

Holy Family Catholic Primary School Lindfield

Parent Handbook



(Revised September 2023)

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OUR HOLY FAMILY SCHOOL PRAYER

FROM THE PRINCIPAL

Dear Parents,

Welcome to the Holy Family Catholic Primary 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.



Pauline Dinale
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 recognise 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 the 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;

SCHOOL INFORMATION

NAME OF SCHOOL:	HOLY FAMILY CATHOLIC PRIMARY SCHOOL
ADDRESS:	4 HIGHFIELD ROAD LINDFIELD NSW 2070
PHONE:	7256 2141
PRINCIPAL:	Mrs Pauline Dinale
EMAIL:	info@holyfamily.nsw.edu.au
WEBSITE:	www.holyfamily.nsw.edu.au
SCHOOL OFFICE HOURS:	8.30am – 3.30pm (The school answering service is available outside office hours)



CONTACT INFORMATION

Holy Family Catholic School, Lindfield	7256 2141
Holy Family Catholic Parish	9416 3702
Catholic Schools Office, Diocese of Broken Bay	9847 0000
After School Care - Catholic Care	0481 601 904

Contacts

Holy Family of Nazareth, Lindfield Parish

The Parish Office is located above the Church at 2 Highfield Road, Lindfield.

Opening hours: Monday to Friday 9.30 – 4.30 pm.

To contact the office call 9416 3702 or email parish@lindfieldkillara.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 Show & Fair Committee

Holy Helpers

Social Justice

Welcoming Committee

School Advisory Board

CONTACT US



History of the School

Holy Family Catholic Primary 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.

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 behaviour expectations that relate to this are on display in classrooms and around the school. Families are encouraged to display their copy on the fridge and to regularly have discussions about the rules. Each behaviour expectation has been matched with one of the 7 habits and are explicitly taught using lesson plans prepared by a core group of teachers on the PBL team.

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.

The Leader in Me

Holy Family is a *Leader in Me* school. *The Leader in Me* is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Content from *The 7 Habits of Highly Effective People* is a key component of the overall *The Leader in Me* process.

The 7 Habits of Happy Kids are:

- Habit 1 - Be proactive
- Habit 2 - Begin with the End in Mind
- Habit 3 - Put First Things First
- Habit 4 - Think Win-Win
- Habit 5 - Seek First to Understand, Then to Be Understood
- Habit 6 - Synergize
- Habit 7 - Sharpen the Saw

The 7 Habits® Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW®
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE®
Together Is Better

