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Dear Parents,

The Parish Priest, Father Noel Mackay and the school staff welcome you and your child to Holy Trinity Catholic Primary School.

Our school aims to provide an educational program which is directed to the full development of your child.

We strive to create an environment where your child not only learns academically, but experiences the values which we believe are essential to a Christian way of life.

We sincerely trust that your association with us will be happy, successful and valuable.

We welcome your involvement in Holy Trinity and hope you will always feel that our door is open to you.

David Mutimer
PRINCIPAL
2011 Term Dates

TERM 1
Staff return to school: Wednesday 1 February 2012
Staff Professional Development day: Thursday 2 February 2012
All students P – 6: Friday 3 February 2012
End of Term 1: Friday 30 March 2012

Easter 6-9 April 2012

TERM 2  Monday 16 April 2012 : Friday 29 June 2012
TERM 3  Monday 16 July 2012 : Friday 21 September 2012
TERM 4  Monday 8 October 2012 : Friday 21 December 2012

School Times:

8.45 am  Playground supervision commence
8.55 am Monday : Flag Raising/Assembly
8.55 am  First bell. All children to rooms
9.00 am - 11.00 am : Classes commence
11.00 am - 11.30 am: Recess
11.30 am - 1.00 pm: Classes
1.00 pm - 1.15 pm: Lunch
1.15 pm - 2.00 pm: Recess
2.00 pm - 3.30 pm: Classes
3.30 pm: School Concludes (Children can be collected from the classrooms or alternatively from the front of the school near the pedestrian gate)

Special Times for Prep

During the first week of school the Prep children will attend school at the following times:

Friday 3 February 2012: 9.00 am. - 1.00 pm
They will need to bring play lunch only on this day.

From Monday 6 February the children will attend full days on Mondays, Tuesdays, Thursdays and Fridays.
PREP CHILDREN WILL NOT ATTEND SCHOOL ON WEDNESDAYS 8,15,22,29 February.

From Monday 5 March 2012 Prep children will attend school each day. (Monday to Friday)

Children will require play lunch and lunch (wrapped separately please).

Parents are welcome to stay until children are settled, but generally leave when the bell rings. All Prep children should be collected from the external classroom door by a parent or authorised person during the first few weeks.
Mission Statement

Holy Trinity is a Catholic Primary School in the Parish of St. Jude’s Scoresby.

Our teaching is based on the beliefs and traditions of the Catholic Church and the Gospel values of Jesus.

We are committed to educating the whole person to their individual potential.

We provide programs to develop skills enabling full participation in the local community and the global context.

Vision Statement

We have the responsibility to ensure that students have adequate opportunity and encouragement to participate fully in the educational, social, physical, emotional and spiritual life of the school and its community. We strive to ensure that the integration of all children is inclusive and based on a committed and co-operative association between students, teachers, parents and the wider community. The rights of the individual are respected and each child is valued as a contributing member of the school community. Our school motto is “Love one another” which is taken from the words of Jesus, John’s Gospel 13.34.

Learning is a life long process and our emphasis is on learning and teaching to equip students for the future. Professional development of staff is ongoing and highly valued. The wider community contributes to curriculum, evaluation and decision-making and all contributions are valued. We foster a welcoming, caring community into which parents entrust their children.

School Motto

Our School Motto comes from the Gospel of John 13:34: ‘And now I give you a new commandment: love one another. As I have loved you, so you must love one another’. The students enjoy a happy, welcoming atmosphere where the school motto, “Love One Another” is the basis of our actions and the values underlying our discipline Policy. The children are friendly, open and confident in the safe, secure environment of their school, knowing that they have the right to be and feel safe, work, learn and play without interference from others and that they have the reciprocal responsibility to respect others.

Democratic Principle

Holy Trinity School supports and promotes the principles and practice of Australian democracy, including a commitment to:

- Elected Government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.
School: An Extension of Home

The family is the primary teacher of the child. The school continues the learning process begun at home. The process of educating children is a role shared during your child’s entire school journey.

A good school is essentially an extension of a good home. As such, we develop a nurturing and supporting atmosphere that instils our Christian values, in particular our core values of tolerance, optimism, respect, confidence and honesty (TORCH). The principal and teachers encourage parents and children to share their concerns and aspirations. Working together will help each child achieve their full potential.

Education today challenges us to meet and develop the individual needs of students - spiritually, academically and socially, within a safe school environment. The school attempts to identify the physical, social, intellectual and spiritual needs of the pupils. Together, the school and parents are encouraged and supported in developing an effective learning environment where these needs can be met.

During the first years of school, children are developing attitudes, skills and models of behaviour at varying rates. Every child develops confidence through success and approval. When discussing school, we need to look for the strengths that will enable change to happen in a positive way. We need to seek a path that acknowledges children’s strengths and the good things about school. This will enable them to remain focussed on the positives.

The art of conversation involves listening and responding. We need to continue to nurture these skills within our children to ensure that effective communication and conversational language skills are fostered. Right from the beginning, talk to your children and listen to them talk. Each is as important as the other and each will help to develop communication, vocabulary and reasoning skills. Words are necessary to think and to reason. Never be so busy that you cannot spare time to listen. The more your children talk, the more extensive their vocabulary will be. Reading and writing will be so much more meaningful. A child who is encouraged to talk soon gets the feel and the rhythm of the language.

