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Dear Parents,

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

Our school aims to provide an education 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.

Our School Vision underpins all that we do;

Together we nurture life-long learners through a holistic, faith filled approach focused on the wellbeing of each student, empowering them to make a difference. #HTLoveOneAnother

David Mutimer
PRINCIPAL
DIRECTORY

School Administration

PRINCIPAL
DEPUTY PRINCIPAL
ADMINISTRATION
BURSAR

David Mutimer
Andrea Dowling
Anita Dell’Orso
Tania Fraser
Gillian Patmore
Maureen Robinson

School Leaders

RELIGIOUS EDUCATION LEADER
STUDENT WELLBEING LEADER
STUDENT LEARNING & TEACHING LEADER
LITERACY LEADER
NUMERACY LEADER

Ann Harkin
Elizabeth Whelan
Michelle McMahon
Anita Dell’Orso
Matthew Bellofiore

Teachers 2015

PREP
YEAR 1/2
YEAR 3/4
YEAR 5/6

Sally O’Brien and Carly Booth, Rosa Arrezolo
Sally Campbell, Caroline Laming, Shanon Mullavey
Louise Ryan, Brylie O’Sullivan
Matthew Bellofiore, Michelle McMahon, Kirsty Rickard, Aisling McGing
Zachary Natoli, Ann Harkin, Samantha Warenburger, Katherine Jackson, Nanette Micalef

ITALIAN
PHYSICAL EDUCATION
ICT
PERFORMING ARTS
READING RECOVERY
STUDENT SERVICES
LIBRARY TECHNICIAN
SCHOOL PSYCHOLOGIST

Joise Formichelli
Sally Harrison
Shannon Mullavey
Deborah Albrecht
Jacinta Haynes
Elizabeth Whelan
Vivienne Taylor
Shanti Sundram

Learning Assistants
Jan D’angelo
Narelle Ferraro
Anna Manion
Jude Aston
Elissa Day
Narelle Ferraro
Gillian Patmore

Parish
PARISH PRIEST

Fr. John Hannon
2016 Term Dates

Term 1:
Staff return to school
Student Assessment Day
Student Assessment Day
Students resume P-6
End of Term

January 27
January 28
January 29
February 1
March 24

Term 2:
April 11 - June 24

Term 3:
July 11 - September 16

Term 4
October 3 - December 16

Special Times for Prep
The first day will be Monday February 1 from 9am to 1pm. Prep will begin their first full day of school on Tuesday February 2. During February the Prep children will attend school on Mondays, Tuesdays, Thursdays and Fridays. PREP CHILDREN WILL NOT ATTEND SCHOOL ON WEDNESDAYS 3rd, 10th, 17th & 24th IN FEBRUARY. From March 2, children begin school full time.

Parents can bring their child to school from 8:40 as classroom doors open at 8:45. Parents generally leave their child’s classroom when the first morning bell rings at 8:55. After school, all Prep children should be collected from the external classroom door by a parent or an authorised person during the first few weeks.
Vision Statement
Together we nurture life-long learners through a holistic, faith-filled approach focused on the wellbeing of each student, empowering them to make a difference. #HTLoveOneAnother

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.

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

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

The process of educating children is a role we show with you during your child's entire school journey. Together, we develop a nurturing and supporting atmosphere that instills 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 children achieve their full potential.

Parents' views are considered and their participation and involvement is 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.
Our Community

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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 included in Holy Trinity whole school activities and integrated into classes. St Mary's students begin the school day in their Holy Trinity classroom and then move to set learning spaces at Holy Trinity or St Mary's, to commence the day's learning. 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 the Holy Trinity students. This encourages in all students a sense of tolerance, understanding and empathy as they learn to accept and respect differences.

School Profile

In 2015 the student enrolment was approximately 270, including 10 St Mary's students. There are 12 classes: 2 x Prep, 4 x 1/2, 3 x 3/4, 3 x 5/6 classes.

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.

Holy Trinity has a staff of approximately 30 which includes classroom teachers, specialist teachers in Physical Education, LOTE (Italian), Information and Communication Technology, Performing Arts, Learning Enhancement, 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, Learning and Teaching Leader and Numeracy Leader.

