in Kindergarten to Year 2 travel for free, regardless of distance between school and home. Students in Years 3 to 6 are entitled to a bus pass if they live outside a certain area (approximately 2km from the school).

TransdevTSL provides transport to and from the school - Killara, Lindfield, Roseville & Chatswood. For further information, please contact TransdevTSL on 9457 8888. Timetables and route directories are available on-line. A teacher is on duty each morning and afternoon to supervise students catching buses home.

Change of Information/Change of Plans
The school office must be notified as soon as possible if there is a change of plans as to how the student will be travelling home. Notify the school in writing if there is a change of address and/or phone numbers. This is particularly important for medical emergencies. It is also important to notify the school if any of the following changes: health problems, change in family circumstances, etc.
Child Protection
We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Conflict Resolution
Conflict, between students, will occur from time to time. The skills needed for resolving conflict effectively are complex. They involve managing feelings, understanding others, communicating effectively, developing options and making decisions. Parents and carers play an important role in helping children resolve conflicts. You can also play a critical role in establishing positive guidance that teaches children the skills needed to resolve conflicts effectively. Contact your child’s teacher if you need to discuss the problem.

The following resources are produced by Kids Matter and are recommended by the school:


Complaints
We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child you should raise it with your child’s class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.

If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

Communication
The school communicates with parents in a number of ways:

- Weekly Newsletter link sent via email every Friday
- Parent/Teacher Nights – (Early Term 1)
- Parents & Friends Meetings
- Student Workbooks
- Parent Teacher Interviews
- Class Overviews – (Beginning of each term)
- Teachers will contact parents when necessary
Drive Thru
This is a system which allows students to be dropped off and picked up safely. The driver must NOT get out of the car. Students must be able to unbuckle their seatbelt and exit the car with their school bags without assistance at drop off and get into the car and buckle up their seatbelt without assistance at pick up. Families are issued with a large laminated sign of their surname, to display on the dashboard so teachers can read this and call the students to the car and assist them to get into the car.

Turn left into Balfour Lane (off Balfour Rd), drive up the lane between Coles and the Coles car-park and enter the Stopping zone located between the church and hall, as indicated by the orange cones.

In the morning gates are open from 7:30 am and close at 8:45 am. Gates are open from 2:50 pm in the afternoons. The queue in the afternoon can start as early as 2.30 pm but once the gates are open the queue moves freely. The last car is through at approximately 3.00 pm.

Drop off and Pick Up
Extreme caution needs to be taken by drivers in Drive Thru as young children can behave unpredictably. Parents should never leave their car. No overtaking is allowed in this area. Please note: Drive through crosses the pedestrian crossing that many students and families use.

Students are supervised from 8:15am to 3.10pm.

Parking is available in Coles car park and limited parking is available in Highfield Road and on the Pacific Highway. N.B.: Cars are not permitted to park in the bus stops in Highfield Road or on the Pacific Highway. The Pacific Highway becomes a clearway at 3:00pm so parking time is limited.

Students leaving the school on foot are required to be picked up in the Undercroft unless they have parental permission to leave the school on their own. Parents are required to come into the playground to collect their children. You are asked to then take your children from the school as soon as possible to enable other parents to park. Please park legally whilst on the school premises. Students not collected by 3pm will be taken to the school office and the parent/caregiver contacted.

(Many families use the Drive Thru system outlined above).

Excursions
Students are expected to attend all excursions as they are part of the school day and form an integral part of the curriculum. The cost for excursions is included in the school based resource fee. The senior school excursion to Canberra, held every second year, and the annual Year 6 Camp are billed separately to families. Permission slips must be signed and returned to the school. Students can not attend excursions without permission being received in writing.

Immunisation
Students enrolling at Holy Family must provide a certificate of immunisation at the time of enrolment. Under the NSW Public Health Act 1991, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Library
Library bags can be purchased from the Uniform Shop. They are to be used for carrying school library books to and from school on the day of your child’s library lesson.

Lost Property
All of your child’s property must be clearly labelled with his/her name. Lost property is located in the Undercroft. Unlabelled property is discarded at the end of each term.
Lunch
Students eat their lunch in the Undercroft. Please provide your child with a nutritious lunch that he/she can manage by themselves. (ring-pull cans are strongly discouraged). If a student is unable to eat all of his/her lunch we encourage him/her to take it home. Some of our students have life-threatening allergies to nuts and we ask that products containing nuts are not brought to school.

