



A-Z guide to assist both the parents and the children

A

APPOINTMENTS WITH STAFF

When a parent wants to meet with their child's teacher to discuss their child's progress, etc., and appointment can be made by contacting the front office or seeing the teacher before or after school throughout the year.

Appointments with the Principal should be made through the front office where possible.

ANAPHYLAXIS

While nuts and sesame products are a nutritious inclusion to the diet of children, no one is allowed to bring these to Holy Saviour School as some of our children have an anaphylactic or nut allergy. This includes peanut butter, nutella and sesame products such as tahini.

- What is Anaphylaxis?

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response.

ASSEMBLIES

Outdoor assemblies are held every morning to inform children of the important matters of the day and coming events, as well as reminding children of the rules that apply regarding expectation of behaviour and values.

ASTHMATICS

Parents of children who are asthmatics are required to complete a form regarding the details of their child's asthmatic condition. This enables us to provide appropriate assistance when necessary. Children need to take responsibility for their own puffer. We are an accredited Asthma Friendly School.

ATTENDANCE

Children are required to attend school each day the school is open. Class rolls are marked daily. All absences, including late arrivals or early departures are registered. A note is required for all absences and is to be handed by the child to the class teacher on his/her return to school.

If children arrive late they report to the office first to obtain a late slip that is then handed to the teacher. If the child is unaccompanied by a parent, the absence will be recorded as unexplained/unjustified. If parents/carers need to pick children up early, they also need to go to the office first to obtain an early leaver's slip that is then handed to the classroom teacher.

In the best interests of the school, we request that parents keep sick and recuperating children at home until they are well enough to be able to participate in normal lessons.

AWARDS

At times awards are presented by teachers to students for achievement. These are presented in the form of cards, ribbons, certificates, stamps, stickers, etc. either in class or a whole school assembly as a form of encouragement and to recognize personal improvement in any field of Endeavour.

Our school believes in intrinsic motivation and we encourage responsible decision making and the completion of quality work because the student wants to, not because he/she knows there is an external reward at the end.

B

BOOK CLUB

The school library offers book club facilities twice a term to all the children in the school. On the designated days, children are able to order books of their choice through the Scholastic Book Club. Payment for the books must be made on the day the books are ordered.

BULLYING

Any form of harassment, bullying or violence in the school is considered totally unacceptable. We believe all staff and children should be able to work in an atmosphere based on mutual respect. Complaints that involve harassment and bullying will be acted upon immediately. Teachers are required to report any forms of bullying directly to the principal. In the event of serious incidents of bullying or harassment, the school's policy for detention, suspension and possible expulsion of the student will be followed.

BUS SERVICE

A private bus service is available at the school level. Please contact the school office for a placement and costs associated with this service.

C

CANTEEN

The school canteen provides a daily service to children. Canteen rules are as follows:

- Lunches are to be ordered before 9:00am. Orders are written on a lunch bag supplied by the students.
- Each student is to buy only for him/herself.
- Students do not go to the canteen during lesson time unless directed by the teacher.

CAPTAINS AND SCHOOL LEADERS

Each year the children in Years 3-6 vote for 2 school captains and school leaders. Students who nominate for election are required to address year's 3 – 6 pupils prior to the election. Elections are held in December each year.

CHANGE OF ADDRESS

Please advise the school immediately if there is a change of address or phone numbers. It is important that our records are kept up to date.

COMMUNICATION

To keep parents informed of school happenings, a school newsletter is published fortnightly and distributed to the eldest child in each family. When necessary, extra bulletins are sent home to parents. The newsletter carries items about school news and celebrates children's learning.

The school website is available at: www.holysaviour.nsw.edu.au

Please contact the school if you are concerned over any information that is unclear. Class teachers frequently send home newsletters advising parents of class based activities, programs and class policies.

COMPUTER EDUCATION

The school has a bank of 30 computers in a computer laboratory and a portable computer lab. Each computer has access to filtered internet. Computer instruction is provided on a regular basis to students by staff. Students are provided with an access code to use the school intranet as an additional means of communicating with their class and teachers.

CUSTODY ARRANGEMENTS

In families where there are issues of separation/custody/divorce, we believe it is important for both parents to have access to information concerning their children and to be involved in their children's education. It is also necessary to keep the school informed of any court orders which may be current. Please provide us with all the information we need to ensure the best outcomes for your child and your family. All such information will be treated in the strictest confidence.

D

DISCIPLINE

Our school believes in the philosophy that each individual person is responsible for his or her behaviour at all times. We also believe in creating a quality teaching and learning environment. To achieve this, all members of our school community endeavour to work as a team, operating on trust and mutual respect.