Before and After School Care

Our program is facilitated by Camp Australia. All bookings are made directly through calling 0409 801 827 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 8.45am. After school care begins at 3.30pm and continues until 6.00pm. While initially the cost of this care may seem expensive, at least 50% of the total cost is rebated to all families via Centrelink.
Curriculum

Religious Education
"Parents must be recognised as being primarily and principally responsible for their children's education." (Vatican 11 Document on Education - N3)

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 aim of the Religious Education Program at Holy Trinity is to support parents in their role as religious educators of their child. We believe it is important to impart the Gospel values of Jesus Christ through the way we care for the students and all members of the school community. We aim to evangelise those we teach for their life-long journey of faith.

The curriculum in Religious Education follows the guidelines set down by the Archdiocese of Melbourne. The basis of these guidelines is to help the child to come to know Jesus through deepening their understanding and love of scripture and liturgy and what it means to live as a Christian in our world today. As the child's mind and personality develops, this knowledge is nourished by the Sacraments.

Currently, the Sacraments of Reconciliation and Eucharist are prepared for and received in Grade 3 and Confirmation is celebrated every second year in the 5/6 level. Families are involved with the preparation of these Sacraments and parent information sessions 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.

Children have the opportunity to respond to God with a lived experience of the Catholic faith through whole school and class Masses, prayer services, celebration of the Sacrament of Reconciliation and other liturgical celebrations throughout their years at Holy Trinity.

Holy Trinity have a staff member who undertakes the role of Religious Education Leader. In consultation with the Principal and the Religious Education Leader, the staff plan a yearly overview and units of work. The Principal and the Religious Education Leader meet regularly with the Parish Priest of Jude's Scoresby.

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, sense of social justice and to encourage faithfulness to the Gospel values. We have a rich Catholic heritage with wonderful traditions which our students have a right to access, understand and appreciate.

Masses
Mass is seen as an integral part of our Religious Education program at both Holy Trinity and St Mary's schools. Every year we celebrate many Masses at school and we bus the students to St Jude's Church three times a year to celebrate Mass. We welcome and encourage families to attend any classroom, level and school Masses throughout the year.
General Curriculum

AusVELS is the current Victorian Essential Learning Standards (VELS) combined with the Australian Curriculum for English, Mathematics, Science and History. AusVELS provides a single curriculum framework that enables teachers to develop personalised 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 and Ethical Behaviour.

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

Literacy

A two hour literacy block operates from Prep to Year 6. During this time students are involved in intensive and focused lessons that are differentiated according to the individual needs of all students in the areas of Reading, Writing and Speaking & Listening. Students engage in whole, small group and independent learning activities that are structured to suit the learning purpose.

Students learn to develop and build on essential skills, strategies and knowledge that empower them to become critical Literacy learners. Students learn to analyse the structure and language features of different text forms, focusing on appropriate language and rules used for reading and writing different text types effectively. Students also learn crucial comprehension skills and strategies that are essential for becoming a proficient reader. Parents play an important supportive role during the Literacy block. Parents are welcome to complete the Parents Helpers Course at the beginning of the school year and assist teachers and students with Literacy activities. Parents with children younger than school age are asked not to bring their children in during parent helping. This is to ensure that parents are able to provide their full support and attention to the school students without disruption.

Home Reading

Students take books home to practice and consolidate the reading skills, strategies and knowledge that they are learning about at school. Children will use reading logs to record their daily reading. These reading logs are returned weekly on a day specified by the class teacher/s.

Reading Recovery

Reading Recovery is an early intervention program focusing on selected students in Year One. This program involves 20 weeks of intense teaching lessons that aims to improve students literacy skills, strategies and knowledge in both reading and writing.

Mathematics

A one hour Mathematics lesson takes place at Holy Trinity from Prep to Year 6. Students have opportunities to deepen their current knowledge of Number and Algebra, Measurement and Geometry and Statistics and Probability.
These Mathematics lessons involve independent or group learning experiences that focus on a combination of open ended and closed problem solving tasks, that students complete independently or in groups. The teacher models varying strategies and makes use of concrete materials to cater for different styles of individual learning.