Medication
If children are well enough to return to school and are still on antibiotics we suggest parents ask their doctor for a twice a day dosage or that the middle dose is taken once the child returns home. If this is not possible, then Medication Authority forms, detailing the reason for and the dosage etc. must be completed at the school office if you require staff to administer medication to your child. The medication must be in its original packaging.

Pastoral Care

Kidsmatter is a mental health and well-being initiative for primary schools. Holy Family use the KidsMatter framework to put our pastoral care policies and procedures into action. There is a KidsMatter team comprising staff and parents who meet a few times a year to discuss directions for the school.

Punctuality
All students need to be at school by 8.40am. Late arrivals must report to the school office to be signed in, students are then issued with a late slip to give to their classroom teacher who requires this information for the student roll.

Reporting to Parents
  o Getting to Know your Child Information Evening
  o Parent Teacher Interviews
  o Teacher requested interviews

Sacramental Programme
Lindfield – Killara Parishes are part of the Broken Bay Diocese and the sacramental programme is based on the programme implemented by our Bishop, David Walker. Our parish has a commitment to the diocesan policy which asks that the preparation for the sacraments be: family based, parish co-ordinated, and school supported. For information about the sacramental programme please contact the parish office.

School Fees and Charges
A schedule of fees is provided annually. Your total school account is billed annually with three instalment payment dates advised on the statement. If you have any concerns in relation to your schools account or the payment of it, please contact the school office.

Senior school
Seniors refers to our students in Year 5 and 6. Holy Family have a team teaching approach to meeting the learning needs of students in these years and there is a focus on developing students’ ability to problem solve, take increasing responsibility for their learning and work in co-operative groups to complete learning tasks.
Sickness
If a student is unwell, the teacher will send or take him/her to the sickbay. The school secretary will consult the Principal and then contact the parent/caregiver and make the necessary arrangements. If your child is unwell, please keep him/her at home. Some common childhood diseases, which will require students to remain at home, are:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>CHICKEN POX</td>
<td>Excluded for 7 days after spots appear.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Excluded until discharge from eyes has stopped.</td>
</tr>
<tr>
<td>GERMAN MEASLES</td>
<td>Excluded for 7 days from appearance of rash.</td>
</tr>
<tr>
<td>HEADLICE</td>
<td>Excluded until hair is completely clear of nits or lice.</td>
</tr>
<tr>
<td>HEPATITIS</td>
<td>Re-admitted to school with a medical certificate.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Re-admitted if the sores are completely covered by a clean dressing.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Excluded for 5 days from appearance of rash.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>Excluded until all evidence has disappeared or medical certificate is produced.</td>
</tr>
</tbody>
</table>

Staff Development – Pupil Free Day
Teachers are professionals who need to regularly update their knowledge and skills. Every NSW school suspends classes for five days for staff development. The school will provide parents/caregivers with at least three weeks’ notice of staff development days. One of these days is always the first day of each new school year.

Sun Smart Policy
Our school has a “sun smart” policy that endorses the use of hats and sunscreen. Students must wear their hat every day of the year. Parents are encouraged to put sunscreen on their children. Students without hats are required to play in the shade.

Supervision
Morning supervision commences at 8.15 am in the Undercroft. There is NO supervision provided until that time. Students who arrive early to school need to go to Before School Care. The school encourages parents/caregivers to drop off their children on or after 8:15 am. Supervision after school is provided until 3:00 pm, students remaining at school after this time are taken to the school office and their parents will be contacted.

Undercroft
The Undercroft is the downstairs area of the school located between the basketball court and the toilet block. Each morning years K-6 line up in this area in class designated lines. After school, students being picked up sit near the tuckshop and wait for their parents/caregivers. This area is supervised by teachers from 8:15 am in the morning and from 2:50 pm until 3:00 pm.

Walkers
Pedestrians – safety is paramount. Students walking to and from school by themselves must do so with parental consent. Students who walk to and from the school are to enter and exit the school via Highfield Road gates if walking up/down Highfield Road, or via the gate near the church and then across the pedestrian crossing if walking from the Pacific Highway.

Students should not enter or exit the school from any other point, unless under direct adult supervision. The laneway and Coles car park must NOT to be used as pedestrian access as they pose serious risk to student safety.

Students who need to walk down Balfour Street are to walk down the pedestrian footpath on the Pacific Highway, cross at the lights to the Pizzeria and walk down Balfour Street (on the opposite side of the car park), avoiding the Balfour Street /laneway intersection.