Our Community

Education in a Catholic School is about parents, children and teachers working together, learning in partnership and communicating effectively.

Parents’ views are considered and their participation and involvement are encouraged. The wider community contributes to curriculum and decision-making and all contributions are valued. We encourage a welcoming, caring community into which parents entrust their children. Parents are also encouraged to realise their own value and talents and what they can share.

Overview

Holy Trinity enjoys a unique integration program with St Mary’s College for Hearing Impaired Students. The two schools share the same campus and St Mary’s students are integrated into Holy Trinity classes. The level of integration varies for students according to their abilities and the extent of their disability. St Mary’s students wear the same uniform as our students; play in the same playground and share activities and friendships with our students. This encourages in all students a sense of tolerance, understanding and empathy as they learn to accept and respect differences. At times a St Mary’s teacher will teach Holy Trinity students.
**School Profile**

In 2012 the student population will be approximately 255, with another 13 St Mary’s students. There will be 11 classes: 2 x Prep, 3 x Year 1 / 2 Groups, 3 x 3/4 Groups; 3 x Year 5/6 Groups.

*The students are mostly Catholic, with English as their first language and come from a financially stable background. The children create an atmosphere of happiness, enthusiasm and pride in their school.*

**Before and after School Care** is available on site. It is facilitated by Camp Australia. All bookings are made directly through calling 0409801827 and forms can be collected from the school office. For children to participate in the Outside Hours School Care program they must be registered with Camp Australia. The program begins at 7:00am and runs until 8:45 for before school care. After school care begins at 3:30pm and continues until 6:00pm.

**Holy Trinity has a staff** of 28 which includes classroom teachers, specialist teachers in Physical Education, LOTE (Italian), Information and Communication Technology, Performing Arts, Learning Enhancement and Reading Recovery, office staff and integration aides. Positions of Leadership within the school are currently Principal, Deputy Principal, Religious Education Leader, Literacy Leader, Student Wellbeing Leader, Curriculum Leader, Numeracy Leader and Outdoor Educational Coordinator.

Currently students prepare for the sacraments of Reconciliation and Eucharist in Grade 3 and Confirmation is celebrated in Grade 5/6 level every second year. The focus of the Religious Education program during sacramental celebrations is a whole-school priority - we are a community of faith, celebrating together.

The ‘Seasons’ program is one of our pastoral programs offered to ensure optimum development of each individual child in our care. Grade 6 students also participate in a Special Buddies program with Preps - another greatly valued program in our school. We have established a weekly school based Values Program based on the values of the motto of ‘Love One Another’ with a specific focus on our TORCH values - Tolerance, Optimism, Respect, Confidence, Honesty. The Victorian Essential Learning Standards (VELS) forms the basis of our curriculum. When fully published we will adopt the new Australian National Curriculum as our own.

**School Structure :**

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<td>Father Noel Mackay</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr David Mutimer</td>
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<td>Italian</td>
<td>Arts Coordinator</td>
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<tr>
<td>Deputy Principal</td>
<td>Computer</td>
<td>Education In Faith</td>
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<tr>
<td>Secretary</td>
<td>Physical Education</td>
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<td>Classroom Teachers</td>
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Religious Education

The fundamental difference between Religious and other forms of education is that its aim is to impart the Gospel values of Jesus Christ to the students in our care and therefore evangelizing those we teach on their life-long journey of faith.

While it is impossible in a booklet of this size to outline the work done in specific subject areas, we feel that parents are particularly interested in the details of our Religious Education Program.

The curriculum in Religious Education follows the guidelines set down entitled “To Know, Worship and Love” for the Archdiocese of Melbourne, which has been produced as a program. The basis of these guidelines is to help the child to come to know Jesus through scripture, liturgy and life. As the child’s mind and personality develops, this knowledge is made more explicit through scripture and tradition and the Church community and is nourished by the Sacraments.

This is reinforced through continual review by the Parish Priest, the Principal, the Religious Education Coordinator and the staff, in order to achieve full effectiveness.

The school has a staff member who undertakes the role of Religious Education Coordinator. In consultation with the Principal and the Religious Education Coordinator, the staff plan a yearly overview which is both positive and flexible, and units of work are planned at level meetings.

The pattern of Religious Education caters for the growth in knowledge and response of the children as they move from class to class through the school. Catholic doctrine and the basic facts of their faith are thoroughly taught both developmentally and sequentially.

Children have the opportunity to respond to God with a lived experience of their religion and a deeper understanding of their faith through school Masses, prayer services and liturgical celebrations throughout their years at Holy Trinity.

“Parents must be recognised as being primarily and principally responsible for their children’s education.”

(Vatican II Document on Education -N.3)

The document also says that it is the duty of the parents to create a family atmosphere, inspired by love and devotion to God and their fellow human beings. As parents are the first and most important educators of their children, it is in this environment that the child experiences God’s love, hears his name, learns to pray and is introduced to the Parish Community; the Church.

