Holy Family School
250 Stephensons Road
Mt Waverley 3149
Telephone 9807 3300
www.hfmw.catholic.edu.au
email:principal@hfmw.catholic.edu.au
Education is a lifelong process; therefore it is for living now. We are not just teaching children to store information that they will use “one day” but we want to educate them to live a meaningful and happy life NOW, as well as in the future. Education today is concerned with the complete development of children; the school, church and home all share this responsibility.

Allow your child to develop naturally, become involved in what the child is doing at school and never criticise or compare the child’s efforts with other children. The positive approach will succeed.

Democratic Principles

We affirm the school’s adherence to the principles and practices of Australian democracy, including a commitment to: elected Government: the rule of law; equal rights before the law; freedom of religion: freedom of speech and association: the values of openness and tolerance.
Vision Statement

Holy Family
A Community of Faith; Learning for Life.

Faith
A vibrant faith community living like Jesus, in the spirit of the Good News.

Learning
Confident life-long learners who embrace challenges and experience success.

Life
Active, informed and courageous members of a global community.

Holy Family Parish

Parish Priest: Father Nicholas Pearce 9807 9494
Pastoral Associate Sacramental Program: Deacon Malcolm Lock 9807 0313

Holy Family School

Principal: Mr Paul Wakeling 9807 3300
Deputy Principal/Administration & Innovation: Miss. Eithne King
Deputy Principal/Head of Learning: Mrs. Anna White
2016 Holy Family School Structure

**Prep**
Miss Chantelle Jackson
Miss Eithne King (Mon-Wed) - Mrs Karen Williams (Level Leader) (Wed-Fri)

**Grade 1/2**
Ms Clare Hicks - (Friday - REL Leader Allocation- Mrs Christine Page)
Miss Kayla Tonelli (Level Leader)
Mrs Jacqui McKenna
Miss Laura Adcock

**Grade 3/4**
Mrs. Sue Gleseson (Mon-Thurs) - Mrs Bernadetta Abell (Fri)
Miss Nicole Brent
Miss. Alison Dickson (Level Leader)
Mr Christian der Kinderen

**Grade 5/6**
Mrs Treasa Barwick and Mrs Carissa Bright
Mrs Andrea Smith (Level Leader)
Miss Kirsty Hawkins
Mr David Hyde

*Mr Martin McGauran - (ICT Contemporary Learning Tools Facilitator)*
*Mrs Anna White - (Contemporary Pedagogies Facilitator)*
*Mrs Rena Walsh – (Literacy Leader)*

**Specialist Curriculum – Prep-6**
Italian/LOTE Wed/Thu Mrs. Silvana Cetrola
Resource Centre/Library Mon/Tue Mrs. Adrienne Morris
Visual Arts Tue/Wed/Thu Mrs. Karen Boyle
Physical Education Wed/Thu Mrs. Prue Smith
Music Tue/Wed/Thu Mrs. Marea Mitchell
ICT Digital Technologies Tues/Wed/Thu Mr Martin McGauran

**Curriculum Support**
Religious Education Leader Ms. Clare Hicks
Learning Leader/Numeracy Leader Mrs. Anna White
Literacy Leader Mrs. Rena Walsh
Reading Recovery Leader Mrs. Kelli Johnston
Literacy Program Support Mrs Carissa Bright/Mrs Christine Page
Information Communication Technology Leader Mr Martin McGauran
POL/Graduate/Level Support Mrs Barbara Grabau

**Student Welfare**
Student Wellbeing Leader Mrs Treasa Barwick
Student Services Leader Mrs Kelli Johnston
Learning Support Staff Mrs. LeAnne Closter
Learning Support Staff Mrs. Liliana Casley
Learning Support Staff Mr Dean Sneddon
Learning Support Staff Miss Anita Kechichian
Pastoral Associate/Sacramental Program Deacon Malcolm Lock
Counsellor & Social Skills Program Miss Anita Kechichian

**Administration/School Improvement**
Principal Mr. Paul Wakeling
Deputy Principal/Administration & Innovation Miss Eithne King
Deputy Principal/Learning Leader Mrs. Anna White

**School Administration**
Mrs Lyn Sneddon
Mrs Susan Haladjian
Mrs Tamsyn D’Souza
Holy Family School Profile

Holy Family School is a Catholic primary school located on Stephenson’s Road, Mount Waverley, an eastern suburb of Melbourne. The school is adjacent to the Mount Waverley Village shopping centre and the Glen Waverley railway line. The school is sited within the parish property along with the church, parish hall complex and a car park.

Holy Family School opened in 1957. The first school building was in fact used as a church on weekends. Enrolments grew quickly and the current school building of fifteen classrooms was designed and built in the mid 1970’s. During the first sixteen years of the school’s existence, the Presentation sisters administered the school until the first lay principal was appointed in 1974.

Holy Family School is set in a very supportive community of parishioners, parents and staff all contributing to and acknowledging the important work being undertaken within this vibrant learning institution.

The school currently has an enrolment of 363 students and there is an expectation for the enrolment to remain stable throughout the next few years. Students are taught in fourteen classes, two being Prep classes, and the other twelve classes are composite classes. Class teachers are supported by Specialist staff teaching classroom Music, Art/Craft, LOTE (Italian), Physical Education, Information Communication Technology (ICT – Computers) and Library. The School Leadership Team meets fortnightly and consists of the Principal, Deputy Principal/Administration and Innovation, Deputy Principal/Head of Learning, Religious Education Leader, Information Communication Technology (ICT) Leader, Literacy Leader, Student Services Leader and Wellbeing leader. The students contribute to and participate in a ‘Student Action Group’ with a focus on ‘student voice’ being actively promoted in the school. The focus for our ‘Student Action Group’ will be on the wellbeing of the student body and to foster the importance of Social Justice within our school culture. Years five and six students participate in summer and winter interschool sport and students from Grade Prep to Grade 4 access swimming lessons as a core component of the Health and Physical Education program throughout the year. The school offers an out of school hours care program, before and after school hours care, on site as administered through a private company, Camp Australia.

The school buildings are single storey arranged around a central courtyard. The site is very secure and provides adequate areas for all formal and informal games and play. Trees and shade cloth areas are provided in both designated play grounds.

The school buildings have been progressively and extensively renovated over the past six years with a major rebuilding project concluding in January 2015. All classrooms have been refitted and extended to incorporate a shared withdrawal space and teacher offices. Student toilets have been enclosed within the main building and were refurbished in 2015. The Administration, staff areas, offices and school entry have been refurbished. Major works were completed in 2009 and 2010 resulting in the upgrade of 10 classrooms and adjoining corridors. The school gymnasium and ‘small hall’ refurbishment concluded in March 2011. Our most recent building program has seen the construction of a Grade 5/6 Learning Centre, providing a contemporary learning space for four senior classes. These works also incorporated an administration archive centre along with a new canteen and parent meeting hub. The school oval was re-surfaced to an all-purpose/all-weather synthetic grass surface in July 2009. The oval has markings and space for a cricket pitch, four lane running track, 100 metre sprint track, long jump pit, football oval and soccer pitch.

The Curriculum offered is based on the Religious Education Texts “To Know, Worship and Love” and the AusVels Framework. Our parish organises the Sacramental Program for all Catholic children of the parish and the school staff work closely with a parish pastoral associate to present the program each year. Through the regular meetings of the Religious Education team all opportunities to engage the students in parish life are explored and planned. The students are given every opportunity to live and experience daily our Catholic faith, in this educational setting.
Holy Family School regards parents as co-educators and warmly welcomes values and encourages their participation. Consequently parents are actively involved in the many aspects of the life of our school. The Holy Family School Education Board is one formal opportunity for parents to be involved as the Board has specific areas of responsibility in its brief. Other opportunities from fundraising to targeted class programs are offered to all parents able to give of their time. The school highly values the enthusiasm, expertise and support of all families associated with it through our students and for the up to date resources achieved through ongoing parent generosity.