Students walking to and from school, without adult supervision, must be able to do so safely. Parents are encouraged to consider the age appropriateness of this decision.

Uniform Shop
The shop is open 8.30am to 9.30am on Wednesday. Order forms are available from the school school website on www.hfldbb.catholic.edu.au or from Schools24 (www.schools24.com.au) (please ask the office for further details).
Child Protection
If you plan to volunteer in the classroom, or on excursions (anywhere which brings you in direct contact with students), the school requires you to complete the child protection forms available at the school office. The safety of the students is paramount and no exceptions will be made.

The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current requirements are for the working with children
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

Class Parents
Early in the school year, parents from each class are asked to volunteer to be a Class Parent to act as a liaison person between the P&F School and families. Class parents have responsibility for class related matters such as: producing and distributing a class list, organising class social events, co-ordinating their class’s volunteer responsibilities and personally welcoming and supporting any new families into the school. The Class Parents are supported by the P&F Social Co-ordinator.

Holy Helpers
These volunteers provide help and support to families in need. The Holy Helpers provide a support system for school families in times of sudden illness, bereavement or family upheaval. Help includes: providing meals for a family, arranging school transport and providing emotional and other support. This support is provided with discretion; details are not reported to the school community at large. The coordinator’s role is to galvanise the help available within the wider school community. People wishing to volunteer to assist or to receive the support should contact the school office.

Induction
The law requires all volunteers to complete a Work Health Safety Induction. Inductions are run by the school at the beginning of each term. If you have missed the induction please contact the school office.

Classroom Volunteers
Some classroom teachers will ask for volunteers to assist in the classroom a regular basis. This decision to use volunteers in the classroom is made by each teacher to best meet the needs of the students. If you are asked to volunteer in the classroom the Work Health Safety Induction and Child Safety forms must be completed prior to commencing your duties. It is important that you remember to sign in and out of the school and that you wear your nametag at all times.

Parents & Friends (P&F)
The P & F is led by an executive committee which comprises: the Principal, an elected President, a Treasurer and a Secretary. Elections for these positions are held at the annual AGM. All parents are encouraged to attend the meetings, which are held at the school twice per term. The Parents and Friends association provides an opportunity for staff and parents to work together to ensure the students receive the best possible education in a strong family atmosphere. The P & F’s goal is to encourage social interaction, participation in educational programs and fundraising. These goals are achieved by providing the parent community with many fabulous events throughout the year and contributing generously to the school.
School Board
The School Board oversees the implementation of Broken Bay Diocesan policies; school based policies and oversees the implementation of the strategic plan. Communication and collaboration with the school and parish community is a significant part of its role. The Holy Family School Board comprises the Principal, Chairperson, Parish Priest, members of the teaching staff and approximately eight parents.

Signing In and Out
It is important that the school is aware of all people on site during the day. On arrival every visitor/volunteer must sign the Visitor Register at the school office. It is important to sign out when leaving the school.

Volunteers Morning Tea
Held in December of each year, this morning tea allows the school to formally recognise and thank all those who have volunteered at the school. If you have volunteered at the school please attend this function and allow the school to thank you.
Art Festival
This is the major event and fundraiser for the school year, building great community spirit while raising funds on behalf of the P&F. The Festival is usually held mid to late March. The school hall is transformed into a sophisticated art gallery and the Cocktail Party held on a Friday night provides a wonderful start to the Festival. On Saturday, the entire school community comes together to enjoy activities for children and food and merchandise stalls. You will hear more about the Art Festival early in Term 1 and opportunities to volunteer to assist will be advertised.

Prior to the Art Festival, there is a request for donations of drinks (soft drink, juice and water) and lollies that can be on-sold during the Festival. The relevant dates and times of these collections will be advertised in the school newsletter. Helpers are stationed at each school gate and Drive Thru in the mornings, to collect the donated goods.

Art Festival Committee
This committee consists of approximately eight parents. The committee is then divided into sub-committees with each year level being given responsibilities, such as Kidz Biz, BBQ and cakes etc. The committee works over the year to bring together an event that is not only an integral part of the school culture, but also the local community. Being part of a sub-committee is not only a great way to contribute, but also a great way to meet different people within the school community. There may still be places available in the sub-committees. For further information please contact the Art Festival Convener through the school office.