Currently the Sacraments of Reconciliation and Eucharist are prepared for and received in Grade 3 and Confirmation is celebrated at Grade 5/6 level. Families are involved with the preparation and Parent/Child nights are held to help in this process. The focus of the Religious Education Program during Sacramental celebrations involves the whole school in the common theme - we are a community of faith, celebrating together.

It is our aim in providing the Religious Education program to work in partnership with parents, the child’s first educators, to develop the students’ love of God, feelings of self-worth, respect for others and a sense of social justice and to encourage adherence to Gospel values. We have a rich Catholic heritage and a community and tradition of faith which our students have a right to access, understand and appreciate.
**General Curriculum**

Throughout 2011 and 2012, Holy Trinity will be working towards the implementation of the new National Curriculum in English, Mathematics, Science and History. Assessment and reporting of student achievement against the new standards, will commence in Victoria from Term 1, 2013. A framework within which the subjects to be developed in Phases 2 and 3 of the Australian Curriculum (Geography, Languages, The Arts, Health and Physical Education, ICT and Design and Technology, and Business and Economics) will be incorporated as they are developed over the next three years.

AusVELS is the current Victorian Essential Learning Standards (VELS) with the Australian Curriculum for English, Mathematics, Science and History.

AusVELS provides a single curriculum framework that enables all schools and teachers to develop personalized learning pathways for all students and to continue to use a variety of school structures and learning programs including multi-age classrooms, integrated curriculum programs and out-of-school programs.

Subject Disciplines include Mathematics, Science, English, Health and Physical Education, LOTE (Italian), Humanities (Geography, History, Civics and Citizenship, Economics and business), The Arts, Technologies (including ICT).

General Capabilities include ICT, Critical and Creative Thinking, Self-management, Teamwork and Social Competence, Intercultural Understanding, Ethical Behaviour, Literacy, and Numeracy.

Students are assessed through national standards testing (NAPLAN) and through school-based assessment to ensure that high standards are attained and that individual progress and improvements are monitored.

**Literacy:**

**Literacy Advance is the Literacy strategy for Years Prep to Four.** A 2-hour literacy block operates most mornings. During this time students are involved in various tasks and are grouped for intensive, focussed teaching sessions that target their literacy needs in the areas of Reading, Writing (including Spelling, punctuation and grammar) and Speaking and Listening. Books taken home help students practise and consolidate the reading skills that they have been taught at school. Reading Recovery is an early intervention program focussing on students in Year One. Parents and caregivers play a vital supportive role during the Literacy Block.

**Middle Years Literacy (Years Five and Six):**

Reading - students learn to be critical thinkers, to reflect on what they have read and to develop reading strategies in order to make meaning of the text.

Writing - students analyse the structure and organisation of different text forms, focus on appropriate language and rules for writing different types of texts. Spelling - students focus on developing strategies to assist them in learning to spell accurately. Oral Language - students are encouraged to develop their speaking and listening skills.

**School Library**

All students are encouraged to visit the school library with their class, at lunchtime or after school to borrow from the well-stocked library including a majority of titles on the Premier’s Reading Challenge.

As well as providing recreational reading for the children, the Library functions as an automated resource centre for all children and teachers. It has both non-fiction and fiction books, audio visual, picture, chart and map resources to complement the classroom. Weekly sessions held in the library allow each child to borrow books for personal enjoyment, develop research skills and understand how to locate library resources.

Children will require a library bag to enable them to borrow books.
**Homework**

We believe that children should have a balance of work, exercise, recreation and sleep in their day. Consequently our homework policy contains a minimal amount of Literacy and Maths compulsory activities and a variety of non compulsory activities. Reading is the main focus of compulsory homework and there will be the opportunity to tailor homework to meet the needs of specific children. For those parents or students who desire more homework, we will provide a thorough list of activities that may be completed at your discretion.

**Policies**

A comprehensive list of policies can be found on the school web site www.htwntrna.melb.catholic.edu.au. This includes:

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<td>Sun Smart Policy</td>
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**Parent Involvement**

Holy Trinity extends an open and welcoming attitude towards all parents. The school encourages parental participation and involvement in the ongoing process of the education of each child.
Involvement includes

- Parish Education Board
- School Advisory Committee
- Parents ‘Association
- Classroom Co-ordinators
- Grounds Maintenance Committee
- Classroom Co-ordinators
- Members of Parish Family Groups
- Members of Parish Pastoral Team
- Assistance with Interschool sport
- Participation in a variety of school activities
- P.M.P
- Literature Groups
- Participation in social and family events
- Assistance on excursions
- Parent Teacher Interviews
- Class literacy helpers
- Class Masses
- Monday Morning flag-raising and cuppa afterwards

Pastoral Care / Values:

A vitally important component of school life at Holy Trinity is Pastoral Care – for all members of the community. The atmosphere of the school is one where there is:

- an eagerness for learning
- a striving for excellence
- enjoyment in creative, relevant activities
- acceptance of differences
- an encouragement of personal involvement and independence
- appreciation of knowledge

Each person is seen as a worthwhile individual who is valued by the community and is a reminder of God’s presence in us.

To ensure that children’s needs are recognised and catered for as far as possible, many additions to the regular academic curriculum are made. Our school actively teaches the core values of TORCH: Tolerance, Optimism, Respect, Confidence and Honesty, through our fortnightly Friendship and social skills program – Living out our motto of “love one another”.