**Holy Family School Goals**

Holy Family School continues to strive to provide all members of the community with the optimum environment. To provide the reader with an insight into our future development as a school community the following are our broad goals aiming at further school improvement:

- To make Jesus relevant in the lives of the community by creating a dynamic environment that fosters the relational life with God, self, others and the created world.
- To engage students in the process of making meaning of the world by applying their understandings in flexible and thought provoking ways.
- To ensure that all students know they are valued and included members of a supporting and caring community.
- To improve and strengthen leadership structures to be inclusive and representative of the whole school community.
- To improve the overall active participation and support of the community in the education of students at Holy Family School.
- To foster closer links between the school and the parish community so that the two will be further interconnected.

**EDUCATION IN FAITH – Inspired by the Spirit**

At Holy Family School we strongly recognise that parents and families are the first educators in faith of our students. So we welcome our students as they are and endeavour to evangelise as well as educate them in the Catholic tradition. We embrace the words of Jesus ‘Love one another as I have loved you’ and aim to build a community where each child is valued for him or herself. Difference is celebrated and embraced. Our goal is to educate the whole child in an environment of love and acceptance based in the teachings of Jesus.

Our curriculum is based on the guidelines of the Archdiocese of Melbourne’s program “To Know, Worship and Love.” We follow the Liturgical Year and incorporate the Religious Education of our students across the whole curriculum, using our Education in Faith to underpin our daily living. Teachers in the junior school are encouraged to follow The Good Shepherd Model of catechesis and middles and senior teach the curriculum through the Inquiry pedagogy.

Sacramental theology is taught as part of the program and is timed to coincide with the Parish Based Sacramental Program. This program is organised by the Pastoral Associate and supported throughout the school. All Sacramental inquiries should be made at the Parish Office (Phone 9807 9494).

The whole school celebrates Mass on special occasions in the Church Calendar and the life of the school. The school comes together for Liturgies to mark the seasons of the church and celebrate with the parish community, either as an individual class or a level group, each term. Class Masses are held on designated Sunday’s throughout the school year, a set time for members of our school and parish community to develop a closer link. Prayer is part of our daily experience and special class liturgies are celebrated as part of the teaching program. Parents are welcome to attend any of these celebrations and may be invited to participate in them on different occasion.
TEACHING AND LEARNING

The curriculum offered at Holy Family School reflects current educational thinking. Policies and programmes are developed within the framework of the AusVELS which incorporates the Australian Curriculum. This framework prepares students through the development of knowledge, understandings and higher order thinking skills to enable them to engage effectively in a globalised world.

We implement Inquiry based learning which requires students to use a range of tools and strategies that are empowering for independent discovery and learning. The students are involved in inquiry based units which integrate various subject areas, engaging students in learning which is meaningful, purposeful, allowing them to make connections between themselves and the world.

For success students need to develop the capacities to:
- manage themselves as individuals and their relationships with others
- understand the world in which they live; and to
- act effectively in that world.

Student achievement and progress is measured by the standards. This is achieved through the three interrelated strands of Physical, Personal and Social Learning, Discipline-based Learning and Interdisciplinary Learning.

Key Strands and Domains.

Physical, Personal and Social Learning
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

Discipline-based Learning
- English
- Languages Other Than English
- Humanities - Economics, Geography, History
- Mathematics
- Science
- The Arts

Interdisciplinary Learning
- Communication
- Design, Creativity and Technology
- Thinking
- Information, Communication & Technology
- These core strands of learning are organised into a two year framework through VELS levels one to four in the primary school.
At Holy Family we aim for teaching and learning experiences that connects students to their world so that deep engagement is possible. We are committed to teach in ways that are relevant, focussed and consistent to support all students. A differentiated approach is taken for students who require additional support. Intervention is embedded into our programs to ensure continuous support and smooth transitions.

**English**

Students cover two hours of literacy education every day incorporating reading, writing, speaking and listening and viewing and producing. Foundation Years Prep-4, and Reading Recovery are key aspects of our early literacy program and Middle Years literacy strategies frame our approach in years five and six. Parental support is greatly encouraged in the classrooms and at the beginning of each year we run parent training sessions. Classroom practices and planning for literacy are informed by evidence and school data and our teachers are continually deepening their knowledge of current literacy pedagogy.

**Mathematics**

In mathematics learning students are engaged in Learning key knowledge, skills and strategies. Emphasis is placed upon developing number sense understandings, skills and strategies, so that students are able to work confidently and competently with numbers to solve problems encountered as part of daily living. Teachers aim to develop fully the talents and capabilities of all students by providing a challenging curriculum that is comprehensive, balanced and student-centred. Our Mathematics program aims to increase performance in mathematics learning for all students. Classroom teachers monitor and assess student mathematical achievement and use results to plan for their learning needs.

**Health and Physical Education**

Students are given opportunities to develop a range of personal skills to enable informed healthy lifestyle choices to be made. The focus is on health, developing personal fitness, physical skills and the opportunity to participate in a range of sports.

*Interschool Sport*

Students in Years 5 and 6 all participate in a range of summer and winter sports with other local schools, competing in the Syndal District Schools Sports Association.

*Swimming*

An annual swimming program runs for ten consecutive days for all students in years Prep to Grade four. The program is conducted by qualified swim instructors teaching small groups of students swimming and survival skills. Exemption is only granted on medical grounds and applications for exemption should be directed to the Principal.

*Senior Camp*

Every year the senior students participate in a camp program designed to foster relationships, promote self-esteem and independence, and offer a range of enjoyable and challenging physical activities.

**Languages Other Than English**

Through the weekly study of Italian (LOTE), students learn not only the Italian language, but also about Italian society. This enables our students to develop a better understanding and appreciation of other cultures. The study of Italian also aids as a foundation for learning other languages in secondary school.
The Arts

Holy Family has a rich arts program, with all students accessing a music and visual arts classes each week. The Arts is an essential component of a balanced education and includes drama, dance, visual arts and music. Arts education skills and concepts are taught through a variety of activities enabling the students to develop an understanding of the essential elements of each arts area and includes scope for creativity.

Choir and Recorder Group

Choir and recorder are optional activities. Practices are held during the school day and before school. Opportunities for performances by these groups are given at assemblies and special school events throughout the year.

Learning Technologies

At Holy Family a range of Information and Communication Technologies are utilised as tools to support and enhance student learning. All levels have email and internet access with an average of seven computers per classroom. Children also have access to banks of portable laptops along with banks of Ipads and ipods. For the 2016 school year children in Grade 5/6 classes will have access to a one-to-one Chromebook program. A Chromebook is an ICT tool providing children in senior classes with a contemporary learning tool at their access at all times. Our ICT leader is active in ensuring that staff and children are responsible members of a cyber-community.

HOMEWORK

At the beginning of each year, teachers will discuss with students and parents the expectation and requirements for homework as outlined in the school’s Homework Policy.

Summary of the Holy Family Homework Policy

Prep to Year 2  All junior students are expected to be involved in some reading activity for 10-15 minutes each day after school. In this early phase no formal homework is set – it will be incidental and related to classroom work. However many activities at home or play can assist children to develop literacy, numeracy and problem-solving skills. Home activities may be provided to students, although completion of these is voluntary.

Years 3 and 4  In this phase homework can be completed daily or over a weekly or fortnightly period. Students are expected to spend no longer than 30 minutes on homework tasks, including reading, each night.

Years 5 and 6  In this phase students should be given more responsibility for their learning and should include daily independent reading. They will be required to engage in independent learning to complete work undertaken in class. All senior school students are expected to spend no longer than 45 minutes doing their homework, including reading each night.