Christmas Markets
The Christmas Markets is a fundraising event hosted by a volunteer committee who arrange for exhibitors and stall holders to create a “marketplace” in the hall. This event provides the parent community with an opportunity to stock up on food and gifts for Christmas. Profits earned from the event go to the P&F.
**Dad’s Big Breakfast**
This event is held on the Friday morning prior to Fathers’ Day. From 7.30am, breakfast is served in the hall for all dads/special people of significance. Breakfast orders are taken prior to the day and mothers volunteer to cook a wonderful breakfast. It is a special morning with about 400 breakfasts cooked for the students and dads. There is a small charge per family to cover the costs.

**Disco**
In Term 3 the Disco is held in the hall. Volunteers organise the disco, provide refreshments and supervision on the night. The evening is split into two sessions: afternoon session for children in Kindergarten through Year 2; and an early evening session for children in Years 3 to 6. Parents not involved in supervising are expected to drop their children off and pick them up at the conclusion of their session. There is a small charge per child attending to cover cost.

**Fairy Fund**
A Class Parent from each class collects a small voluntary amount (usually $10 - $15) from each family at the beginning of the year to cover such costs as a gift for the teacher's birthday, class celebrations and other incidental expenses throughout the year.

**Mother’s Day Morning Tea**
Mothers’ Day is celebrated on the Friday prior to the Mother’s Day weekend. After Mass a morning tea hosted by a nominated Year is held in the hall.

**Mother’s Day Stall**
Class parents of the nominated Year organise a gift stall, where each child has the opportunity to purchase a gift (usually $5 or $10) for their mother (or someone significant) which they have chosen themselves.

**Mum’s Night Out**
Most Class Parents will organise a dinner at least once per year at a local restaurant for all the mothers in each class to socialise without children. Attendance is voluntary; each mum pays for her own meal.

**Welcoming Committee BBQ**
Early in the first term of the new school year the Welcoming Committee hosts a BBQ for new and returning families to allow everyone to reconnect after the school holidays. This is not a fundraising event; however there will be a small charge to cover the cost of food and drinks.

**Year Cocktail Parties**
Class Parents of each grade co-ordinate a Year Cocktail party which is usually held at the home of a family within that year. This is an evening just for parents to meet and socialise with other parents in the same year level as their child. You may be asked to provide either a covering cost or a plate of food and your own drinks.
Athletics Carnival
This carnival is held in Term 2. The whole school attends and all the students from K - 6 participate. A wide range of track and field events are contested and many parent volunteers are needed on the day. The students wear their sports uniform and a shirt (non uniform) in their house colour.

Cluster
Our school is a systemic school within the Broken Bay Diocese. Within the diocese exist three clusters: Peninsula, Central Coast and North Shore. Holy Family, Lindfield is located in the North Shore Cluster.

Dance
Dance classes unaffiliated with the school are held in the hall on Monday – Thursday. “Dance One” conduct the lessons contact via email at kirsty@dance1.com.au. Times vary according to age and the types of classes.

Gala Days
Sports Gala Days are held throughout the year for netball, soccer, basketball and other sports. Students from Year 3 to 6 are selected into teams to compete in inter-school competitions with other catholic schools from the diocese.

Netball
Girls turning seven or older by December 31st of each year can play netball for Lindem Netball Club in the Ku-Ring-Gai Netball Association. Please contact Lindem Netball Club www.lindem.netball.asn.au for registration.

School Sport
All students participate in sport. Students participate in specialist programs e.g. gymnastics delivered at the school as well as in school run programs.

Soccer (Football)
The Highfield Family Football Club can place students into a team with other Holy Family students upon request. Parents are required to organise the teams and liaise with club. Registrations take place early in term one, details are available in the school office.

Sport Houses
House colours are: **Polding (Blue)**, **Riley (Red)** and **MacKillop (Yellow)**.

Swimming Carnival
This carnival is held in February each year. Students from years 2 to 6 attend the swimming carnival, only those who are proficient swimmers should compete. Students wear their sports uniform or a t-shirt in their house colour. Competitors should wear a cap in their house colour (school uniform shop). Parents are asked to assist at this event and are welcome as spectators.

Taekwondo
Taekwondo operates in the hall on Thursday afternoons from 3:00-4:00. Information and fees are available from the school office. Taekwondo is not affiliated with the school

Tennis
Run by Chatswood Tennis Club, children are taken by bus from school to the tennis courts by the club each day. Contact details are available at the School Office.