Friendship Groups are held throughout the school and components of the Values Education Program are the basis of activities, our integration programs assist children to gain respect and tolerance for others, big buddy program supports our younger students, a one on one initiative matches teachers with students at risk and our general approach is to be aware of others’ needs and to reach out to them.

Student Leadership

Senior Students are encouraged to develop leadership skills and initiative. The School Captains have responsibility for conducting Assemblies, participating in special events such as Prep Enrolment Night and Orientation Day. Flag raising with school assembly on Monday morning is a particular senior school responsibility. The school prayer, the National Anthem and allegiance to God and our country are recited. Year 6 students participate in a Special Buddies program with Preps – a greatly valued program in our school, while Grade 5 participate in Peer Tutoring. All year six students are involved in a leadership program and hold a leadership position on one of our committees. Each Grade level is represented within the Student Representative Council, with each class having two representatives who meet with the Deputy Principal who oversees the Student Representative Council.
**Camping Program**

The school has a camp program as follows: Year 5/6 participate in a 2 night /3 day each year. Year 4 has a 1 night /2 day camp, Year 2 has a camping day at school and our Prep children stay at school, participating in organized activities, until 5.30 pm one day a year.
School Finance

Finance for the construction and running of the school comes from:

- Personal contributions (School Fees and Levies)
- State and Federal Government Grants
- Fundraising Activities.

Personal contributions and fundraising make up the difference between Government Grants and actual costs. It is impossible to build, maintain and run the school on Government Grants alone.

**Fees and Charges**

The recommended tuition fee is set each year by the Parish Education Board. School fees are a family fee with second and subsequent children incurring no additional charge. The fees for 2012 will be $1250 per family per annum.

_Persons who have a genuine reason for not meeting their commitment should feel free to approach the Principal to discuss the matter._

**Subject Levies**

This Levy covers some of the costs associated with library and reading materials, physical education equipment, maths equipment, photocopying, computer programs, as well as excursions and Religious Education materials. This is a once only charge per child per year. This levy is currently $200.00, with an additional Technology Levy (per child) of $60.00 to update computers and $30.00 for Mathletics and Spellodroma.

**Additional Levies**

**Sport Participation:**
Children from grades 5 and 6 will be charged an Interschool Sport Levy. This levy will cover costs associated with our affiliation to the Victorian Primary School Sports Association, buses and participation in Interschool Sports, Hoop Time and clinics. By charging this as an ‘upfront’ levy we will not be asking families for additional money, unless children qualify for Zone, Regional or State finals in their sport. Year 3 / 4 children pay a levy to cover costs of Hoop Time Basketball, some interschool sport and associated activities.

**Camp:**
Children in grades 4 and 5/6 will participate in a School Camp. Levies for these camps will be charged at the appropriate time during the year when costs have been finalised.

**Swimming:**
Children in grades Prep to 4 participate in a school based swimming program, usually held in November. These levies will be charged at the appropriate time during the year when cost have been finalised.

**Grounds Levy:**
All families are charged a $50.00 Grounds Levy at the beginning of the school year. If the family attends one of our scheduled working bees during the year, this levy is rebated to the family.
School Uniform

PURPOSE:
A Uniform Policy reinforces in students a confidence in their own appearance; instils recognition of themselves as an integral part of the school community; and assists in developing pride in representing their school. Issues of equality, health and safety, and expense, are also factors that contribute to the establishment of the Uniform Policy.

AIMS
- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide durable clothing that is cost-effective and practical for our school environment.
- To maintain and enhance the positive image of our school in the community.

IMPLEMENTATION
- After consultation with the Education Board, the staff has developed a Uniform Policy that we believe provides choice for the students, allows for students to safely engage in the many varied school activities and caters for the financial constraints of families.
- The Uniform Policy applies during school hours, while travelling to and from school and when students are on school excursions.
- Summer and winter uniforms, as well as sports uniforms, will be prescribed and are required to be worn.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colours (e.g. green, pink or purple rinses) and/or extreme hairstyles (e.g: spikes or Mohawks) are not permitted.
- All long hair should be tied back using uniform shop approved scrunchies or blue or yellow scrunchies/ribbons.
- Sports uniform is only to be worn on the correct sports day for your child’s class and runners are not to be worn with school uniform. If students are training for sports competition on other days, they may bring their runners to change into for the training session.
- School socks are to be worn - not brand named or logo socks. School socks are not to be pulled down into the shoe to appear as anklet socks.
- Other than clear nail polish, cosmetics may not be worn at school.
- The only headwear that is acceptable is Sunsmart hats consistent with our Sunsmart Policy. They must be worn outside in terms 1 & 4. Hats are not to be worn inside.
- The school will operate a second hand uniform store for parents.
- The student Uniform Policy, including details of uniform items and places of purchase, will be published in the Newsletter at the start of each year.
- The Principal and staff are to be responsible for implementation of the Uniform Policy in a manner consistent with the Student Discipline Policy.
- Parents will be notified of breaches of the Uniform Policy via a Uniform Notification.
- It is an expectation that all parents support the Board and staff in upholding uniform regulations.
- Parents seeking exemptions from the Uniform Policy are required to submit their concerns in writing to the Principal.
- Year 6 students can wear approved Graduation Group windcheater/jacket purchased through the school.
School Uniform List