With the varying abilities and learning styles, teachers carefully plan and cater for students needing further support and assistance within these tasks. As well as supporting and assisting students, teachers ensure these tasks lend themselves for further challenges and carefully consider and cater for the needs of all students.

School Library
All students visit the library with their class. They are also encouraged to visit the Library at lunchtime or after school to borrow from the well-stocked selection of literature, including a majority of tiles 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 fiction and non-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 use their blue pouch as a Library bag.

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, some occasional activities and a variety of non-compulsory activities. Reading is the main focus of compulsory homework and there will be opportunity to tailor homework to meet the needs of specific children. For those parents or students who desire more homework, we will provide a 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.htws.catholic.edu.au

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
- Grounds Maintenance Committee
- Interschool Sports
- Members of Parish Family Groups
- Members of Parish Pastoral Team
- Classroom helpers
- Reciprocal Reading groups
- Participation in social family events
- Assistance on excursions
- Parent Teacher Interviews
- Class Masses
- Monday morning flag raising
Working with Children Check
At Holy Trinity while we highly value parental involvement we also have the responsibility to ensure the safety of all students. All parent helpers must register for a Working with Children's (WWC) check before commencing any work in classrooms or other extra curriculum activities. Passing a WWC Check is a legal requirement for everyone in Victoria doing paid or voluntary child-related work. It is the school's responsibility to ensure that all paid and voluntary workers are assessed to ensure the suitability to work with children and to establish sound, ongoing supervision practices so that all children are safe. It takes approximately 6 weeks to obtain a WWC check, so parents needing to apply for one so that they can assist with onsite or off site activity based learning, we recommend that you apply 6 weeks prior to school commencing. This will ensure that you will be able to start as soon as classroom helping commences. For more information about WWC check you can visit the website: http://www.workingwithchildren.vic.gov.au/

Pastoral Care / Values
At Holy Trinity we believe that a whole school approach to student wellbeing provides a model that enables the education of the whole person including the physical, emotional, intellectual, moral and spiritual dimensions of the person.

Our whole school approach to wellbeing is supported by an extensive program of social and emotional learning which supports children to develop the necessary skills needed to become valued and active members of the community.

The key skills included are:

- self-awareness: recognise and manage emotions
- social awareness: develop care and concern for others
- responsible decision making: understanding and applying decision making skills
- self-management: handle challenging situations effectively; take increasing responsibility for their own health and physical wellbeing
- relationship skills: establish positive and respectful relationships; build trusting adult relationships; form attachment to a familiar and consistent educator/s

The program is delivered through our P - 6 Friendship Groups Program, Year level based Values and Social Skills Program as well as small group targeted intervention programs.

As a Restorative Practices school, all members of the Holy Trinity School community are encouraged to demonstrate and promote responsible and positive behaviour.

Student Leadership
Senior students are encouraged to develop leadership skills and initiative. The School Captains have responsibility for conducting assemblies, participating in special evenings such as Prep Enrolment Night and Orientation Day. Flag raising combined with school assembly on Monday morning is a senior school responsibility. The School Prayer, the National Anthem and allegiance to God and our country are recited.

Year 6 students participate in a 'Better Buddies' program with Preps - a greatly valued program in our school. All year Six students are involved in a leadership program and hold a leadership position on one of our committees. A Student Representative from each class is elected to the Students Representative Council. These students meet regularly with the Deputy Principal to discuss issues that are relevant to the Student body.
Camping Program
The school has a camp program as follows: Year 5/6 participate in a 2 night /3 day camp 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 organised activities, until 5.30 pm one day a year.

School Uniform
Our Uniform Policy reinforces in students a confidence in their own appearance; instills 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.