Habit 5

**SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD®**
Listen Before You Talk

Habit 4

THINK WIN-WIN®
Everyone Can Win

START WITH YOU

Habit 3

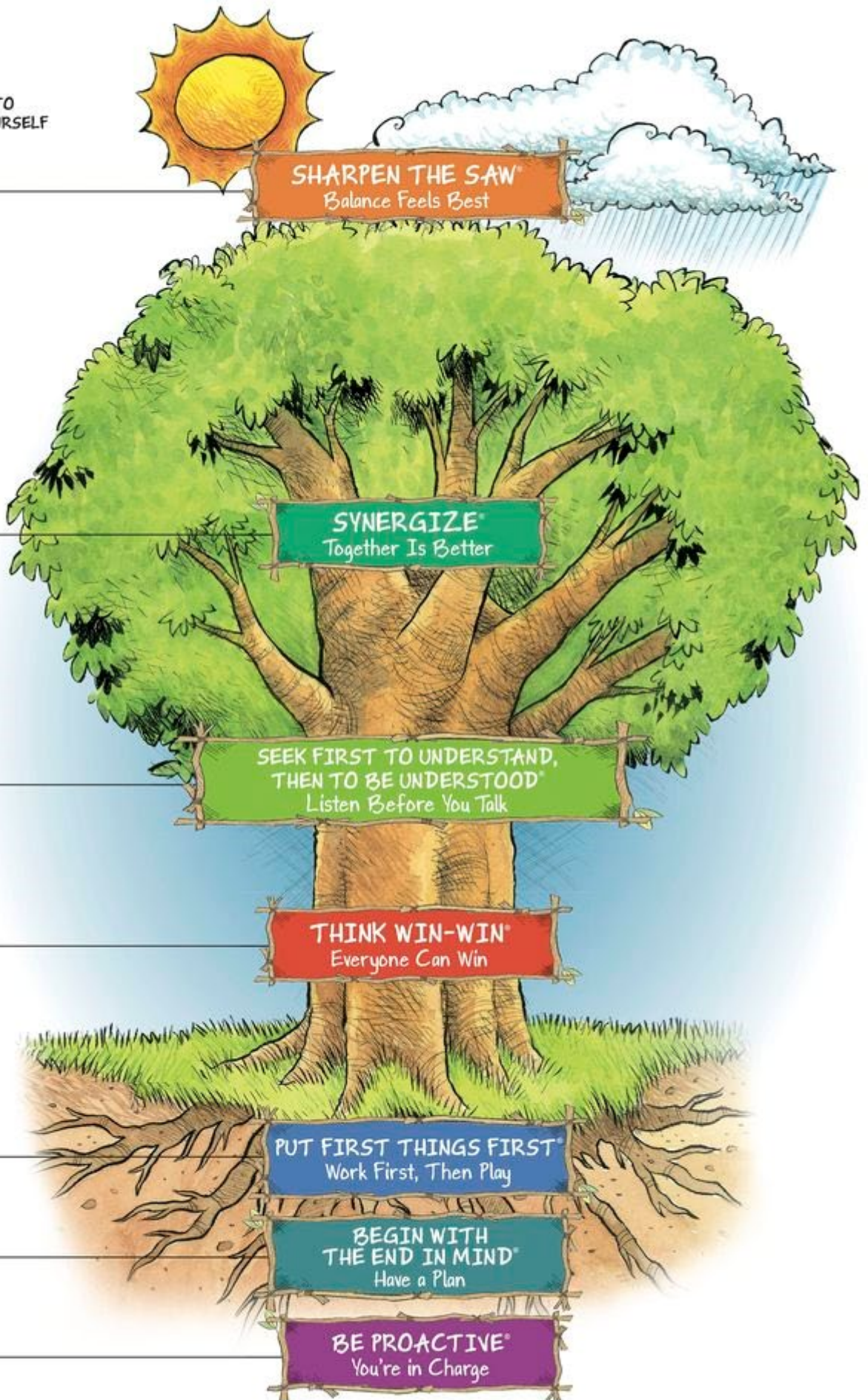
PUT FIRST THINGS FIRST®
Work First, Then Play

Habit 2

**BEGIN WITH
THE END IN MIND®**
Have a Plan

Habit 1

BE PROACTIVE®
You're in Charge



STUDENT INFORMATION

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, Anaphylaxis and Asthma training. In case of an 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.

After School Care (ASC)

Catholic Care manages the After School Care program on behalf of Holy Family. Children are supervised onsite from 7.00am until 8.15am and from 2.50pm until 6.00pm. Registration is required.

Contact Catholic Care on 0481 601 904 or via email osch.lindfield@catholiccaredbb.org.au

Bell Times

Morning bell	8.35 am (students to line up at the Undercroft when this bell goes)
Snack	10.55 -11.25 am
Lunch	12.55 - 1.35 pm
End of day	2.50 pm

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. 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 for school Opal cards are done online at transportnsw.info/school-students. 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 an Opal card if they live outside a certain area (approximately 2km from the school).

CDC NSW provides transport to and from the school - Killara, Lindfield, Roseville & Chatswood. For further information, please contact CDC NSW on 131500. Timetables and route directories are available on-line. A teacher is on duty each morning and afternoon to supervise students catching buses.



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 SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular, the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the NSW Children and Young Person (care and protection) Act 1998

See also Appendix 1: SAFEGUARDING INFORMATION

PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

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

- Complete the CSBB Contractor & Volunteer Engagement Form and the Safeguarding induction and declaration within the form and complete an induction with the Assistant Principal.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. 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 a child or young person is subject to investigation.



See also Appendix 2: WORKING WITH CHILDREN CHECKS

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child, you should raise it with the classroom teacher.
- If your child has a concern or complaint about another student they should raise the issue with the relevant teacher.
- If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, or Principal.
- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

See also Appendix 3: MAINTAINING PROFESSIONALISM

Communication

The school communicates with parents in several ways:

- Compass Newsfeed
- School website www.holyfamily.nsw.edu.au
- Weekly Newsletter
- Parent/Teacher Nights – (Early Term 1)
- Parents & Friends (P & F) Meetings
- Parent Teacher Interviews
- Curriculum Overviews – (Beginning of each term)
- Teachers will contact parents when necessary.