Zone
The Broken Bay Diocese is one of the 11 dioceses in NSW. The dioceses have been arranged into two zones which allow eligible talented athletes to participate in the NSW PSSA State fixtures. These two zones are Polding and MacKillop. Holy Family is in the Polding zone.
**EXTRA CURRICULAR**

**Afternoon / Evening of Dance and Music**
During Terms 2 and 3, we hold the Morning and Evening of Dance and Music (one per term). Students nominate to do an item in the concerts. All acts are auditioned and a high standard is encouraged. The children can do solo and/or group dances and solo and/or group musical performances.

**Chess Coaching**
Sydney Academy of Chess attends the school to coach the children on a Monday lunchtime. These sessions are held during Terms 2 and 3 only.

**Choir**
The Choir is open to all students in Years 3 to 6. The choir meets weekly to practice a variety of songs and hymns. The choir has opportunities to perform publicly throughout the year, including at whole school events, masses and liturgies and the Lourdes Nursing Home visit.

**Debating**
The debating teams are made up of students of students from Year 6. All students are given coaching and the opportunity to try out for the teams. Two teams of four speakers are selected, and they travel to nearby catholic schools in our cluster to compete. The students are given the topics five days in advance, and need to demonstrate teamwork, articulation, knowledge and quick thinking skills to be successful. Parent drivers are needed for this activity. Drivers must have completed the volunteer induction forms and child protection forms. Drivers are also required to provide copies of their drivers licence and current registration and insurance for the vehicle being used to transport the students.

**Social Justice Group**
Social justice is about respecting human dignity and promoting the common good. As Catholics we are called to respond to those in need and work for justice and peace. The Social Justice Group seeks to integrate service, fundraising and teaching to create a meaningful program with a variety of opportunities for students and parents. Membership enquires from parents are welcome. Contact the school office, if you wish to join the group. All students in years 5 & 6 will be given opportunities to join this group.

**Public Speaking Competition**
The Public Speaking Competition is an annual event occurring in Term 3 that involves all students from Years 1 to 6. Students choose from a list of topics, then write, practise and deliver speeches on a variety of topics. Students develop skills in writing speeches, organising ideas, projecting the voice, generating enthusiasm, making eye contact, developing self-confidence and engaging the audience. In Year 6, two students are selected to represent Holy Family at the Cluster Public Speaking Finals.

**School Band**
Band is an extra-curricular activity run by the Band Parent Committee in cooperation with the school. The aim of the program is to provide musical enrichment complementary to the educational framework of the school. The program seeks to emphasise four important elements: commitment, dedication, musical achievement and fun. Membership in the band program is open to all students from Years 3 to 6. Recorder lessons are also available for students in years 1 and 2. Information regarding band and recorder is available from the school office.

**Tournament of the Minds (TOM)**
Tournament of the Minds is a problem solving program for teams of students from the Senior School. They are required to solve demanding, open-ended challenges around the areas of applied technology, language literature, maths, engineering and social sciences. Tournament of the Minds is an opportunity for students with a passion for learning and problem solving to demonstrate their skills and talents through performance in an exciting and vibrant way. Students audition for TOM, their attendance at practice will also be taken into consideration by the TOM Coordinator in selecting teams.
WEEKLY

Assemblies
A whole school assembly is held in the hall at 8:40 am on Monday mornings. This assembly is opened with the national anthem and prayer. Pertinent information for the coming week is shared with the school community and achievements from the previous week are recognised. Positive Behaviour for Learning awards (PBL) are presented to those students who are seen as having excelled in some aspect of school life during the previous week. Classes lead an assembly twice per year and use this as an opportunity to highlight aspects of their learning. Parents are welcome to attend assemblies.

Tuckshop
Mondays and Thursdays the tuckshop is open for students to purchase snack and lunch. The tuckshop is staffed by volunteers who are rostered on at the beginning of each term. Due to health regulations no younger siblings can be in the tuckshop area with volunteering parents. The tuckshop is located in the Undercroft area adjacent to the stairs going up to the School Office. Menus are available from the www.school24.com.au. We urge you to please volunteer at the Tuckshop at least once a term if possible; this greatly assists the school and the children love to see you.

TERMLY

Principal Coffee Mornings
Coffee mornings are held once per term, directly after drop off. A nominated class hosts the morning. These meetings provide another opportunity for the parent community to speak directly to the Principal, over a coffee and cake, in an informal environment. Occasionally a guest speaker will be invited.