Expectation of Teachers –

Teachers can support their students by:

- setting regular homework that will be familiar
- clearly communicating the purpose, benefits and expectations of all homework
- using homework that is varied, challenging and directly related to class learning and appropriate to student’s learning needs
- giving timely and practical feedback to students about their homework
- monitoring homework and maintaining records
- giving students enough time to complete homework
- communicating with parents about issues concerning incomplete or unsatisfactory homework
- supporting students to make effective use of their diaries
• helping students develop the organisational and time-management skills needed for them to be responsible for their own learning
• develop strategies to support parents to become active partners in homework
• ensuring the schools homework policy is implemented

Expectation of Parents and Carers –
*Parents and Carers can support their children by:*
• supporting the implementation of the school’s Homework Policy
• taking an interest in homework and valuing homework as important and worthwhile
• encouraging them to take increasing responsibility for their learning and organisation
• encouraging them to set aside a regular daily session to read and complete homework
• helping them to balance the amount of time spent completing homework, watching television, playing computer games and engaging in other leisure or recreational activities
• encouraging their children to read and take an interest in current events
• providing a suitable, quiet and well lit area for students to do their homework
• helping them to complete homework independently by discussing key questions or directing them to resources
• taking an active interest in homework communicating with the appropriate teacher to discuss any problem with homework
• alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set
• observing and acknowledge their success and ask how homework and class work are progressing
• checking that homework has been set and ensuring the homework diary is utilized in years three to six.

*Expectation of Students –*
• being aware of the schools homework policy and seeing homework as important and worthwhile
• discussing with their parents/caregivers homework expectations
• accepting responsibility for the completion of homework tasks within set time frames
• following up on comments made by teachers
• seeking assistance when difficulties arise
• organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities
• ensuring quality homework is completed to the best of their ability
• accept the consequences for incomplete or unsatisfactorily homework
STUDENT WELLBEING

Wellbeing is fundamental to successful learning. Children and young people who are happy, confident and able to establish meaningful relationships are better placed to achieve positive learning outcomes. At Holy Family, we believe that the learning environment of our students needs to be safe and supportive for the development of the ‘whole person’. We promote inclusion and model values which are consistent with the Gospel teachings of Jesus.

The connection between the promotion of wellbeing and positive learning outcomes is clear. Research on health and wellbeing has shown that the school environment is important for the promotion of wellbeing. Further, positive learning outcomes occur when delivered through a framework of social and emotional learning approaches. Together they provide a sound basis for developing future healthy relationships and ultimately, achieving success in life.

(The Wellbeing Landscape, CEO Learning Centred Schools: A Sacred Landscape)

Within our curriculum we have embedded programs, experiences and activities that develop student’s awareness and skills. There is a strong emphasis on the development of values, positive attitudes and resilience. These programs include:

- Cyber safety
- Drug Education
- Better Buddies
- Values Education
- Personal Development
- Circle Time is conducted across all year levels of the school, a structured framework to teach social and emotional learning and promote a positive class ethos.
- Student Leadership
- Transition
- Extra-curricular activities

Students are respected and valued as individuals with the capacity to learn. These attributes enable students to reflect on their strengths, confidence and resilience to become independent and self-directed learners with the knowledge, skills and behaviours for lifelong learning.

Alongside the general curriculum, programs and practices are in place to meet the needs of groups and individuals. These include:

- Reading Recovery
- ERIK and LLI (Levelled Literacy Intervention)
- Learning Support Officer Support
- Parent Support Group
- Professional Learning Teams
- Individual or Group Learning Plans

The school allocates staffing to the coordination of wellbeing and student services. This facilitates the referral of students to outside resources when required. Monitoring of integration programs, consultation with parents, and the coordinating of visiting student support officers including psychologists, speech pathologists and a school counsellor are overseen by suitably qualified staff.
Comprehensive policies and procedures are in place to safeguard the physical wellbeing of all members of the community. These include:

- Emergency Management Plan
- First Aid Policy and Procedures
- First Aid room
  - First Aid Supervision roster
  - Medication and accident records
  - Asthma Management Plans and Procedures
  - Anaphylaxis Management Plans and Procedures
- Behaviour Management Policy
- Sunsmart Policy
- School Security Policy & Procedures
  - Late Arrivals/Early dismissal plans
  - Playground supervision roster
  - Wet day/extreme heat procedures
- Occupational Health & Safety
  - Contractor Health & Safety Policy
- OHS & Risk Management

---

**HOLY FAMILY SCHOOL**

**BEHAVIOUR MANAGEMENT EXPECTATIONS**

*These are broad expectations that take into consideration the rules we have in place at our school – i.e. are you being responsible when you… or are you looking after our school environment when you play in that garden bed?*

1) **We are responsible at all times.**

   This expectation incorporates physical behaviour (i.e. hands and feet to self, walking inside etc), staying out of classes without teacher present, following classroom rules.

2) **We respect each other.**

   *(We are polite, friendly and considerate to each other).*

   This is a communication expectation (i.e. listening, talking, and body language).

3) **We respect our own and each other’s property.**

   This expectation covers physical property including school buildings.

4) **We play safely.**

   This expectation covers indoor and outdoor play rules for recess, lunch etc.

5) **We look after our environment.**

   This expectation covers not only keeping school clean but water usage, toilet, garden beds, dirt digging etc.
INTRODUCTION
The values of the Gospel underpin the life of Holy Family School. These values include acceptance, respect, truth and justice and caring for the needs of all. This policy is committed to providing a positive environment where all members of the community will be encouraged to develop to their full potential. It documents strategies based on our beliefs and goals and is a basis for action to provide effective discipline. This includes:
1. Establishing rules for the classroom and playground
2. Positive recognition for appropriate behaviour
3. Consequences for inappropriate behaviour.

RATIONALE
At Holy Family School we believe in the promotion of self-discipline by encouraging students to recognise the responsibilities and consequences of their actions. Our school considers that a positive approach to behaviour is desirable and appropriate to foster a good school climate within which personal responsibility and self-discipline may be developed.

AIMS
To encourage all to develop self-discipline, personal responsibility and accountability for their own actions.
To encourage the school community to recognise, respect and have concern for the rights of all.

Rights and Responsibilities
At Holy Family:
Everyone has the right to feel safe and be safe
Therefore:
- Students play safely and responsibly
- Students stay within the school grounds and play in the correct areas
- Students leave the classroom with another student
- Students follow teachers directions
- Students cross at the school crossing
- Students stay in boundaries as stated on such activities as excursions, camp and sporting events
- Students follow the sun smart guidelines
- Students use all play and sporting equipment with care
- Teachers are punctual and vigilant when on yard duty
- Staff ensure that personal safety practices are understood and implemented
- The school community maintains equipment and surrounds
- Parents support school procedures by adhering to daily timetables for arrival and dismissal
- The school community will not tolerate bullying
- The school community are alert to report any dangers or potential hazards

Everyone has the right to learn
Therefore:
- Everyone listens respectfully
- One person speaks at a time
- Everyone comes to class prepared with all necessary books and equipment
- Everyone is punctual
- Everyone in our community is respected in expressing or sharing ideas and asking questions
- Everyone strives to do their best
- Individual differences are catered for
We have the right to be in a pleasant and stimulating environment
Therefore everyone needs to:
- Clean up after themselves
- Take care of equipment and respect our environment
- Look after their personal belongings

We respect each person’s uniqueness
Therefore we:
- Treat each person in the community with respect
- Respect other peoples right to an opinion
- Show care and concern for those in need through encouragement and support of each other
- Show good manners and use peoples names when speaking to them
- Listen to one another
- Respect our own and other people’s belongings

Everyone has the right to be listened to and to be treated fairly and justly
Therefore we:
- Respect other peoples opinions and ideas
- Listen to others so one person speaks at a time
- Speak and listen to all in our community with respect
- Solve problems/differences rationally and fairly
- Treat others the way we wish to be treated
- Cooperate, play fairly and follow agreed rules
- Respect individual differences