Girls
Summer
Checked Dress – School pattern, or
Navy culottes with Gold polo shirt (short
Sleeved with school logo)
Royal blue wool jumper
Navy blue socks
Black shoes
Navy bucket hat
Scrunchie/Head Band (optional)

Winter
Checked tunic, or
Navy blue slacks
Gold polo shirt (long sleeved with
school logo)
Royal blue wool jumper
Navy blue socks, or navy tights
Black shoes
Navy Japara Coat (optional)
Scrunchie / Head Band (optional)

Boys
Summer
Navy blue Shorts
Gold polo shirt (short sleeved with school logo)
Royal blue wool jumper
Navy socks
Black shoes
Navy bucket hat

Winter
Navy blue slacks
Gold polo shirt (long sleeved with school
Logo)
Royal blue wood jumper
Navy blue socks
Black shoes
Navy Japara Coat (optional)

Sports - Boys & Girls:
Summer
Royal blue shorts
Gold polo shirt (short sleeved with school logo)
White socks
Runners
Navy bucket hat

Winter
Navy tracksuit (with school badge)
Gold polo shirt (shirt or long sleeved
with school logo)
White Socks
Runners

School Bags:
Royal blue with school logo

Library Bags & Smocks:
Compulsory for all grades (assorted designs available through the
Uniform Shop.)

Name Tags:
All items of clothing are to be clearly marked.
(Cash’s woven name tags can be ordered through the Uniform shop.)

Chair Bags:
Compulsory for Prep – Grade 2.

Material:
Material for dresses is available through the Uniform Shop.

Uniform Shop Hours:
Every Tuesday/Thursday morning 9 - 10 am
First Monday night of each month 7 - 8 pm

Second Hand Uniform Shop at Holy Trinity is open by appointment.(Contact the School on 98018296)
The Parish Uniform Shop is located behind the St. Jude’s Parish Hall opposite the Tennis Courts.
The Uniform Shop is not open on Public or School Holidays
All enquiries please contact Mary Turner 9763 6616
Medical and Dental Information

The School Nursing Program
A health assessment is offered to all children in their first year of primary school. The school will give you the School Entrant Questionnaire to complete during the first year. You are asked to give information about your child’s health history and any concerns you have about your child’s health. The SEHQ will provide important information about your child’s health so that the nurse can make an effective health assessment, such as a vision or hearing test, the nurse will see him or her at school. The physical assessment cannot take place without your written consent.

If the nurse has concerns about your child’s health after assessing your child, the nurse will contact you. The nurse may suggest referring your child to be assessed or treated by another health professional or agency. A report will be sent, giving the outcome of your child’s assessment. Only with your permission, and if appropriate, the assessment results may provided to your children’s teacher.

Medical Information
If your child has a specific medical condition e.g. asthma, allergies, epilepsy, diabetes etc. you will be required to complete the student information forms that are sent home at the beginning of each year on request. You will be required to fill out relevant information for your child, so that we can provide the necessary level of care.

The school should be informed of any emotional or physical problem your child has which may affect his/her progress at school. All children are expected to take part in physical education, sport activities and excursions unless a satisfactory reason is given by the parents.

Please note that in the case of an accident/emergency an ambulance will be called. Payment for ambulance service is the responsibility of the parents.

If your child is ill, he/she should be kept home. Please send a written note immediately after any absence. It is not necessary to ring the school unless your child is absent for a period exceeding three days.

It is vital that the school is informed of any known allergies that require specific and immediate attention and that action plans are completed. These action plans are placed in emergency management folders and within the staff administration areas to ensure staff awareness. Staff are trained in the administration of an Epipen and Anipen.

Medication
If medication is to be administered at school, parents discuss the matter with the class teacher and complete the Administration of Occasional Medication Form. Parents of children, who require ongoing medication throughout the year, are also required to complete First Aid Management Form and parents of children with asthma need to complete an Asthma Management Form. All medication is administered from the office and no children are to keep medication in their school bags with the exception of Asthma relief medication e.g. Ventolin.

Head Lice
As stated in the Holy Trinity Head Lice Policy it is our responsibility to notify parents when there are reported cases of head lice in a particular grade. As stated in this policy ‘children with long hair will attend school with hair tied back’.
The following is for your information:

*Head lice are common in school-aged children and are the most adaptable of creatures. They have survived living solely on human for 10,000 years. You may be reassured to know that they are commonly found in places other than Holy Trinity.

Some of the reasons they have survived for as long as they have are:

- The six legs of a louse end in a claw, allowing them to grip the hair.
- They detect vibration and can hide - (conditioner will help fix this problem).
- Head lice can ‘hold’ their breath for 20 mins – looking like they are dead.
- The eggs are attached to the hair with a ‘glue’ like substance. Studies conducted on 45 different products to dissolve the ‘glue’ showed nothing would dissolve it.

We know where they live and we know how to find them.

If you follow these steps, once a week, the control of head lice in your home will be greatly improved.