ANNUALLY

Beginning of the Year School Mass
This mass is usually held in the first week of February, during school hours. At the conclusion of the mass, Year 6 student leaders are introduced and commissioned as School Leaders for the year ahead. The school community has the opportunity to acknowledge the student leaders.

Book Week
Book week is held in August of each year to coincide with the Children’s Book Council Book Awards. Book Week allows the school community to focus on books and working through a range of activities linked to reading. In previous years, celebrations have included character parades and a reading safari where children visited different classes and had award-winning books read to them.

Christmas Concert
This Concert is normally held in the first weeks of December, beginning in the early evening. Each class performs a carol or participates in the re-enactment of the Christmas story. Staff leaving the school, are formally farewelled by the school community at this time. The Christmas Concert is always well attended and is an opportunity to celebrate the school year.

End of Year Liturgy
This is held in the last week of the school year as we prepare to close school for the year. It is attended by the entire school and parents are very welcome. It is a time we say a formal goodbye to all students and their families who are leaving Holy Family.

Father’s Day Big Breakfast
Breakfast is held on the Friday before Father’s Day. All fathers, grandfathers or significant others are invited to join their child/ren for breakfast from 7.30 am. This is prepared by the Mums.
Graduation Mass
This Mass is held for our Year 6 students to formally recognise the completion of their Primary schooling at Holy Family. It is held towards the end of the school year.

Grandparents Day
This is a special day, recognising and celebrating the value and special role played by grandparents (and/or special people fulfilling the same role). It is generally held in Term 2 or 3 and commences with a whole school mass to which grandparents & families are invited. Following mass a morning tea, prepared by parents is held in the hall and classrooms are open for grandparents to visit. Grandparents are invited to the school library to donate a book on behalf of their grandchildren.

International Competitions and Assessments for Schools (ICAS)
Parents of students from Years 3 to 6 may choose to have their child/ren sit the ICAS competition in Science, English and Maths. These tests are conducted by the University of New South Wales. The tests are held across June to August and results are forwarded to parents. The tests are not compulsory at Holy Family and there is a charge associated with sitting the exams.

Kindy Transition
During Term 4 of the year before Kindergarten, those children starting school the next year attend transition days. Kindy Transition gives the children an opportunity to have a “test run” morning at Holy Family. The children participate in a range of activities to enable the teachers to get to know them and to familiarise themselves with school and meet some other children. Uniforms may be purchased on this day. ‘Play dates’ at “Deli in the Park” in East Lindfield are organised for incoming Kindergarten families to get to know each other prior to that first BIG day. Current families come to these play dates to help answer any questions new families may have.

Mother’s Day Mass
Mother’s and significant others are invited to celebrate Mass with the whole school just before Mother’s Day. Days and times may vary from year to year but will be advertised within the community and in the school newsletter.

Open Morning
Holy Family Catholic School, Lindfield has one open morning per academic year, usually held during “Catholic Schools Week”. These are for prospective families who may be considering enrolling at Holy Family to visit and learn about the school. It is generally attended by parents of children who will be entering kindergarten the following year, but all age groups of prospective students are welcome. The School Principal provides a brief welcome and senior school students escort small visitor groups around the school.

Parent/Teacher Meetings
At the beginning of the school year, class teachers may hold parent teacher interviews and/or class meetings. Academic parent teacher interviews are held in July when semester 1 reports are sent home. Teachers will discuss the progress of students with their parents at this interview. Parents are encouraged to contact the class teacher at any stage to discuss any concerns they may have. Appointments to meet the teacher can be made by phoning the school office.

Year Book
The Year Book is collated by parent volunteers and distributed to Year 6 at graduation, Year Books are sent home to all school families the next day. The Year Book contains photos of the students and snapshots of the events of the year. Do you have a creative flair? We are always looking for great pictures taken at school events for inclusion in the Year Book.
Our school rules and behavioural expectations outline appropriate student behaviours that contribute to the functioning of our school as a safe and supportive learning environment. Students at Holy Family Catholic School will be taught, encouraged and supported to demonstrate these expected behaviours.