School Uniform List

**Girls:**

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checked dress - school pattern, or navy culottes with Gold polo shirt (short sleeved with school logo)</td>
<td>Checked tunic, or Navy blue slacks</td>
</tr>
<tr>
<td>Royal blue wool jumper</td>
<td>Gold polo shirt (long sleeved with school logo)</td>
</tr>
<tr>
<td>Navy blue socks</td>
<td>Royal Blue wool jumper</td>
</tr>
<tr>
<td>Black Shoes</td>
<td>Navy blue socks, or navy tights</td>
</tr>
<tr>
<td>Navy bucket hat or cap</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Scrunchie/ Head Band in school colours</td>
<td>Navy Japara coat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boys:</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Navy blue shorts</td>
<td>Navy blue slacks</td>
</tr>
<tr>
<td>Gold polo shirt (short sleeved with school logo)</td>
<td>Gold polo shirt (long sleeve with school logo)</td>
</tr>
<tr>
<td>Royal blue wool jumper</td>
<td>White socks</td>
</tr>
<tr>
<td>Navy socks</td>
<td>Runners</td>
</tr>
<tr>
<td>Black shoes</td>
<td></td>
</tr>
<tr>
<td>Navy bucket hat or cap</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sports - Boys and Girls</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Royal blue shorts</td>
<td>Navy tracksuit</td>
</tr>
<tr>
<td>Gold polo shirt (short sleeve with school logo)</td>
<td>Gold polo shirt (long sleeved with school logo)</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
</tr>
<tr>
<td>Runners</td>
<td>Runners</td>
</tr>
<tr>
<td>Navy bucket hat or cap</td>
<td></td>
</tr>
<tr>
<td>House colour sports t-shirt: yellow, blue, red or green (worn at Twilight Sports)</td>
<td></td>
</tr>
</tbody>
</table>
Implementation:
You will be advised when it is time to change from Summer to Winter Uniform.
Stud and sleeper earrings and watches are the only acceptable jewellery.
Extreme hair colours (e.g. green, pink, blue) and/or extreme hairstyles (e.g. mohawks, spikes) are
not permitted.
All long hair must be tied back using uniform shop approved scrunchies or blue and 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 session.
School socks are to be worn - not brand name or logo socks. School socks are not to be pulled down
into the shoe to appear as ankle 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 from September to May. Hats are not to be worn inside.
The school operates a second hand uniform shop for parents. (Inquiries at the Office)
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 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 an approved Graduation Group windcheater/jacket purchased through
the school.

If, for some reason, the correct school uniform is not worn, a note explaining the reason why must be
presented to the class teacher in the morning.

School Bags: Royal blue with school logo
Blue Pouch: Royal blue, compulsory for all students
Smock: Compulsory for all students,
(assorted designs available through the uniform shop)
Name Tags: All items of clothing are to be clearly named
Material: Material for dresses is available through the uniform shop
Uniform Shop Hours: Every Tuesday / Thursday morning 9.00 -10.00 am
First Monday of each month 7.00 - 8.00 pm
The uniform shop is not open public holidays.
The Uniform shop is located behind the St. Jude’s Parish Hall
(opposite the tennis courts.)
All enquires please contact Mary Turner 9763 6616

Second Hand Uniform Shop is located at Holy Trinity - call the school on
9801 8296 for further information.
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 may have. 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 your child at school. The physical assessment cannot take place without your written consent.

The nurse will contact you with any concerns about your child’s health. 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 the assessment. Only with your permission, and if appropriate, the assessment results may be provide to your child’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 the ambulance service is the responsibility of the parents.

If your child is ill, he/she should be kept home. It is a legal requirement that a note explaining their absence is given to the teacher when you child returns. Alternatively, on the day of your child’s absence, you can fill out an electronic absence form available on the school app under the ‘Eforms’ section. (It will automatically send the notice to the school), or phone the school. This will then be passed on to your child’s teacher.

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 humans 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 minutes - 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 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 too.

**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 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 longhair 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.

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. The 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
The importance of a regular bed time and a good night’s sleep cannot be over emphasised. 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 8.40am.
Ensure children can attend to themselves in the toilet, flush it and wash hands afterwards using the soap provided.
If you have any doubts about your child’s eyesight or hearing, have you doctor check him/her as soon as possible (before school commences).
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.
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.
If your child needs to leave school early, a parent needs to call into the office and enter the details in the Early Release book, which is signed by an administration officer and then taken to the classroom to collect your child.
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.
Children riding bikes or scooters to/from school MUST wear a helmet. This is a law not just a school rule. Bikes and scooters are stored in the designated bike rack during the school day. For the safety of all students, bikes and scooters must be walked through the school grounds.

