



# PARENT HANDBOOK

## 2025

## ‘HOPE’

Holy Family School  
250 Stephenson's Road  
Mt Waverley 3149  
Telephone 9807 3300  
[www.hfmw.catholic.edu.au](http://www.hfmw.catholic.edu.au)  
email:principal@hfmw.catholic.edu.au

*Holy Family School is committed to providing a child safe environment*

*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**

*In Faith,  
We believe,  
We belong,  
We learn,  
We grow*

## **Holy Family Parish**

Father Justel Callos (Parish Priest)

9807 9494



## **Holy Family School**

9807 3300

Mrs Julie David (Principal)



Miss Eithne King (Deputy Principal)



# Holy Family School 2025 Staffing

## Positions of Leadership

Positions of Leadership appointed for the 2025 school year are as follows:

Deputy Principal	Miss Eithne King
Learning and Teaching Leader	Mrs Jennifer Young
Religious Education Leader	Mrs Vicky Pejic
Literacy Leader	Mrs Natalie Dib
Mathematics Leader	Mrs Jennifer Young
Information Communication Technology Leader	Mrs Jennifer Young
Student Wellbeing Leader	Miss Eithne King
Learning Diversity Leader	Mrs Jacqui Prosser

## 2025 Holy Family School Structure

### Prep

Mrs Dianne Dimovski

### Grade 1

Miss Sinead McCutcheon

Mr Andrew Wilson

### Grade 2

Miss Stephanie Italiano

### Grade 3

Mrs Verity Curtain

Miss Cristina Vezzu (4 days)/Mrs Beverly Gilbert (1 day)

### Grade 4

Mrs Amanda Mace

Miss Michelle Luong

### Grade 5

Mrs Andrea Smith (4 days)/Mrs Jennifer Young (1 day)

Mrs Vicky Pejic (4days)/Mrs Barbara Grabau (1 day)

### Maintenance

Mr Lee Vaessen

### **Specialist Curriculum Programs (Prep - Grade 6)**

LOTE	Wed/Thu	Mrs Dianne Herrmann
Performing Arts/Music	Wed/Thur	Miss Rebecca Rawlins
Physical Education	Wed/Thu/Fri	Mrs Susan Michelsson
STEM	Mon/Tues	Mrs Katrina Davis
Library	Tue/Wed	Mrs Janine Standfield

### **Curriculum Support**

Reading Intervention (Tier 2) MultiLit	Mrs Simone Tapley/Mrs Natalie Dib
Mathematics Support	Mrs Jennifer Young

### **Learning Diversity/Student Wellbeing**

Student Wellbeing Leader	Miss Eithne King
Learning Diversity Leader	Mrs Jacqui Prosser
Learning Support Officer	Mrs Danielle Littlejohn
Learning Support Officer	Mrs Mellisa O'Mara
Learning Support Officer	Mrs Christine Kemp
Learning Support Officer	Miss Tess McCumstie
Learning Support Officer	Mr Zac Flack
Learning Support Officer	Mr Matthew Leeson
Learning Support Officer	Mrs Cate Barry
Learning Support Officer	Miss Miriam Keuneman
Learning Support Officer	Mrs Rowena MurrayLee
Learning Support Officer	Miss Alannah Phillips
Learning Support Officer	Mrs Ingrid Hale

### **Administration/School Improvement**

Principal	Mrs. Julie David
Deputy Principal	Miss Eithne King
Teaching & Learning Leader	Mrs Jennifer Young

### **School Administration**

Mrs Tracey Ryan (Mon, Wed, Fri)
Mrs Rana Ghopur (Tues, Thurs, Fri)

## **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 250 students and there is an expectation for the enrolment to remain stable for the foreseeable future. Students are taught in twelve single level classes. Class teachers are supported by Specialist staff teaching Performing Arts/Music, Art/Craft, LOTE, Physical Education, Library and Science, Technology, Engineering and Maths (STEM). Students are taught Visual Arts by their class teachers and have a rostered session in the library each week.

The School Leadership Team meets fortnightly and consists of the Principal, Deputy Principal, Religious Education Leader, Learning and Teaching Leader, Digital Technologies Leader, Literacy Leader, Mathematics Leader, Learning Diversity Leader and Wellbeing Leader.

The students contribute to and participate in a 'Student Representative Council' with a focus on 'student voice' being actively promoted in the school. The focus for our 'Student Representative Council' is on the wellbeing of the student body and to foster the importance of Social Justice within our school culture.