IMPLEMENTATION
Positive Behaviours
It is important to focus on the positive and encourage the children to make responsible choices about their relationships and behaviour.
Acknowledging children’s appropriate behaviour is necessary, because it fosters positive self image and reinforces the importance of taking pride in their ability to act responsibly.
At Holy Family, the teachers reward children for appropriate behaviour through the use of such things as:
- Stickers/Certificates
- Verbal praise, e.g. “I like the way you’ve…”
- Compliments box
- Focus of particular behaviour/attribute
- Student of the Week awards
- Being given responsibility
- Class negotiated rewards

Role of Students, Teachers and Parents
- All at Holy Family are expected to respect the rights of each other, to support the rules, expectations and consequences as outlined in this document
- All staff will be totally familiar with the document in order for there to be effective implementation of the strategies and processes involved
- It is essential for teachers to plan for behavioural consequences, just as they plan for any other area of the curriculum
- At the beginning of the year general school rules and consequences are revised with all students
- At the beginning of each school year all students together with their teachers will formulate their class rules. The staff will establish with the students, rights, responsibilities and consequences for their actions.
Dealing with Unacceptable Behaviour

Bullying is a form of unacceptable behaviour and is treated in the anti-bullying policy. A conscious effort is made to reinforce thoughtful, cooperative and appropriate behaviour. It is important to focus on the positive and encourage children to make responsible choices about their relationships and behaviour. However, if a student’s behaviour is inappropriate, then it is important to focus on the reasons and consequences for this behaviour.

Consequences

When a child exhibits inappropriate behaviour at any stage, the staff member involved uses their professional judgement to instigate an appropriate consequence or course of action. The staff member is expected to take into account the incident, as well as the age and stage of development of the student before deciding which consequence to use.
HOLY FAMILY SCHOOL  
ANTI-BULLYING POLICY

RATIONALE
Holy Family School is committed to providing a safe and caring environment which fosters respect for others and does not tolerate bullying.

AGREED PRINCIPLES
Bullying is defined as repeatedly hurting another person either physically or psychologically.

Bullying can take many forms. We consider the following behaviour to be bullying:

Physical
- hitting, kicking, punching;
- pushing, shoving, spitting;
- making rude gestures;
- taking or damaging something which belongs to someone else.
- forcing others to hand over food, money or something which belongs to them.
- making someone do something they don’t want to do.

Verbal
- name calling;
- teasing;
- threatening comments;
- making fun of someone’s actions.

Indirect
- excluding others from the game or group;
- spreading untrue stories about others
- cyberbullying.

ACTIONS
At Holy Family School we will:
- openly talk about bullying – what it is, how it affects us and what we can do about it;
- teach our students the skills which will build their self-esteem and empower them to take responsibility for themselves – and give them the opportunity to practise these skills;
- take action when bullying behaviour is reported or sighted.

Responsibilities of Staff
- to model appropriate behaviours at all times;
- to deal with all reported and observed incidences of bullying as set out in this policy;
- to ensure that students are supervised at all times;
- to report incidences of bullying to the Principal or Deputy Principal if this is warranted.

Responsibilities of Students
- to “tell” if they are being bullied or if they see someone else being bullied – both at school or to and from school;
- to help someone who is being bullied;
- to not bully others.

Responsibilities of Parents
- to watch for signs that their child may be bullied;
- to speak to someone on staff at Holy Family School if their child is being bullied, or they suspect that this is happening;
- to instruct their children to “tell” if they are bullied.
CONSEQUENCES OF BULLYING BEHAVIOUR

Incidents of bullying will be responded to in the following sequence:

1. Students who are reported for a first bullying incident will be interviewed and given the opportunity to modify their behaviour. A record of the interview will be passed onto the class teacher.

2. Students who are reported a second time for bullying behaviour will be interviewed by Year Level co-ordinators and parents will be notified. Further consequences will be determined at the time of notification. This may include behaviour contracts, yard sanctions or further counselling.

3. Students who are reported for a third bullying incident will automatically be withdrawn from their classes for the remainder of the day and also the following day. They will be supervised in independent study by staff. Parents will be required to attend an interview at which time the consequences for further incidents will be explained.[see point 4]

4. Further bullying incidents will result in the student being withdrawn from classes immediately and parents being contacted to arrange for their child to be collected from the school. Suspension will be applied from this point and a further parent interview will be required.

5. The staff will be responsible for implementing the program and ensuring that incidences of bullying are dealt with in a manner consistent with the policy and as soon as possible after it is reported or observed.

Holy Family School will:

- include material on bullying, tolerance and pro-social behaviours in the curriculum;

- promote and support peer support through `circle of friends' and `buddies ' for all students;

- provide a safe environment for students, staff and visitors;

- implement school discipline/welfare policy and anti-bullying policy in a fair and consistent manner;

- provide support for parents and staff through professional development;

- respond to all reports of bullying as outlined in the `consequences' statement of this policy;

- assist the bullies to take responsibility for their behaviour and to assist them to make different choices in ways of behaving;

- provide bullies with counselling;

- remember at all times that awareness breaks the cycle of violence
SCHOOL ORGANISATION

Attendance

School Hours: 8.55a.m. – 3.15p.m.
Teachers assume responsibility for the children between 8.30a.m. and 3.45p.m. We discourage parents from leaving children in the school grounds outside these hours. Any children remaining after 3.45pm will be placed in the Out Of Hours School Care Program and parents will be responsible for these fees.

Students enter and exit the school via the quadrangle gates. Both gates are kept locked at all other times for security reasons. During school hours parents are requested to enter and depart through the administration area front door.

Working with Children Check

Parents who are working in the school in any capacity must have a Working with Children Check (WWC Check). Parents must register the WWC Check card at the school administration office and wear the card at all times whilst on school premises.

The WWC Check application guide and forms are available from Australia Post Outlets. Unfortunately parents who have not complied with this government legislation will be unable to participate in any volunteer work or provide any assistance to teachers within our school.

Punctuality

Classroom doors will be open at 8:45am. All children are to be at school in readiness for lessons to begin at 8:55am. Latecomers are to enter through the office and register using the Vpass system on the IPad.

Punctuality in arriving at school is important for the smooth functioning of school programs, for developing the child’s organisational skills and self-esteem.

Absences

Please notify the school when children are to be absent for a number of days. When a child returns to school after being away, a written explanation must be given to the teacher.

When children become unwell at school parents will be notified.

When taking children out of the school during the day for any reason, parents are requested to report to the office to register their child’s absence.

Excursions

All students participate in a variety of excursions and school based activities throughout the year to enhance curriculum programs or to celebrate special events.

At least two weeks notice will be given to parents regarding excursions. Children attending any excursion must have a written consent form completed by the parents. Children will not be taken on excursions without this signed consent form.

Students are closely supervised on all excursions by the attending staff and adult helpers with a WWC Check. The Staff to student ratio for supervision is specified in the Schools Operation Manual (Vic. Govt.) and varies according to the type / activity of each excursion.

A general consent form issued at the beginning of the year allows children to go on an outing within walking proximity of the school.

As excursions are class activities and costed accordingly, it is not possible to give refunds.
School Closure Days

The Catholic Education Office encourages all teachers to keep abreast of new ideas through a wide variety of Professional learning programs. Members of staff are involved in learning programs outside school hours, but it is necessary that all staff attend professional learning on school days to enable them to take advantage of visiting consultants and to have time for collegial planning and curriculum development.

Teacher professional learning is the means by which we enrich the quality of education we offer your children. For this purpose then, you will be asked to keep your child home on closure days during the year. Whenever the school is closed, to enable all staff to participate, ample notification will be given in the school newsletter.

Emergency Information

Please inform the school immediately of any changes to family telephone numbers, address, or contact information that occurs during the year. It is the parent's responsibility to keep the school informed of all information relevant to ensure the safety, health and wellbeing of each child.