Compass

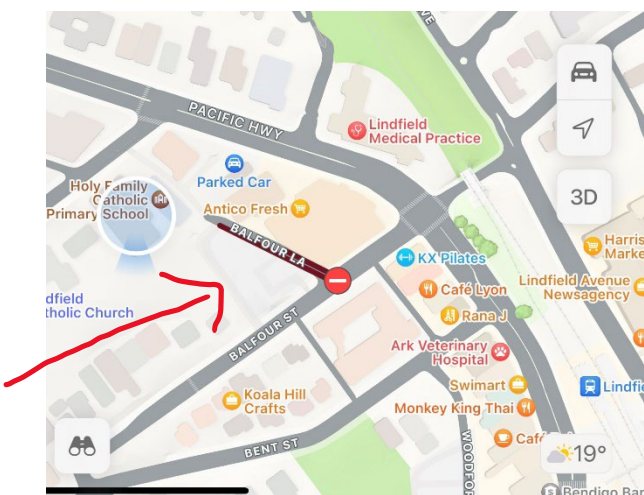
Compass <http://schools.compass.edu.au> is a web-based Parent Portal App which is accessible through your web browser or by using the Compass App on your phone. Each family will receive a unique login username and password to enable you to log in. Compass will allow you to see your children's school activities, absences, achievements and school news.



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 child's name, 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 the driveway off Balfour St, (see map below with red arrow), drive up the drive and stop at the gate located between the church and MacKillop Hall.



In the morning gates are open from 7:30am if Before School Care is operating (no school supervision until 8.15am) and close at 8:45am. Gates are open from 2:45pm in the afternoons. Parents can pick up their children in Drive Thru from 2:50pm.

There is on occasions a serious problem at the entrance to the Coles driveway, with cars lining up onto the Pacific Hwy intersection, through the lights causing further traffic problems. There is also a level of frustration, as drivers from both directions try to enter the laneway. Whilst it is legal to come down the hill from the Pacific Highway and turn right into the Coles Driveway, there is a need to consider the safety

of drivers who are trying to cross the intersection at the Pacific Highway and Balfour Road.

In an effort to streamline this process and reduce the potential risks we ask you to use a **left turn only** coming up Balfour Street. The easiest way to do this would be to turn right onto the Pacific Highway, left into Highfield Road at the Church and go around the block coming up Balfour Road for a left hand turn into the driveway. This should eliminate the problem.

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 Thru crosses the pedestrian crossing that many students and families use.

Drop off and Pick Up

Students are supervised from 8:15am to 3.15pm.

Limited parking is available in Highfield Road and on the Pacific Highway. N.B: Cars are not permitted to park in the bus stops on Highfield Road or on the Pacific Highway. The Pacific Highway becomes a clearway at 3:00pm so parking time is limited. It is recommended that families use Drive Thru.

Students leaving the school on foot are required to be picked up from MacKillop Hall 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 3:10pm will be taken to the school office and the parent/caregiver contacted.

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 Senior Camp are billed separately to families. Permission is all done via the Compass App. Students cannot 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 Cowan & Lewis (our external uniform provider). 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 school. Unlabelled property is donated to the second-hand uniform shop 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 you require staff to administer medication to your child then Medication Authority forms, detailing the reason for and the dosage etc. must be completed and signed by a medical practitioner. The medication must be in its original packaging. 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. For further information please refer to the Medication Policy. These forms together with the Medication Policy are available on our school website.

Pastoral Care

Be You (previously KidsMatter) - Be You aims to transform Australia's approach to supporting children's and young people's mental health in early learning services and schools. Our vision is that every learning community is positive, inclusive and resilient – a place where every child, young person, educator and family can achieve their best possible mental health.



Punctuality

All students need to be at school by 8.40am. Late arrivals must be signed in by the parent or guardian at the Compass Kiosk (school office). Students are then issued with a late slip to give to their classroom teacher who requires this information for the student roll. A parent must accompany the student to the school office to sign them in.

Reporting to Parents

- Information Evening (Term 1)
- Parent Teacher Interviews
- Teacher requested interviews
- Written reports each semester

Sacramental Programme

Lindfield – Killara Parishes are part of the Broken Bay Diocese and the sacramental programme is based on the programme implemented by the Diocese. 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. Information is also advertised in our school newsletter.

School Fees and Charges

A schedule of fees is provided annually. Your total school account is billed monthly with 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.