An agreed set of rules has been developed by students in our school for the benefit of all, in both the playground and common indoor areas. Each class also establishes its own rules for creating an ideal learning environment.

All rules are designed to create harmony, where rights of individuals are respected but where needs of the group are paramount.

E

EMERGENCIES/EVACUATIONS

Special procedures exist if emergencies (e.g. fire, earthquake) occur in the school. Children follow an evacuation drill. Practices are held on a regular basis, generally once or twice a year. The main evacuation assembly area is the exit through the shared playing field, immediately to the grassed area (near grotto) in the parent car park.

EXCURSIONS

Excursions are planned for children in all years, mainly to supplement and consolidate work being covered in lessons. These excursions are well planned and are an integral part of the school curriculum. Parents are often invited to help with pupil management on excursions and the ratio of such help is dependent on location and travel. Parents are asked to fill out medical forms for each excursion and risk management plans are completed by staff.

F

FIRST AID

Our School Assistant and staff have current First Aid Certificates and will attend to simple medical procedures as well as administering prescribed medication for children with needs.

However, in cases requiring unexpected special medical attention, parents or a nominated contact person are notified. In serious cases, if neither parent can be contacted, the child will be taken by ambulance. Contact with

the parents and /or the doctor nominated on the medical form will be made. In this case, either the Principal, or a nominated member of Staff will accompany the child until a parent/care arrives.

If ill, children report to their class teacher or to the school office. If a student is so ill as to necessitate going home, the school will make a telephone contact with the parent or the person nominated by the parent on the information/enrolment form. If contact cannot be made, the student is kept in sick bay until arrangements can be made for the child to go home.

H

HOMEWORK

This policy and homework expectations for each class are explained to parents at a parent/Teacher Meeting held early in term 1, in each classroom. It is expected that each child will complete the homework set for each week. Homework is designed to complement work done at school and has the potential for further home-school partnership in the education of the child. It is the school's aim to encourage the development of the child's knowledge and skills through homework activities. These activities are usually a consolidation of class work. Our school has a homework policy and if at any time the homework creates tension between you and your child it is best to stop and discuss the issue with the class teacher as soon as possible.

I

IMMUNISATION

The public Health Act 1992 requires parents of children beginning Kindergarten to provide the school with an immunization Certificate at the time of enrolling at school.

INFECTIOUS DISEASES

If your child is diagnosed as having any of the infectious childhood illness, please ensure that the required period of exclusion from the school is followed:

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|-----------------------|--|
| Chicken Pox: | Exclude from school for 7 days after the spots appear. |
| Conjunctivitis: | Exclude from school until all discharge from eyes has cleared. |
| Gastroenteritis: | Exclude from school for at least 24 hours after diarrhea has cleared. |
| German measles: | Exclude from school for 7 days from the appearance of the rash |
| Head Lice: | Outbreaks to be treated immediately |
| Infectious Hepatitis: | Medical certificate of recovery required |
| Measles: | Exclude from school for 5 days after the spots appear |
| Mumps: | Exclude from school for 10 days from the onset of swelling |
| Ringworm: | Affected areas to be treated and kept covered |
| Whooping cough: | Exclude from school until the child has taken the first 5 days of a special antibiotic |

J

JEWELLERY

For the safety of our students we request that jewelry is not worn at school. With pierced ears, please ensure students wear studs or small sleepers only, as large earrings can cause injury.

K

KEY LEARNING AREAS (KLAs)

Six key learning areas make up the Primary School Curriculum. These are often referred to as KLAs and are:

The curriculum is divided into 6 Key Learning Areas (K.L.A's):

- English-Talking & Listening; Reading and writing.
- Mathematics-Number, Patterns & Algebra, Data, Measurement & Space.
- Human Society & Its Environment
- Science & Technology
- Creative & Practical Arts
- Personal Development, Health & P.E.

Religion and Arabic (L.O.T.E) are part of our curriculum.

L

LABELLING

All students' personal belongings that come into the school **should be clearly and permanently marked with the child's name.**

LEAVING/TRANSFERRING PROCEDURES

Please notify the school in writing if your child is leaving the school. Please ensure that all library books and other school possessions are returned prior to departure.

LIBRARY

The library is an important place in the school and provides students with the opportunity to broaden knowledge, develop further interests in reading and research and to view the display of work presented by the students of the various classes. The library is visited by every student in the school every week. It provides students and teachers with high quality book and audio visual resources in a pleasing, relaxing environment.

Children may use the library for recreation, research, returns and borrowing at other times, but must either have permission from their teacher or be supervised. Borrowed books are placed in a library bag to protect the books from possible damage. Books are to be returned by the due date.

Children are encouraged to participate in the activities that are held in association with the library. During education week a Book Character Parade is held in conjunction with other related activities. This is a non-competitive activity, purely for fun and participation.