Staff Meetings

Staff meetings and Professional Learning Team meetings involving all teachers are held every Tuesday, Wednesday and Thursday commencing at 3.30pm. Teachers will be unavailable to talk with parents at this time.

Secondary Colleges

Parents are reminded that enrolment at Holy Family School does not give automatic entitlement to a place at any Catholic secondary school. Applications for enrolment at Catholic Secondary Schools are to be completed early in the child’s Grade 5 year.
SCHOOL COMMUNITY

Catholic education is based on an ideal of Christian community in which everyone involved - Parish Priest, Principal, administrators, teachers, parents, students and parishioners - work together cooperatively. Each of these has different ways of contributing and therefore different roles and responsibilities.

Communication

Effective communication between the school and its families is regarded as vital for the welfare of our students and in building a strong and mutually supportive community.

Staff to Parents

All staff members welcome discussion with parents on matters of education, student welfare and any matters of interest to the school community. A variety of methods are used to ensure that parents are fully informed about school activities and programs and their children's progress.

- Curriculum Information Meetings
- Class Program Information Meetings
- Sacramental Meetings
- Parent/Child/Teacher Exchanges held at least on 3 occasions throughout the school year.
- Formal written reports (twice yearly)
- An interview with a parent may be arranged whenever necessary by a teacher or the Principal
- Holy Family School Newsletter is distributed via email every Thursday. It is sent via the school app and also posted on the school website.
- School website: www.hfmw.catholic.edu.au

Parents to Staff

Parents and teachers are encouraged to meet whenever necessary to discuss matters of mutual concern and interest. Parents are asked to arrange an interview at a mutually agreed time with the Principal or Level leader or the teacher to discuss matters concerning their children, the curriculum or any school issue.

Parents should be mindful not to disrupt class-learning time. Informal meetings with classroom teachers prior to 8.55am is discouraged as teachers need this time to prepare for the day and to welcome children to school.

Parents can suggest innovations or raise concerns about school policy through their representatives on the School Board. Annual surveys are used a further means of communication.
WELCOME TO THE HOLY FAMILY SCHOOL APP

The Holy Family School App is an important parent communication tool. This School Mobile App provides us with an easy way to inform you of everything you need to know about school news, newsletters (distributed through the App each Thursday), events calendar, cancellations, school notices, school information, school timetables, parent sick note forms, school documents and much more. No more lost paper in school bags!

How to download the APP

For iPhone and iPad users.
1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

For Android users:
You must first have signed up with a Google Account before installing the app.
1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:
1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.
School Education Board

The responsibilities of the board are:
To collaborate with the parish priest and other parish bodies to ensure that all children of the parish are invited to enrol in the parish primary school.

To actively support Catholic education

To be actively involved in the School Improvement Plan.

To ratify policies, in consultation with appropriate parties, that will assist the parish priest, principal and staff in working towards the objectives of the school.

To plan, implement and evaluate the financial and building programs necessary for the recurrent and long-term effectiveness of the school, in accord with its responsibility to consult appropriately with various diocesan and civil authorities.

Parents and Friends Committee

The Holy Family School Parents and Friends Committee is a sub-committee of the School Board and have as its aim:

- To organise and conduct social functions
- To organise regular fundraising activities
- To be responsible for the operation of the School Canteen.

Parent Participation

At Holy Family parent support is considered to be vital and parents are encouraged to involve themselves as fully as possible in the life of the school. Parents help in the classroom, swimming, excursions and in other areas of the curriculum where teachers need an extra pair of hands. Without their support many programs would not be able to function. However it is school policy that all volunteers and parents hold a WWC Check.

Parish Priest

The Parish Priest is the spiritual and pastoral leader of the Parish and therefore, the School. He is the leader of the community and as such he is the employer of record of all staff. He ensures that the school works within the guidelines of the Archdiocese of Melbourne. The Parish Priest however leaves the educational and day to day running of the school in the hands of the Principal.

The Parish Community

Parishioners play a vital role in the educational process. It is the responsibility of the Church community to support the parents in their task of nurturing their children’s faith and the School is a major means by which the Parish community fulfils this obligation.

Along with parents the Parish community provides an example to the children of faith-filled living and an environment which nurtures growth in faith and love. The sacramental program is parish based and so Parishioners are very much a part of this process. Through prayer for the children and families, participation in the Liturgy of these celebrations and by inclusion of these events in the weekly Mass the children are welcomed into a living community.

The Parish also provides funds through its Sacrificial Giving Program for Capital Works undertaken by the school. Consequently, there is a representative of the Parish on the School Board.
Pastoral Associate
The parish employs a Pastoral Associate who works closely with the school. The pastoral care associate supports the school through two roles:

- **Pastoral Care** - working closely with the Principal, to ensure that the staff, the children and their families receive care and support from the Parish when needed.
- **Education in faith** - working closely with the Religious Education Coordinator and staff in supporting the Religious Education program of the school. This link is of great importance as it enables the associate to build a relationship with the children which in turn helps them to make links between school and parish.

School Canteen
The School Canteen is coordinated through the Parents and Friends Committee. Parents are advised of the opening times of the school canteen through the school newsletter. A list of food available and prices is sent home at the beginning of each school year.

Volunteer parents with a WWC Check assist in the tuckshop on a roster basis.

The School Canteen complies with the Healthy Eating in Schools accreditation.

Out of Hours School Care Program
Camp Australia operates a daily before and after school care program on the school premises. The program is available between the hours of 7.00 - 8.30 a.m. and 3.30 - 6.00 p.m. The children are cared for either on a permanent or casual basis. Registration forms for this program are available from the school office.

HEALTH AND SAFETY

Health Requirements
A list of children who have health requirements (as notified by parents) is placed in each teacher’s attendance roll at the beginning of the year. This allows teachers to be aware of any special considerations or requirements.

Accidents to Pupils
Parents will be notified of any accidents requiring medical attention. If neither parents nor family emergency contact persons are available, school staff will take appropriate action. Parents will be notified in writing of any injury or accident to their child.

Please note that in the case of an emergency/accident, where deemed necessary, an ambulance will be called. Payment for the ambulance service is the responsibility of the parent. Therefore, it is imperative that every family subscribe to the ambulance service.

Medication
School policy excludes classroom teachers from administering medications. Any medication to be administered during school time must be prescribed by a doctor and have full dosage details and time of administration details attached. All medications must be handed to the office staff for the safety of our students.

All medications administered are recorded in the Medications Register.
RATIONALE
Students enrolled at our school who suffer from significant health problems deserve and require a supportive and flexible school environment that understands and responds to their individual needs. The purpose of this policy is to put procedures in place that minimise the risk of an anaphylactic reaction by students in our care. Anaphylaxis is a severe, life-threatening allergic reaction to known allergens.

Staff and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment that is open to the general community. The school recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the school.

AIMS
- To minimise the risk of an anaphylactic reaction occurring while the child is in attendance at Holy Family School.
- To ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an EpiPen.
- To raise the school community’s awareness of anaphylaxis and its management through education and policy implementation.

IMPLEMENTATION
Providing support to students at risk of anaphylaxis
It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction either at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible.

As with other health conditions, schools provide support to assist the parent in the management of their child’s health. For this support to be effective it is important that:
- a partnership is established between the parent and the school to share information and clarify expectations
- every reasonable effort is made to minimise the exposure of students at risk of an allergic reaction to known allergens within the school environment.
- an emergency response strategy is developed and implemented.
- the school community is educated about anaphylaxis to gain support for preventing exposure to allergens.

Expectations of Classroom Teacher responsible for the student at risk of anaphylaxis
- To ensure a copy of the student’s anaphylaxis action plan is visible to all staff.
- To ensure that the EpiPen kit is stored in a location that is known to all staff, including relief staff.
- To ensure that the EpiPen kit for each student at risk of anaphylaxis is carried by a trained adult on excursions that this student attends.