**Step 1** Comb inexpensive hair conditioner on to **dry, brushed (detangled) hair.** This makes it difficult for lice to grip the hair or run around;

**Step 2** Wipe the conditioner from the comb onto a paper towel or tissue;

**Step 3** Look on the tissue and on the comb for lice and eggs;

**Step 4** If lice or eggs are found, the child should be treated;

**Step 5** If the child has been treated recently and only hatched eggs are found, you may not have to treat since the eggs could be from the old infection.

If your child has head lice – tell anyone who has had head to head contact with them and **ask them to check their family for head lice.**

**Treating Head Lice**

- Concentrate on the head – there is no evidence to suggest that you need to clean the house or classroom.
- **No treatment kills all of the eggs** so treatment must involve two applications seven days apart.
- If you are using lotions, apply the product to dry hair.
- There is no need to treat the whole family, unless they also have head lice.
- Only the pillowcase requires specific laundering; either wash it in hot water (at least 60 degrees centigrade) or dry it using a clothes dryer on the hot or warm setting.
- There is no product available that prevents head lice. Using the conditioner and comb method once a week will help you detect any head lice early and minimise the problem. Tying back long hair can help prevent the spread of head lice.
- **Combs with long, rounded stainless steel teeth positioned very close together have shown to be the most effective, however, any head comb can be used.**

(www.health.vic.gov.au/headlice/about.htm)

**Diseases**

*Infectious Protection against Infectious Disease*

The Health Act of 1996 requires that all children starting school at Prep level have an Immunisation Certificate. The Immunisation Certificate is obtained from the Health Department of your local Council. This Certificate should be given to the primary school when you enrol your child in Prep. Health Department, Victoria, recommends that all children are immunised against Diphtheria, Polio, Tetanus, Measles and Mumps diseases before they enter school. Children who are not immunised will be excluded from school if there is an outbreak of Measles, Diphtheria or Polio. This will reduce the chance of these serious diseases spreading throughout the community.

Parents or guardians who fail to give the Primary School an Immunisation Certificate may be penalised. This, however, is a last resort and every effort will be made to help parents meet the requirements of the legislation. Immunisation Certificates must be at school before the day children begin school.
Health, Hygiene and Safety

1. The importance of a regular bed-time and a good night’s sleep cannot be over-emphasised.

2. A nutritious breakfast eaten unhurriedly in a relaxed atmosphere makes for a good start to the day. Help children acquire the habit of being on time for school - but not before 8.45 am at the earliest.

3. Ensure that they can attend to themselves in the toilet, flush it, and wash hands afterwards using soap provided.

4. If you have any doubts at all about your child’s eyesight or hearing, have your doctor check him/her as soon as possible i.e. before school commences.

5. Continue your teaching of basic safety habits. Don’t overlook the dangerous practice many young children have of putting foreign bodies in their mouths, nostrils and ears.

6. If you live nearby and want him/her to come to school with older children, make sure they walk straight to school, avoiding unnecessary detours. Give frequent reminders of never accepting lifts from strangers.

7. If your child needs to leave school early, a parent needs to call into the office first, have the details entered in the Early Release book and obtain a signed slip to be handed to the class teacher.

8. In the case of illness/injury, we will notify you or ring the emergency contact number you have nominated. Make sure the emergency contact is able to drive and lives locally. Please keep your child home if there are obvious signs of illness before school. Parents do not appreciate having their children unnecessarily exposed to illness.

9. Children riding bikes or scooters to/from school MUST wear a helmet. This is a law, not just a school rule.

For further information go to http://www.health.vic.gov.au/ideas/bluebook
Parent / Teacher Communication

Communication between parents and teachers is encouraged. Parents need to keep themselves informed - if they feel more information is required, this should be sought in the appropriate way. This Booklet and letters which are sent during the year, keep you informed of the day to day activities of the school. A Newsletter is emailed or sent home weekly. Check your child’s bag and communication folder each night for school letters, examples of work, homework details etc. The following take place as an aid to communication:

**Parent Meetings:**
Parent meetings, both formal and informal, will be arranged during the year - at commencement of the year to explain the programs being undertaken in the school and again after mid year reports.

**Orientation Meetings**
Early in Term 1, parents are expected to meet with class teachers to share information about their child.

**Parent/Teacher Interviews**
During June it is expected that all parents will speak to the teachers concerning their children’s progress. A special timetable is drawn up for these interviews. In the second half of the year, interviews are arranged as necessary. A progress report is issued twice a year and can be discussed at these interviews.

**Continuing Interviews**
If at any time throughout the year, parents feel they would like to know more about their child’s progress, or if there is anything they would like to discuss, an appointment may be made.  

**Please Note**
- Teachers are unable to come to the telephone during their teaching time.
- Teachers are usually unavailable for interviews between 8.55 am and 3.35 pm.
- Teachers have regular timetabled staff and professional development meetings on Tuesday and Wednesday afternoons.

**Information Sessions**
- Meetings concerning the Sacraments Years 3 and Years 5 / 6
- Curriculum updates and innovations
- Student well being and parent information.
- Parish Education Board initiatives.

**Absentee Note**
Legal Requirements:
Parents are requested to send a note explaining why a child has been absent, **even for one day**. If a child is to be away for more than **3 days**, you are requested to notify the school. There is no need to phone the school if your child is to be away for only one or two days.