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. If your child presents with symptoms of Covid-19, please keep them at home, get them tested and forward the results to school. Some common childhood diseases, which will require students to remain at home, are:

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

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 8.15am in the Undercroft area. There is NO supervision provided until that time. The school encourages parents/caregivers to drop off their children at or after 8:15 am. Supervision after school is provided until 3:10 pm, students remaining at school after this time are taken to the school office and their parents will be contacted. At 3.15 pm students will be sent to After School Care if we are unable to contact the parents.

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.

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 must NOT be used as pedestrian access as they pose serious risk to student safety.



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.

VOLUNTEERING

Child Protection

If you plan to volunteer in the classroom, or on excursions (anywhere which brings you in direct contact with students), please complete the CSBB Contractor & Volunteer Engagement Form and the Safeguarding induction and declaration within the form and complete an induction with the Assistant Principal. The safety of the students is paramount, and no exceptions will be made.

The participation, involvement and help of parents, close relatives 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 in at the front office;
- be inducted and complete a declaration as per school procedures;
- check with the school what the current requirements are for working with children;
- not engage in any inappropriate behaviour towards any children. 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. You are unable to volunteer until you have been inducted.

Classroom Volunteers

Some classroom teachers will ask for volunteers to assist in the classroom on 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 please complete the CSBB Contractor & Volunteer Engagement Form and the Safeguarding induction and declaration within the form and complete an induction with the Assistant Principal. It is important that you remember to sign in and out of the school at the front office.

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 once 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 Advisory Board

The School Advisory 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 Advisory Board comprises the Principal, Chairperson, Parish Priest, members of the teaching staff and 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 in at the school office Compass Kiosk. It is important to sign out when leaving the school.

Volunteers Morning Tea

Held in November 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.

See also Appendix 3: Working with Children Checks



FUNDRAISING

Art Show & Fair

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 Art Show & Fair is usually held in Spring. 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 Fair. On Saturday, the entire school community comes together to enjoy activities for children and food and merchandise stalls. You will hear more about this during the first part of the year and opportunities to volunteer to assist will be advertised.

Art Show + Fair Committee

This committee consists of a body of parent volunteers. 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. For further information please contact the Art Show & Fair Convener through the school office.

Colour Run

The Colour Run is a once-a-year event which generally happens in Term 4. This takes place on school grounds and students are asked to obtain sponsors who make donations for them to take part in this activity.



SOCIAL ACTIVITIES

Dad's Big Breakfast

This event is held in the week prior to Father's Day. Breakfast is served in for all dads/special people of significance. RSVP and payment are taken prior to the day normally via Trybooking. It is a special morning with about 400 breakfasts cooked for the students and dads.

Disco

The annual school 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 costs.

Mother's Day Celebration

Mother's Day is celebrated prior to the Mother's Day weekend. Morning Tea is served in the hall for all mums/special people of significance. RSVP and payment are taken prior to the day normally via Trybooking. Mass is celebrated in the Church prior to Morning Tea.



Mother's Day Stall

Parent volunteers organise a gift stall, where each child has the opportunity to purchase a gift (usually \$10) for their mother/father (or someone significant).

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.

Welcome BBQ

Early in the first term of the new school year the school community hosts a BBQ for new families to allow everyone to meet one another.



Sport Houses

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

Athletics Carnival

This carnival is held in Term 2. The whole school attends and all 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 sport uniform and a shirt (non-uniform) in their house colour.

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 (these are sold by the Sports Captains in the playground a week prior to the event). Parents are asked to assist at this event and are welcome as spectators.

Cross Country

The cross country carnival is generally held in Term 1 each year. Successful students may go on to represent the school at Cluster and Diocesan levels later in the year.

Representative Sport

Students who are successful in their age events at the school athletics, swimming and cross country carnivals may go on to represent the school at Cluster and Diocesan levels. Students may also try out for Broken Bay representative sports in Rugby, Basketball, Cricket and Netball.

Cluster

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

Diocesan

2. 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.

Gala Days

Gala Days are non-competitive days 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.

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.

Dance

Dance classes unaffiliated with the school are held in the hall on Monday – Thursday. "Dance1" conduct the lessons contact via email at kirsty@dance1.com.au. Times vary according to age.

Netball

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

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 the club. Registrations take place early in term one, details are available in the school office.