Expectation of Holy Family Teachers/Staff
- To be aware of all students who are at risk of anaphylaxis.
- To attend anaphylaxis training when the opportunity is available.
- To be aware of the emergency response strategy and to respond appropriately.
- To follow the student’s anaphylaxis action plan in the event of an allergic reaction.
- To provide information to the school community about resources and support for managing allergies and anaphylaxis.
- To supervise all students at meal and snack times and ensure food is consumed in specified areas.
- To use non-food rewards, for example stickers, for all students.
- To comply with all school related procedures.

**Expectation of Students at risk of anaphylaxis**
- To have an available EpiPen at all times in the learning area and outdoors.
- To avoid swapping or sharing food or drinks with other students.

**Expectation of Parents of a child at risk of anaphylaxis**
- To inform staff, either on enrolment or on diagnosis, of their child’s allergies.
- To provide staff with an anaphylaxis action plan and written consent to use the EpiPen in line with this action plan.
- To provide Holy Family with emergency medications/EpiPens which have not expired and replace these when necessary.
- To regularly check the EpiPen expiry date.
- To assist staff by offering information and answering any questions regarding their child’s allergies.
- To notify the staff of any changes to their child’s allergy status and provide a new anaphylaxis action plan in accordance with these changes.
- To communicate all relevant information and concerns to staff, for example, any matter relating to the health of the child.
- To comply with all school related procedures.
- To renew/provide an Anaphylaxis Action Plan to the school annually.
- To educate their child about managing his/her allergy at school.

**Expectations of all Holy Family Parents**
- To support the schools procedures in risk minimization for anaphylaxis
- To ensure no food containing known allergens (eggs, nuts) should be bought to school in any student’s lunch /snacks.
- To minimise risk, party food/treats are not acceptable for celebrations, use non-food treats, e.g. stickers, balloons.

**Infectious Diseases**
The Department of Education requires the following Exclusion Table to be observed in cases of infectious diseases. To view a full and up to date version of this table visit: http://www.health.vic.gov.au/ideas/regulations/id_regs#amend

<table>
<thead>
<tr>
<th>Disease</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX, MUMPS</td>
<td>Student excluded until fully recovered. Contacts not to be excluded.</td>
</tr>
<tr>
<td>MEASLES, RUBELLA (GERMAN MEASLES)</td>
<td>Student excluded until medical certificate is produced or 7 days from onset of rash</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>Student excluded until medical certificate is produced.</td>
</tr>
<tr>
<td>IMPETIGO (SCHOOL SORES)</td>
<td>Student excluded until sores treated and covered with a water tight dressing.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Student excluded until treated and fully recovered.</td>
</tr>
</tbody>
</table>

**Head Lice**
Parents are asked to check their children’s hair regularly. If treatment is necessary it should be applied immediately. Parents are requested to notify the school in writing that treatment has been provided before children are permitted to return to school. Parents are also required to report a case of head lice to the school office.

At the beginning of the school year, a parental consent form for checking students’ hair is issued. These will be referred to if there is an outbreak of head lice during the school year. Only qualified professionals will be permitted to check any child’s hair.
School Nurse

The school nurse conducts visits with all Prep children as well as others students who are identified as having a specific need. The school nurse visits throughout the school year and only after parental consent forms have been returned.

ROAD SAFETY AND TRANSPORT

Road Crossings

Pupils who cross Stephenson’s Road on their way to and from school must use the controlled crossing at the Miller Crescent/Stephenson’s Road intersection. Parents who meet their children in the Council Car Park are asked to instruct their children to use this crossing.

Car Parking

Parents are asked to observe the following rules:

- **No parking is permitted in the church car park between 8 a.m. and 4.00 p.m. with the exception of teachers and parents officially working in the school.**

  This regulation has been formulated for the safety and security of your children. Extreme weather is not an acceptable excuse - *it increases the danger.*

  Cars are not to be parked or left unattended in the roundabout at the side of the Hall (off David Court).

  Parents may use the Council Car Park opposite the School during school hours.

  A ‘kiss & drop’ program is used at the school for the ‘dropping off’ of students prior to the beginning of the school day and for the collection of children at the conclusion of the day. The point of ‘drop off’ and ‘pick up’ is directly outside the administration centre.

  Council restrictions are in place that prevents traffic turning right out of our school grounds between 2.30-4.00pm. Likewise traffic cannot turn right into our school grounds between the hours of 8.00am-9.30am.

SCHOOL UNIFORM POLICY

Holy Family School chooses to have a uniform to provide a simple regulation dress that is comfortable and practical for all students. The uniform is a symbol of the school’s family nature and is intended to enhance the students’ feelings of belonging and ownership within their school environment. When outside the school students act as ambassadors for Holy Family School and the uniform provides identification.

A practical uniform that looks good helps students feel happy about being at school and enhances their ability to learn and play.

The school uniform is to be worn at school and when travelling between home and school. Exceptions are days proclaimed to be “uniform-free” when students may choose their own dress. The uniform is also worn outside the school during excursions, inter-school sports and when the school attends Mass and religious ceremonies or participates in public gatherings, as advised by the teachers and principal.

School uniform is not to be worn at any other time, except with special permission from the classroom teacher or the principal. After-school play or outings should not be undertaken in the school uniform.
**Dress uniform**
The dress uniform appropriate to the season is worn each day except when the sports uniform is worn.

**Sports uniform**
Sports uniform is to be worn on the weekly sports day nominated for each child’s class and on other days or times as advised by teachers, such as inter-school sports.

**Hats**
For reasons of health and safety a sun-protective hat is a key component of the uniform and is expected to be worn whenever students are out of doors in terms one and four. This includes all playtimes, lunch times and during outdoor activities including sports. A strict “no hat, no play” policy is enforced. During this period students are encouraged to arrive at and depart from school in their hat.

**Jewellery**
To keep the attire simple and for reasons of safety, jewellery is not part of the school uniform. Items which are accepted and which may be worn for practical or health reasons are watches and studs/sleepers for pierced ears.

Hair fasteners (hair bands, clips, crunchies and ribbons) which blend unobtrusively with the uniform are permitted. Makeup and other personal adornments (e.g. hair colour) must not be worn (sunscreen and protective lip-gloss are exceptions).

**Exceptions**
Common sense prevails at all times in regard to students’ attire. If there are any health difficulties whatsoever with the uniform, such as allergies or discomfort, parents and/or children are asked to talk with the classroom teacher or principal and an exception will be granted.

**Developing and improving the uniform**
Our guidelines in choosing a uniform are comfort, safety, appearance, availability and cost. Items should be simple and durable and allow children to perform their full range of activities whilst at school. In developing and improving the school uniform, teachers, parents and students of the school work together in consultation.

**FINANCE AND MONEY**

**School Banking**
The Schools Provident Fund Savings Account is available to children whose parents wish to encourage them to save regularly.

**School Fees Payment Options**
School fees and student levy accounts will be issued in February for the whole school year. Swimming and Camp fees will be added to your account where applicable during the school year.

You may choose to pay the account in a lump sum, quarterly, monthly, fortnightly or weekly. Payment options in preference order are as follows:-

- **BPay**, you will notice at the top of the account the biller code and BPay reference number.
- **Direct Debit**, forms are available from the school office to set up a direct debit payment. These payments may be made weekly, fortnightly, monthly or quarterly.
• COPS (Credit Card Online Payment System), forms are available from the school office to set up a credit card payment. These payments may be made weekly, fortnightly, monthly or quarterly.

• Cash or Cheque to the school office. Copies of accounts will be distributed to families each school term.

All fees should be paid in full by the end of October each year.

If you experience difficulty paying your school account, you should contact the principal to arrange a payment plan.