Notes should be sent to school:
- If your child is late and you are unable to sign the “Late Arrivals Book” in the foyer.
- If full school uniform is not worn.
- If you need take your child home during school hours.
- If your child is unable to participate in Physical Education, Sport or other organised extra curricular activities.
Parish Education Board Principles:

St Jude the Apostle Parish:

_The Parish Education Board Vision Statement:_
Catholic Education begins at birth, grows through primary school and parish life and is a life long journey.

_The Role for the Parish Education Board._
The Parish Education Board’s (PEB) role is to ensure there is partnership between the school’s (which includes the parent community) and the Parish Education programs.

_Governance and Authority_
The governance of St Jude’s and Holy Trinity Primary Schools is undertaken by the parish priest and the support of the principals. The Parish Education Board provides advice to the principals within the context of these guiding principals and each school’s vision statements.

Within the provisions of Canon Law, the Board is responsible to the parish priest, who in turn is subject to the vigilance of the Archbishop of Melbourne.

The Board has no responsibility for the internal management and administration of the schools, which are the responsibility of the school principals.
The Holy Trinity School Advisory Committee provides a structure in which effective parent participation and decision making can be made in relation to school matters.

AIMS

- To act as an advisory body to the Principals in all matters concerning the operation of the schools.
- To bring together, in a spirit of co-operation, the school representatives of the teachers, parents and other groups involved with the community.
- To act as a forum for discussion on matters concerning the School.
- Provide a vital communication link between the School, Parish, home and the local community.
- Assist in the formulation and review of School policies.
- Provide strategic planning to ensure that the School can meet its future needs resulting from changes in population, education methods and lifestyles.
- Develop strategies for the promotion of the school and its activities.
- Support the endeavours of the Parents Association (PA)
- Enable individual parents and the P’A to speak on education matters through their representatives on The School Advisory Committee
- Provide the opportunity to involve parents, where practical, in matters of curriculum developments and initiatives.
- Establish and support programmes to maintain the School’s buildings and grounds in a condition fit for their purpose.
- Assist with the selection of a Principal or Deputy Principal when required.
- Communicate to the Parish Education Board.
- Conduct Annual General Meetings and elections for Parent Representatives.
- Make annual reports to the School Community on its operation.

The Parents’ Association

Every parent is welcomed and considered a member of the Parents’ Association. This Association aims at assisting the school in very practical ways. The activities of this organisation include social events, classroom involvement, fund-raising and pastoral care. Meetings are held each month in the Outer Space Community Hall.

The role of the Parents’ Association is two-fold:
Statement of Purpose
The role of the Parents and Friends Association is to develop and promote fund raising opportunities, and social activities within the school community.
Aims of the PA

- To develop social activities that support the mission and vision of the school and parish.
- To develop social activity that encourages and builds a community of support.
- To raise money that supports programs and initiatives in the school.
- To work with the Parish Education Board School Advisory Committee to achieve and implement the ideas and initiatives planned.
- To be a positive voice of support for the school and the staff.
- To coordinate, promote and communicate fund raising opportunities.
- To coordinate, promote and communicate social activities.
- To coordinate, promote and communicate the organisation of the second hand uniform shop (all other uniform issues must be referred to the School Advisory Committee).

Accountability Statement

- The Parents Association is a Sub Group of the School Advisory Committee and as a result is accountable to this group and the school Principal.
- The Parents Association representative is required to communicate and report to the School Advisory Committee at each term meeting.
- The Parents Association representative will also report to the Parents Association about the School Advisory Committee.
- At times, and particularly with major capital and maintenance expense items, the Parents Association must seek endorsement from the Staff and School Advisory Committee.

Working Bees

Working bees are organised on a regular basis for gardening maintenance and special projects. Therefore, a generous response to attend at least ONE working bee during the year is important. If you are unable to attend one of these working bees you will be required to pay a $50.00 Maintenance Levy.
General Information

Access to Classrooms at Recess and Lunch
Jumpers and drink bottles are to be left at the classroom door at recess time and lunch time. No child has permission to be in the classroom at these times unless a teacher is present.

Car Parking
Please strictly observe the following for safety reasons:

- The school car park is restricted to staff parking only, unless expressed permission is sought from the school administration.
- We would like to encourage children and parents living within walking distance of the school to walk to and from school and thus help to reduce traffic congestion.
- Both parents and children are to use School Crossing.
- When your car is parked on the opposite side of Riddell Road for safety reasons, please allow child to cross at the Crossing.
- You cannot complete a U-turn in front of the school. This includes pulling into and backing out of driveways.
- The area in front of the school is a two-minute drop off and pick up zone: 8:15 – 9:15 am and 3:00 – 4:00 pm. This cannot be achieved if you leave your car unattended.
- You cannot, at any time, park across the school driveway or residential driveways.

These expectations apply before and after school. It only takes one member of our community to be injured for everyone to be affected.

Collecting Children During School Hours
A child may be collected by a parent/guardian during school hours. The parent/Guardian collecting the child must first call at the office and collect a signed Early Release form to give to the classroom teacher.