M

MEDICATION

All medication is to be handed in to the front office staff. It should be clearly labeled with the child's name, dosage and any directions for administration.

Where a child is required to self medicate, the medication must still be handed in and administration must be carried out under adult supervision. Parents may come to the office to administer medication to their own child/children.

MOBILE PHONES

We do not encourage students to bring mobile phones to school. However, if there is a need to do so, then students are required to leave them at the front office during the day for safe keeping.

P

PARENT HELPERS

Several teachers in the school seek help from interested and willing parents or grandparents to help in a variety of activities. Parents also help in many other ways at the school through attendance at meetings and activities organized by the P & C Association, at a social functions, at fund-raising activities, at assembles and special occasions, on excursions and at working bees.

Those who help in any way at school are required to sign a special register to enable insurance cover to be provided in the event of an accident or injury. It is also a requirement that all volunteers complete a Prohibited Employment Declaration Form.

PARENT/TEACHER INTERVIEWS

Parent/Teacher interviews are conducted at the end of Term 2. As far as possible, times and dates are arranged to suit parents busy schedules.

However, parents may make appointment to see their child's teacher to discuss progress or concerns at a mutually convenient time during any week of the school year. This is a mutual arrangement as class teachers are encouraged to contact parents if they have any concerns about children. We like to keep lines of communication open.

PLAYGROUND SUPERVISION

Morning supervision starts at 8:20am. Please have your child arrive before 8:40am. It is important that your CHILD is ON TIME. Afternoon supervision is from 3:05pm – 3:20pm. Please collect your child at this time. Again it is important that PARENTS are ON TIME.

To enable the collection of children to be supervised adequately by Holy Saviour School, we have implemented a policy where children are required to line up in class groups on the playground to await the arrival of a parent. We ask parents that they collect their child from the class line in the playground. The school is then confident that the child has been collected by a parent and supervised.

PHOTOGRAPHS

Class, group and individual photographs are taken annually and the current arrangement is that payment for photos is handed to the photographer prior to the session. Parents are under no obligation to purchase packages.

R

RELIGIOUS EDUCATION/DIVINE LITURGY

Religious Education lessons are given by the classroom teachers with support from the religious persons on staff i.e. a priest and two religious sisters. Divine Liturgy is celebrated every Friday at 9:00am.

REPORTING TO PARENTS

Formal written reports are sent home to parents in June & December. They are explicit in terms of children's academic progress and are supported with a working portfolio. These reports include all key learning areas.

S

SCHOOL CHAPLAIN

The school chaplain is available three days a week to support students, parents and caregivers and the wider community. Please phone the office for contact details.

SPORTS EDUCATION

Sports Education is outsourced to specialist personnel for the swimming component of the yearly program. The school employs coaches throughout the year to assist staff in the implementation of sports programs. The costs of these programs are included in the school fees schedule.

In addition, the school runs **active schools** after school sports program three days per week. This program is a free service to the students. Each term, parents will be sent a description of after school sports activities. Parents simply fill in an application request form and submit it to the front office.

T

TRAVEL TO AND FROM SCHOOL

Parents who drop off, or pick up students in cars are reminded not to park in restricted areas, bus zones, Double Park or to block driveways entrances/exits to the school

SCHOOL TIMES

| | |
|-----------------|---|
| 8.20 a.m. | Playground duty commences |
| 8.40 a.m. | Morning Assembly Bell Children forward into classroom when dismissed |
| 10.30 am | Morning Tea (20 minutes) |
| 12.35 pm | Lunch break (50min) |
| 3.05 p.m. | Dismissal – teachers walk class to front playground. |

For your child's safety please ensure you:

Make adequate arrangements for your child to be picked up from school. If for any reason you are unable to collect your child on time, please contact the school.

Parents of students arriving late or leaving early are required to report to the front office prior to the children joining or leaving their class. Parents will be issued with a note which is to be given to the class teacher.

The playground is unsupervised before 8:20am and after 3:30pm. Your child, for their safety and welfare, should NEVER be in the playground while it is unsupervised.

U

UNIFORMS

All students are expected to wear full school uniform. This includes the wearing of the school hat as part of our no hat no play policy. The school community strongly supports the wearing of school uniform because it believes that the wearing of uniform promotes a sense of belonging and enhances the image of the school. Uniforms can be purchased from: Saouma's School and Fashion Wear at Shop 2 / 200 The Boulevard, Punchbowl.

W

School website is: www.holysaviour.nsw.edu.au

The website contains school policies, annual reports, the strategic management plan, newsletters, community news, and the school enrolment package. Parents may also wish to communicate to the school via: info@holysaviourschool.nsw.edu.au.