School Fees

School Fees: $2048 per annum per individual child
$512 if paying over 4 terms

$2576 per annum per family
$644 if paying over 4 terms for family with 2 or more children

Building Fee: $125 per family per annum Prep – Year 6

Curriculum Levy: $260 per child per annum years Prep – 4
$313 per child per annum years 5 & 6

Grade 5/6 Chromebook Levy:
$140.00 (Hiring from School)
$50.00 (If Chromebook supplied from home)

Term 4 Swimming Program cost
Approx. $110.00

TERM DATES 2016

| TERM 1 | Staff return Wednesday 27 January  
Students return: Friday 29 January - Friday 24 March |
|---|---|
| Holidays | Saturday 25 March – Sunday 10 April  
*Easter 3–6 April |
| TERM 2 | Monday 11 April–Friday 24 June |
| Holidays | Saturday 25 June – Sunday 10 July |
| TERM 3 | Monday 11 July–Friday 16 September |
| Holidays | Saturday September 17 – Sunday October 2 |
| TERM 4 | Monday 3 October–Wednesday 20 December |
Each year you provide the school with information about your child. This includes personal and sensitive information about your family and your child’s health. This is to reassure you about the type of information the school can request and that anything you do provide is treated with confidentiality.

- The Privacy Act 1988 (Cth) regulates the handling of personal information. There are 13 Australian Privacy Principles designed to protect your privacy. This legislation applies to schools and other businesses and services where you provide your details.

- Your school will only request information about your child and family relevant to providing an education for your child and to satisfy the school’s duty of care.

- Personal and sensitive information will not be disclosed to a third party without your consent, except if this is related to the school’s educational or duty-of-care responsibilities, such as an emergency. E.g. If your child is injured at school and requires medical attention.

- The school may engage a third party to provide resources to support the educational programs and/or systems used at the school, such as ICON or Google Apps.

- Each year you will be asked to update the information provided as the school has a duty to ensure the information it has is up-to-date and accurate.

- Personal and sensitive information is stored securely and access to it is restricted.

If you have any questions or concerns about how personal and sensitive information is treated at your school, you are encouraged to contact your school privacy officer or principal.
Holy Family School
Directions on the use of the ‘Kiss & Drop Zone’

Morning: 8.30am-9am
Parents will access the car park entrance, turning left off Stephensons Road, as directed by the Council signage, into the school car park. Parents drive past the Parish House, turning right around the garden bed that separates the two car park areas, around to the green fence that protects our children from car park traffic.
A teacher, labelled on the diagram below as ☻, will be present to welcome all children and ensure that traffic flow is continuous. Parents are not to exit their vehicle. Children will be directed to walk between the entry point of the green fence line, outside of the administration area, along the path to the quadrangle entrance, where a supervising teacher will be present. Parents after dropping off their children will exit left on to Stephensons Road. NO RIGHT TURNS are permitted. Council will police this.

Afternoon: 3.15pm-3.30pm
Parents will access the car park entrance, turning left off Stephensons Road, as directed by the signage, into the school car park. Parents will drive past the Parish House turning right around the garden bed that separates the two car park areas. Witches hats will be in place to divide traffic into 2 lanes feeding traffic to the pick up point outside the school administration area.
A teacher, labelled on the diagram as ☻, will be present at the gap between the green gates outside the administration centre. Children, labelled on the diagram below as ☺, waiting to be collected will be supervised at this point. Children will be directed to enter their parent’s car, on the left hand side of the car, when it is parked directly opposite the supervising teacher at the green gate. Where parents arrive at the green gate and children are not present they will be asked to move on and re-enter ‘the loop’ (refer to map). Parents are not to exit their car, this is a pick up and drop off zone only. Once children are safely in the car parents proceed to the exit gate and must make a left turn only on to Stephensons Road, as directed by the Council signage.

Points to note:
- Parents arriving early to line up before the bell at 3.15pm will be asked to move on if their children are not present. Parents in the queue waiting will no doubt be supportive of this!
- This is a single lane 'kiss and drop' process – under no circumstances should cars be passing other cars in the queue.
- Parents will be asked to move on immediately if children are not present. Parents will have to re-enter ‘the loop’. This can be done by turning right at car lane in the car park closest to the Stephensons Road fence line and re-joining the ‘kiss & drop’ queue outside the Parish Office window. Parents will not have to exit the car park.
- All cars must make a left hand turn off Stephensons Road to enter the car park.
- All cars must make a left hand turn to exit the car park on to Stephensons Road.
- Parking in car park bays is not permitted. Only parents who have gained permission to use the car park may use the parking bays.
- Parents must communicate with their children at the beginning of the day where they will be collected from. Children must be aware if they are to be collected from the ‘kiss & drop zone’ or if they will be collected from the quadrangle.
- Any children who have yet to be collected by 3.40pm will be moved into the administration area and supervised by the teacher on duty.
Holy Family is committed to student use of technology as a tool to expand learning opportunities and enrich current educational practices. Along with the benefits experienced through the usage of digital technologies come responsibilities and expectations for responsible usage. This Policy is designed to give students and their family’s clear and concise guidelines regarding the appropriate use of digital technologies at the school. We expect our students to exercise good judgement and to utilize technology with integrity.

**DIGITAL MOBILE TECHNOLOGIES – ITEMS FROM THE HOME**

Students are not to bring any Digital Technologies to Holy Family School eg. ipods, ipads, tablets, hand held computer games without permission from the school Principal or Deputy Principal/s. The school must be fully aware of any digital technologies that are on the school premises. The school needs to regulate student access to these items so as to maintain its ability to regulate the display and taking of digital images and the use of the internet. Such items should not be on the school premises as the school cannot take responsibly for the safe keeping of these items.

*It is acknowledged that on the exceptional occasion a parent may negotiate with the school that a child gains permission to bring a Digital Technology item to school. The school has the right to deny permission for an item to be brought to school. Approval must come from the Principal or Deputy Principal/s. Parents will be required to complete a proforma.*

**MOBILE PHONES**

Mobile phones are important communication tools, helping to provide a safe and effective environment. We realise that some parents / guardians support and encourage their children to carry a mobile phone.

Some students at Holy Family School are required to have mobile phones for personal use, usually for communication with parents before and after school hours. Mobile phones, however, can be improperly used, lost or damaged and therefore must be effectively managed. It is important that students demonstrate an appropriate use of their mobile phone at all times. Students must display courtesy, consideration and respect for others when they are using a mobile phone.
MOBILE PHONES - POLICY & PROCEDURES

Whilst mobile phones can pose difficulties in schools if misused, staff, parents and students at Holy Family have agreed on the following in order to reduce the possibility of this happening.

- Phones may be brought to school if required by students in transit to and from school.
- If a student brings a mobile phone to school for any reason the parents/carers must accept full responsibility for any loss, theft or damage.
- Phones must be given to the classroom teacher to be locked away between 8.55am-3.15pm. Mobile phones are not to be used on the school grounds either before or after school.
- The following practices will need to be adhered to:
  - Phones are not to be taken to the playground under any circumstances
  - Phones are not to be used as recording devices or to take photos of students in transit to or from school
  - It is highly recommended that a lock code is applied to personal phones so that others are not able to access it.
  - Mobile phones are not to be taken to school excursions, camps and extra-curricula activities.
  - Mobile Phones must be cleared labelled identifying the student name.
  - If a student uses a mobile phone contrary to this policy, he / she will be given an official warning.
  - If the student re-offends, the mobile phone will be confiscated and held by the Principal until a parent / guardian comes to collect the device.
  - Further re-offences will involve a meeting being arranged between the Principal, the student and his / her parents / guardians to establish a course of action. If a staff member has reasonable suspicion that a student’s mobile phone contains objectionable material, the staff member has a responsibility to confiscate the mobile phone and contact parents. Should it be deemed necessary, a staff member would only access a student’s mobile phone in consultation with the student or the student’s parent / guardian.