Tennis

Run after school by Evolve Tennis Academy situated at 60b Clanville Road, Roseville. Participating students are collected by bus from school and taken to the tennis courts. Parents must then collect their children after the lesson. For further information please phone 0406 786 854

EXTRA CURRICULAR & REGULAR ACTIVITIES

Chess Coaching

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

Choir

The Choir is open to all students in Years 2 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.

Dance Spectaculars

During dance lessons in Term 3 the children choreograph a short dance. These performances are watched by parents and the rest of the school in the last week of Term 3.

Debating

The debating teams are made up 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 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 and child protection forms. Drivers are also required to provide copies of their driver's licence and current registration and insurance for the vehicle being used to transport the students.

Maths Olympiad and Maths Games

Years 4 - 6 have the opportunity to participate in this program held during Terms 2 and 3. The aim of this challenge program is to introduce students to develop problem solving skills.

Public Speaking Competition

The Public Speaking Competition is an annual event occurring in Term 3 involving all students from Years 1 - 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 (Years 3 – 6) and String Ensemble (Years 1 – 6)

Junior and Senior Band and Strings are extra-curricular activities run by Teaching Services Australia. 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. For further information please visit www.teachingservicesaustralia.com.au or phone 9651 7333 or for strings email: holyfamilystrings@gmail.com

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. Contact the school office if you would like to assist the SJG. All students in Years 4 - 6 will be given opportunities to join this group.

Tournament of Minds (TOM)

Tournament of 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 language and literature and social sciences. Tournament of 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 1:30pm on Monday. This assembly is opened with an acknowledgement of country, 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 as well as class awards given 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 (one prayer assembly) and use this as an opportunity to highlight aspects of their learning. Parents are welcome to attend assemblies.

Tuckshop

The Tuckshop is open on Mondays & Thursdays 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.

Our online Tuckshop service is provided by Qkr!. Download the Qkr! app from the Apple or Google Store onto your phone, find our school and register your children. You are then ready to start placing orders, it is as simple as that! See the website for more information.

Each class is responsible 4 times a year for volunteering in the Tuckshop. This greatly assists the school and the children love to see you – signup to volunteer at <https://signup.com/go/CYaDPCB>

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 Term 3 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. 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 Term 4 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 where we say a formal goodbye to Year 6 students and their families who are leaving Holy Family.

Father's Day Big Breakfast

Breakfast is held the week before Father's Day.

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 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 during Term 3 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 following 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.

Mother's Day Mass

Mothers 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 Mornings and Evenings

Holy Family Catholic Primary School has open mornings and evenings each academic year. 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. Private school tours can be arranged at any time.

Parent/Teacher Meetings/Interviews

At the beginning of the school year, class teachers hold a parent information evening. Academic parent teacher interviews are held at the beginning of Term 2. Teachers will discuss the progress of students with their parents at this interview. Semester reports are available via Compass at the end of Term 2 and Term 4. 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 emailing the school office at info@holysfamily.nsw.edu.au

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.



SCHOOL RULES

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 Primary School, we are **Respectful, Responsible, Learners**

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

Holy Family Catholic Primary School community is committed to:

- Teach,
- Practise,
- Apply, and
- Acknowledge appropriate behaviours



SCHOOL UNIFORM

Uniforms are sold by Cowan & Lewis and are available either online at <https://cowanlewis.com.au/> or through their shop located at 1315 Pacific Highway, Turrumurra. All orders will be delivered to school free of charge twice a week to the school office. Alternatively, orders can be delivered to parents' home via Australia Post for an additional fee. If an incorrect size has been ordered, parents can advise Cowan & Lewis by phone, email or filling in an exchange form at the school office. The garment is to be left at the school office for collection and the exchange item left.

We also have a good amount of second-hand uniforms in our second-hand uniform shop on the school premises. You will need to come into school and have a look for yourself. Payment for any purchases is done through the Qkr! App.

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 Cowan & Lewis. 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 are available from Cowan & Lewis.

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

NOTE: The polo shirt is only for sport, not everyday wear.

Additional Items Available

- Holy Family School bags
- Library Bags
- Winter Scarf

- Art Smock
- Assorted Hair Accessories

APPENDIX 1:

SAFEGUARDING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the Office of the Children’s Guardian. Further information can be found in the SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK (January 2021).

APPENDIX 3:

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school’s expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school’s policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children’s Guardian Act 2019. The NSW Office of the Children’s Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB’S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN (January 2021).





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