Emergency Details
It is most important that all relevant details are kept up to date. It is appreciated that parents notify the school promptly of any changes e.g. address, phone numbers, parent’s change in business (address and telephone numbers), name of friend or neighbour who would act as an emergency contact to look after your child if too ill to remain at school. Student Information Sheets are given out at the beginning of each year for you to record all relevant information.

Lunches
Children are supervised while they eat their lunches indoors between 1.00 and 1.15 pm.

If lunch is in a container, name and grade should be written on the outside. It is suggested to wrap a snack for morning recess separately. Please limit drinks brought to school to those in plastic containers or boxes. Children are encouraged to drink water and eat fruit/veggies throughout the day. (water bottles are kept on tables). Do not send glass containers to school. It is our aim to be a wrapper free school, your support in this area would be appreciated.

School Crossing
The school crossing is manned from 8.15 - 9.15 am. and 3.15 - 4.15 pm daily. Parents are asked to teach their children to use the school crossing correctly. Parents are also asked to observe parking signs and approach the crossing with caution when driving on Riddell Road.
**School Newsletter**

Your child will bring home many newsletters and notices which are given out at dismissal time. Please check bags and communication folders for these. Some of the items you may expect are:

- Weekly School Newsletter published on a Tuesday
- Our weekly Tuesday School Newsletter is emailed to most families and can be accessed via the school website.
- Parish Education Board and Parents Association notices,
- Excursion notices
- Notes from Principal or members of staff.
- Advertising of Parents’ events
- Class or level specific news/information.

**Catholic Development Fund**

Children are encouraged to open a Savings Account with the Catholic Development Fund. By doing this, children will not only learn the good habit of saving, but they will also be helping in providing loans, which can assist Catholic Schools in the Archdiocese of Melbourne. **Tuesday** is banking day. Accounts can be opened by all members of a family. Application Forms are available from the school office.

**Staff Meetings and Professional Learning activities**

**Staff meetings** take place weekly on Tuesday afternoon at 3.35 pm and on Wednesday at 3.35 pm. These important meetings begin with a time for staff to pray and reflect together. Discussions concerning the organisation of the school and curriculum planning are among the topics.

**Professional Learning** activities take place regularly to update teachers’ skills and qualifications. Teachers are required, as part of their ongoing requirement for full registration with the Victorian Institute of Teaching to participate in a minimum of approximately 20 hours of professional development per year. This professional development is accessed via outside agencies during and after school hours. It is also accessed through school based professional development such as school closure days, staff meetings and Professional Learning Team meetings. This means that five times per year the school is closed for a day so that all staff members can be involved in an In-Service activity. Appropriate notice is given to parents. Occasionally, the school will be closed for two consecutive days, to allow staff to work through a particular matter. Parents will be given prior notification when this is to occur.

**Excursions**

Excursions are arranged at reasonable intervals during the year, to enable children to have first-hand contact with a variety of experiences. Care is taken to make sure that there are viable educational objectives in the activities and that there are preparatory and follow-up lessons. The cost of these excursions is included in the levy paid at the beginning of each school year.

Parents are notified in writing in advance of any proposed excursion and should understand that no child can be taken on any excursion, unless written permission and authority to take emergency action in case of illness or accident is received from the child’s parents.

Due to the cost of buses being expensive, teachers may organise guest speakers, visitors and displays to come to school.
School Hours

Punctuality
Children should be at school in time for the first bell which rings at 8.55 am. When the bell rings at 9.00 am, the children should already be in their rooms with their teachers ready for a prompt start to the day.

Children at School before 8.45 am
Some children tend to come to school far too early. We ask that children do not arrive before 8.45 am. If this is unavoidable, please send a note to school or contact the Principal. The children are supervised from 8.45 am. Children who arrive before 8.45 am are required to be in the area directly behind the Holy Trinity staff room, sitting quietly.

On designated days we conduct physical activities to “wake up your brain” from 8.30 am. All children at school prior to 8.45 am are expected to participate.

Children After School
Children should leave the school property as quickly as possible. Children are supervised as they leave the property. Please endeavour to pick up your children by 3.45 pm.

Children who go home by car should wait quietly on the footpath near the pedestrian gate, where they are supervised by a teacher. When parents pull up in the 2 minute pick up zone, children walk to the car get in while parents remain in the car

Children who walk home should leave immediately when they are dismissed. Brothers and sisters should wait for each other before walking home together.

Children who have not been collected by 3.50 pm may be sent to After School Care. If for some unexpected reason you are running late to collect your child and anticipate you will not arrive at school before 3.45 pm you are asked to telephone the school

PLEASE NOTE: No games are to be played in the school grounds after school without permission.

Playground Rules

Playground rules are listed in our Pastoral Care Document.
I dream a school
when anything can happen through discovery
and the beauty of ordered learning
will be open to innovation and spontaneity.

I dream a school
where risks can be taken
and mistakes made
and successes celebrated and built on.

I dream a school
where new and better ways
of teaching and learning
will be sought after
and where each persons’ needs will be met.

I dream a school
which is curriculum focused
child centred
community oriented
culturally enriched.

I dream a school
where both playground and classroom
will be places of safety and fun
and everyone will have a friend.

I dream a school
where the youngest and weakest
will be guided and encouraged
and supported
by the rest of the school
and where the gifted and talented
will find scope and challenge.

I dream
I dream a school..................