Established 2012

MOBILE PHONE PARENT CONSENT FORM

My child……………………………………………………………..in Year ……… has permission to bring his/her Mobile Phone to school.
I/We accept full responsibility for any loss, damage or theft that may occur while at school.
I/We accept and understand the consequences of any misuse of the Phone by our child and will come to the school office to redeem the phone if it is confiscated.

My child’s mobile phone number is……………………………………………………………..

I/We have read the Holy Family School Digital Technologies Policy and have explained the contents to my /our child.

Signed ……………………………………………………….........
Parent’s Signature/s

…………………………………………………………………
Parent’s Name/s (Please Print)

Dated……………………………………

The ‘Mobile Consent Form’ and Parent Permission Form can be accessed from the Holy Family Website ( www.hfmw.catholic.edu.au ). Refer to the Community page and the ‘Forms’ link.)
HOLY FAMILY PRIMARY SCHOOL
ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

We use the school equipment and internet connection for learning.

Respect & Protect Yourself
- I will select online names that are appropriate and I will consider the information and images that I post online.
- I will not give out my personal details, contact details or schedule of my activities on the internet without permission from an adult.
- I will only access websites & programs that are for my school work and have been approved by my teacher.
- I will only email people I know, or people my teacher has approved.
- I will use only my own login and password, which I will keep secret.
- If I see anything inappropriate or I receive messages I do not like, I will tell a staff member immediately and take a screenshot if possible.

Respect & Protect Others
- I will not use technologies to bully or tease other people.
- I will not access or alter another person's files or online material.
- All messages I send online will be polite and sensible.
- I will use my best writing when communicating online and remember to use punctuation such as full stops and capital letters. I will not use text talk such as ‘l8er’ or ‘thanx’.
- I will protect others by reporting abuse and not forwarding inappropriate materials.
- If I become aware of a student or staff member’s password I will tell a staff member immediately.

Respect & Protect Copyright
- I will cite any use of websites, books, images and media to ensure I give credit to the author.
- I will request to use other people’s words/images/media and not assume it is my right to use it.
- I will not look at or delete other people’s files.

Respect & Protect Equipment
- I understand that the use of electronic services is a privilege not a right.
- I understand that my inappropriate use of school equipment will result in the loss of the privilege.
- I understand that if I deliberately damage equipment I am responsible for its replacement.

If you’re not sure- ask your teacher!

I understand that if I deliberately break these rules, my username and password can be blocked and my parents notified. Student actions may also require School Leadership to put in place further disciplinary consequences should this be deemed necessary.

The school may exercise its right to monitor the use of the school’s computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.
2016 PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media. Further to this, classes are encouraged to publish selected work samples (including videos & photos) online in order to create a genuine audience for students’ work.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME: ___________________________ YEAR LEVEL: ______

- I give permission for my child's photograph/video and name to be published in:
  - [ ] the school website and school publications
  - [ ] social media
  - [ ] promotional materials
  - [ ] newspapers and other media.

- I give permission for my child’s image and work samples to be displayed in videos, writing, audio and podcasts, to be shared on teacher approved sites such as class blogs and Google Sites. Students and teachers are reminded to only use first names or an alias when publishing online.

- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.

- I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

- I understand and agree that if I do not wish to consent to my child’s photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Please clearly note any exceptions to the above agreement (if necessary):

_______________________________________________________________________
_______________________________________________________________________

Name of Parent / Guardian (please circle) ___________________________

Signed: Parent/Guardian ___________________________ Date: ______________

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).
OPTION A: CHROMEBOOK RENTAL AGREEMENT - GRADE 5/6 STUDENTS

Purpose of the Agreement:

The agreement sets out the rights and obligations of the students and parents/guardians in relation to the 1 to 1 Chromebook Program. The Agreement must be read in conjunction with the School Acceptable Use of Technology Policy.

1. Parties to the agreement
   1. The Chromebook rental agreement is between the year 5 and 6 student, parents/guardians and Holy Family Primary School.

   Participation
   All students in year 5 and 6 will participate in a 1 to 1 Chromebook Program.
   Students entering the school during the course of the year will be charged at a pro-rata rate for the renting of the Chromebook, whilst students leaving midyear will be refunded a pro-rata amount.
   Period of the Agreement: The Agreement begins when the rental agreement is signed and handed into the school office and concludes at the end of the school year.

2. Responsibilities with respect to the 1 to 1 Chromebook Program

   a. What the school will do;
      i. The school will own the Chromebook and share the responsibility for the care, maintenance and correct use
      ii. Strive to enhance student learning through the use of ICT
      iii. Respond to enquiries from parents/guardians or students in regard to the school's Chromebook program
      iv. Periodically and randomly audit student’s Chromebook to ensure appropriate use has been met within the school’s policies.
      v. Organise all repairs of the Chromebook.

   b. What the parents/guardians will do;
      i. Accept responsibility for the annual fees and charges associated with the program, and be aware of and familiar with the provisions of the school’s Student Acceptable Use of Technology Policy.
      ii. Share the responsibility for the care, maintenance and correct use of the Chromebook with the school.
      iii. Parents/Guardians will supervise the student’s home internet use and regularly check what sites they have been visiting.
      iv. Be liable for the full cost of the repair or replacement of the Chromebook if it is left unsecured and/or lost, stolen or wilfully damaged.
      v. The cost of repairs or replacement through accidental means will be shared, 50% by the school and 50% by the parent/guardian.
      vi. Return the Chromebook in good condition and working order at the end of the school year or if the student leaves the school or when the school otherwise requests. Costs will be incurred by the family if the Chromebook is not returned in good working order.
c. **What the student will do:**
   i. Abide by the Student Acceptable Use of Technology Policy
   ii. Ensure the safety and the security of the Chromebook at school.
   iii. Chromebooks should only be used during class time and when otherwise specified by teacher
   iv. Chromebooks are not to be taken outside for recess or lunch
   v. Chromebooks will not be left on the floor
   vi. Chromebooks must be carried with two hands and never by the screen
   vii. Ensure the safety of the laptop travelling to and from school. The Chromebook must be transported inside its carry case and kept inside a school bag at all times
   viii. Ensure the bag is not overpacked, causing excess pressure on the Chromebook
   ix. Never leave the school bag unattended
   x. Ensure that the Chromebook goes home at the end of each school day and is brought back to school fully charged each school morning.

d. **Breaches of the Agreement:**
   Where this agreement or the Student Acceptable Use of Technology Policy is breached, an appropriate response will be made by the school and may include, but not be limited to, any of the following,
   1. Loss or suspension of student access to the school network, resources and facilities.
   2. Suspension of Chromebook

e. **Equipment**
   The following equipment is supplied as part of this agreement;
   i. One ACER C720 Chromebook
   ii. One power cord
   iii. One carry case

---

**Financial Agreement**

**Ownership and Responsibility**

The school will own the Chromebook and the families will share the responsibility for the care, maintenance and correct use of the Chromebook.

**Insurance**

The school has theft, fire and accidental damage insurance coverage of the Chromebook.
   i. Exclusions: wilful damage
   ii. Parents/Guardians will be liable for the full cost of the repair or replacement of the Chromebook if it is left unsecured and/or lost, stolen or wilfully damaged.
   iii. The cost of repairs or replacement through accidental means will be shared, 50% by the school and 50% by the parent/guardian.
   iv. Parents/guardians are encouraged to add their child’s Chromebook to their home contents insurance policy as accidental damage and breakage may be covered.

**Servicing/Repairs**

All servicing and/or repairs to be carried out by the school staff, technician or the supplier.

**Notification**

If a Chromebook is stolen, a police report will be required as soon as possible after the theft is discovered. If it is lost or damaged at school, the student must report to the school immediately.

**Costs**

i. For the period of the rental agreement, the annual hire fee will be $140. This will include a Cyber Safety education program levy. The fee is billed with the school fees and is payable upfront at the beginning of each school year.