Communication
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, permission notes etc. The Holy Trinity App can be downloaded from Google Play and iTunes. The following take
place as an aid to communication:

Parent Meetings:
Parent meetings both formal and informal, will be arranged during the year.

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

Parent Teacher Interviews and Online Bookings
During June it is expected that all parents will speak to the teachers about their child’s progress. In the second half of the year, interviews are arranged as necessary. A progress report is issued twice a year (June and December) and can be discussed at these interviews. Parents will need to make an online booking using the ‘School Interviews’ website. This is an effective way for parents to book a suitable time to meet with their child’s teacher. Prior to interviews, parents receive a detailed information sheet that clearly outlines the booking process.

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, we encourage appointments to be made with the classroom teacher.

Please Note:
Teachers are unable to come to the phone during their teaching time
Teachers are usually unavailable for interviews between 8.55 a.m. and 3.35 p.m.
Teachers have regular staff meetings and professional development Tuesday afternoon and Wednesday afternoon

Information Sessions
Meetings concerning the Sacraments Years 3 and Years 5/6
Curriculum updates and innovations
Student wellbeing and parent information
Parish Education Board and School Advisory Committee initiatives

School Assemblies
Every Monday we begin the day together with a short school assembly to welcome students, parents and teachers to another week. Every second Friday at 3pm, the whole school congregates in the Community Hall for our school assembly. During this time students receive school awards and certificates and listen to important messages from staff and student groups. Parents are warmly welcomed to share this special time with us. The special awards handed out are:

Student of the week
This award is handed out to students who have achieved well in different learning areas including behaviour, work habits and efforts.

TORCH Award
This award is given out to students who have displayed one or more TORCH (Tolerance, Optimism, Respect, Confidence, Honesty) values.
Torch Bearer

One child from each year level receives this very special award at the end of every term. This award is given to students who consistently displays all of the TORCH values across the term to all teachers and students across the school community.

School Newsletters
Every Wednesday we publish the school newsletter to keep our school community informed of important current and upcoming events, dates and news. Publication of our newsletter and news sheet alternate on a weekly basis. Both of these are sent electronically to parents. Our weekly School Newsletter is also added to the school app and can also be accessed via the school website.

Some of the items you may expect are:
Parish Education Board notices
Parents Association notices
Important dates for the term
Notes from Principal or staff members
Advertising school events
Religious Education news
Literacy and Library news
Physical Education news

Level Information Sheet
At the beginning of each term, teachers will send home a Level Information Sheet that outlines the main topics across all areas of the curriculum that will be taught throughout the term.

School App
The 'Skoolbag' app is an efficient and convenient way to inform parents of almost everything they need to know, and it provides parents with the most convenient way to receive school notifications. School newsletters, school notices and alerts are communicated directly to the parent smartphone through the Skoolbag school Mobile App. Skoolbag is school Mobile App that communicates directly with iPhone, iPad, Android, and Windows Phones devices. We strongly encourage all parents to download this.

Blue Pouch
Your child will use their school blue pouch to commute notices that that need to be brought home and taken to school. It is also used a library bag at times.

Notes should be sent to school:
If full school uniform is not worn,
If you need to 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) is to ensure there is partnership between the school's (including 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 with the support of the principals. The Parish Education Board provides advice to the principals within the context of these guiding principles 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.

Holy Trinity School Advisory Committee
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 Principal in all matters concerning the operation of the school.
To bring together, in a spirit of co-operation, the school representatives if 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 formation 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 PA 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.

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 in the Library/ Tech Lab.

Statement of Purpose of the Parents' Association
The role of the Parents' 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 supports 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 and Advisory Committee to achieve and implement the ideas and initiatives planned.
To be a positive voice of support for the school and then 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 Principal 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 essential.

All families are charged a $50 Ground 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.