At Holy Family Catholic School, we are **Respectful, Responsible, Learners**

<table>
<thead>
<tr>
<th>Respectful</th>
<th>Responsible</th>
<th>Learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be a good listener</td>
<td>Make good choices</td>
<td>Be prepared</td>
</tr>
<tr>
<td>Use kind words and actions</td>
<td>Be in the right place at the right</td>
<td>Learn and let others learn</td>
</tr>
<tr>
<td>Be inclusive</td>
<td>time</td>
<td>Always do your best</td>
</tr>
<tr>
<td>Care for our appearance</td>
<td>Care for others</td>
<td></td>
</tr>
<tr>
<td>Care for all property</td>
<td>Care for the environment</td>
<td></td>
</tr>
</tbody>
</table>

Holy Family Catholic Primary School community is committed to:

- Teach,
- Practise,
- Apply, and
- Acknowledge appropriate behaviours
All children at Holy Family are expected to be dressed in the correct school uniform. All items are currently available from our “Uniform Shop.” The Uniform Shop is located in the room next to the After School Care at the bottom of the stairs and is open every Wednesday morning from 8.30am – 9.30 am. Order forms for uniforms can be found on www.school24.com.au

**Dress:** always tidy, shoes cleaned at least once weekly, ties on properly, shirts tucked in. Black school shoes for our everyday uniform and white joggers for Sports Day.

**Hair:** Girls - Long hair should be tied back. Hair Accessories must be in the school colours – green & white, available from the Uniform Shop. Boys - neat, not too long (must be above the collar) or too short [not below a Level 2 cut]

**Jewellery:** no nail polish, bracelets, rings, necklaces. Watches and stud earrings are acceptable.

**Hats:** the school has a “No Hat Play in the Shade” policy. All students must wear a Holy Family hat for outdoor play.

**Bags:** backpacks with school logo available from Uniform Shop.

<table>
<thead>
<tr>
<th>GIRLS UNIFORM</th>
<th>BOYS UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>green check with white collar summer tunic</td>
<td>khaki short</td>
</tr>
<tr>
<td>short green socks</td>
<td>khaki short sleeve shirt</td>
</tr>
<tr>
<td>black shoes</td>
<td>green sweatshirt or track jacket with</td>
</tr>
<tr>
<td>green sweatshirt or track jacket with logo</td>
<td>short green socks and black shoes</td>
</tr>
<tr>
<td>school hat</td>
<td>school hat</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>green check sleeveless tunic</td>
<td>grey woollen shorts</td>
</tr>
<tr>
<td>white long sleeve blouse</td>
<td>long sleeve white shirt</td>
</tr>
<tr>
<td>short green socks or black tights</td>
<td>boy’s school tie</td>
</tr>
<tr>
<td>black shoes</td>
<td>long grey school striped socks and black shoes</td>
</tr>
<tr>
<td>green woollen jumper and/or sleeveless vest</td>
<td>green woollen jumper and/or sleeveless vest</td>
</tr>
<tr>
<td>all weather jacket (optional)</td>
<td>all weather jacket (optional)</td>
</tr>
<tr>
<td>school hat</td>
<td>school hat</td>
</tr>
<tr>
<td><strong>Sport</strong></td>
<td><strong>Sport</strong></td>
</tr>
<tr>
<td>white sports polo shirt with logo</td>
<td>white sports polo shirt with logo</td>
</tr>
<tr>
<td>unisex sports shorts with logo</td>
<td>unisex sports shorts with logo</td>
</tr>
<tr>
<td>green sweatshirt or track jacket with logo</td>
<td>green sweatshirt or track jacket with logo</td>
</tr>
<tr>
<td>green tracksuit pants (optional)</td>
<td>green tracksuit pants (optional)</td>
</tr>
<tr>
<td>white sandshoes/sport shoes</td>
<td>white sandshoes/sport shoes</td>
</tr>
<tr>
<td>white/green sports socks</td>
<td>white/green sport socks</td>
</tr>
<tr>
<td>all weather jacket (optional)</td>
<td>all weather jacket (optional)</td>
</tr>
<tr>
<td>school hat</td>
<td>school hat</td>
</tr>
</tbody>
</table>

**NOTE:** The polo shirt is only for sport, not every day wear.

**Additional Items Available**

- Holy Family School bags
- Library Bags
- Art Smock
- Assorted Hair Accessories
- Winter Scarf
- Second hand stock available for sale. 25% of second hand sales are donated to charity.
Prayer to St. Brigid

St Brigid Mary of Ireland, ask for us all today,

the courage to do God's deeds, whatever the world may say,

the grace to be strong and gentle,

the grace to be firm and true,

the grace to be faithful always,

to God, to Mary and You.

Amen