Pick Up and Drop Off Area
These are basic rules to ensure the safety of all members of the school community:
Do not park in the teachers’ carpark.
Do not stop at the pedestrian gate in the drop off/pick up zone. Drive down the hill and let your children walk back up to the gate.
Do not get out of your car when waiting in the drop off/pick up zone.
Do not enter a vehicle on the road side.

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 2016 will be $1400 per family per annum.
Families who have a genuine reason for not meeting their commitment should make an appointment with the Principal to discuss the matter.

Subject Levies
This Levy covers some of the costs associated with library and reading materials, physical education equipment, photocopying, computer programs, as well as excursions and Religious Education materials. This is a once only per child per year. This levy is currently $230. There is an additional Technology Levy (per child) of $100 to update computers and other technology devices. The final subject levy is $35 for use of Mathletics and Reading Eggs. The subject levy total for 2016 is $365 per pupil.

Additional Levies
Sport Participation:
Children from grades 5 and 6 will be charged an Interschool Sport Levy. This levy covers 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 Division, Regional or State finals in their sport. Children Year 3 and 4 are charged a levy to cover the costs of Hoop Time Basketball, some interschool sport and associated activities.

Camp:
Children in Grade 4 and 5/6 will participate in a School Camp. Levies for these camps will be charged at the commencement of the school year.

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 costs have been finalised.

Grounds Levy:
All families are charged a $50 Grounds Levy at the beginning of the school year. If family attends one of our scheduled working bees during the year, this levy is rebated to the family.

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 gained 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 reduce traffic congestion.
Both parents and children are to use the School Crossing at all times. 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 - 9.15am and 3.30-4.00pm. Drivers must remain in their cars with the engine running while children exit/enter the car from the curb side only.

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.

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 phone 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 - 1.15p.m.
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 only water and eat fruit/veggies throughout the day. (Water bottles are kept on the tables). Do not send glass containers to school. It is our aim to be a wrapper free school, you support in this area would be appreciated. Fruit time is at 10:00am across the entire school. Please ensure your child has a fresh piece of fruit or vegetables to eat at this time.

Sharing Food
Due to various food allergies students are not permitted to share food brought from home with others at school. In the case that your child chooses to celebrate their birthday at school, rather than sharing food items we recommend a small token such as stickers, bottle of bubbles, pencils, rubbers.

School Crossing
The school crossing is manned from 8.15 - 9.15am and 3.15-4.15pm daily. Parents are asked to teach their children to use the school crossing correctly. Parents are also asked to observe parking signs, yellow no stopping line and approach the crossing with caution when driving on Riddell Road.

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. All members of a family can open up accounts. Application forms are available from the school office.

Staff Meetings and Professional Learning
Staff meetings take place weekly on Tuesday and Wednesday afternoons at 3.35 p.m. These important meetings include discussions concerning organisation of the school, curriculum planning and staff professional learning.
Professional Learning activities take place regularly to update teacher's 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 a year the school is closed for a day so that all staff members can be involved in Professional Learning Activities. 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. Our Before and After School Care provider, Camp Australia, often run a full day program on school closure days.

Excursions
Excursions are arranged 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 high cost of buses, teachers may organise incursions - 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 8.55a.m. When the bell rings at 9.00 a.m. the children should already be in their rooms with their teachers ready for a prompt start to the day.

Children at School before 8.40 am
Some children tend to come to school far too early. We ask that children do not arrive before 8.40 a.m. unless a school activity has been organised. If this is unavoidable, please enroll your child in the Before School Care Program run by Camp Australia. The children are supervised from 8.40 a.m. Children who arrive before then 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 a.m. All children at school prior to 8.45 a.m. are expected to participate.

Children After School
Children should leave the school as property as quickly as possible. Children are supervised as they leave the property. Please endeavour to pick up your child by 3.45 p.m.
Children who go home by car should wait quietly under the shelter or on the footpath near the pedestrian gate, where a teacher supervises them. When parents pull up in the two minute pick up zone, children walk to the car and get in while parents remain in the car.

Children who walk or ride 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 p.m. 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 p.m. you are asked to telephone the school.

Please Note:
No games are to be played in the school grounds after school without permission.
No students should be on the basketball courts before or after school.
I Dream A School

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 upon.

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 centered
Community orientated
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.......

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