Our Year 4 students make up our Mini Vinnies group which works closely with the Mt Waverley St. Vincent de Paul Conference.

Year five and six students participate in summer and winter inter-school 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 areas are provided in both designated playgrounds. Our quadrangle and oval areas have an all-weather surface and adequate shade sails. The school oval was re-surfaced to an all-purpose/all-weather synthetic grass surface in 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. A new adventure playground was installed in Term One 2024.

The school buildings have been progressively and extensively renovated over the past eight 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.

Each year interior painting and replacing floor covering occurs in the Christmas/New Year break.

The Curriculum offered is based on the Religious Education Framework and the Victorian Curriculum. Our Parish Priest organises the Sacramental Program for all Catholic children of the parish and the school staff work closely with him 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 Advisory Council 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.

Holy Family follows the Science of Learning model in all classes Prep to Year 6. This encompasses explicit direct teaching and our structured Literacy Program (Prep-Year 2 UFLI) and (Year 3-6 PhOrMeS). The students are also engaged in Inquiry Learning and a Knowledge Based Curriculum.

Our 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.

## **SCHOOL ORGANISATION**

### **Attendance**

Parents are to contact the school before 9.30am if your child is absent for the day. Contact can be made via a phone call or by using our Audiri App. A call will be made to the parent if the school has not received notification of an absence for the day by this time.

### **School Hours: 8.50am (first bell) 9:00am (second bell) – 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 as there is no adult supervision. 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.

The WWC Check application guide and forms are available at <https://www.workingwithchildren.vic.gov.au/> . 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 8:50am. All children are to be at school in readiness for lessons to begin at 9:00am.

Students are dismissed at 3:15pm.

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.

### **Early Collection of Children**

If a student needs to be picked up early from school by a parent/guardian, then the student must be signed out at the front office. The parent then must wait in the front office for the student to come over from the classroom. Parents/carers are not to go to the classroom to collect a student during the school day.

## **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.

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

## **School Closure Days**

Melbourne Archdiocese Catholic Schools (MACS) 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, 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.

Closure Days for 2025 are –

- Friday 28<sup>th</sup> February (Dr Nathaniel Swain)
- Friday 9<sup>th</sup> May (Review Preparation)
- Tuesday 10<sup>th</sup> June (Staff Time in Lieu)
- Monday 4<sup>th</sup> August (Religious Education Professional Learning)
- Monday 6<sup>th</sup> October (Staff Professional Learning)
- Monday 3<sup>rd</sup> November (Staff Time in Lieu)
- Friday 28<sup>th</sup> November (2026 Planning)

## **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 and Wednesday commencing at 3.45pm. Teachers will be unavailable to communicate 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.

## **Operoo**

We take the health and safety of our students very seriously. With this in mind the school uses a health, safety and electronic consent form system named Operoo. We are aware that many of our families already use Operoo through their involvement in local secondary schools in our region.

Operoo is a parent controlled electronic medical form for schools, clubs and other groups with a duty of care to children. It's an electronic version of the paper based forms you're always having to fill in for excursions, camps. It provides you the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you. We use the Operoo system in the best interest of the children whilst also reducing the burden on you to fill out the same information on multiple forms throughout the year.

You can use a PC, laptop, tablet or smartphone to enter the details including:

- emergency contacts & medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from you
- and more...

## **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
- Sacramental Meetings
- Parent/Child/Teacher Exchanges held at least on 3 occasions throughout the school year.
- Formal written reports – Formal Reporting at the conclusion of Semester 1 and 2.
- 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 fortnight on a Thursday. It is sent via the school app, Operoo and also posted on the school website.
- School website: [www.hfmw.catholic.edu.au](http://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 are encouraged to refrain from emailing staff after 6pm on a weeknight and over the weekend. If there is an urgent matter that needs to be brought to the school's attention then please email the principal outside these hours [principal@hfmw.catholic.edu.au](mailto:principal@hfmw.catholic.edu.au). The message will then be passed on to the relevant staff member.

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.**

## 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.

## TEACHING AND LEARNING

The curriculum offered at Holy Family School reflects the Science of Learning. Policies and programmes are developed within the framework of the Victorian Curriculum 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 and Knowledge Rich curriculum which requires students to use prior knowledge and strategies that are empowering for independent learning. The students are involved in inquiry based and Knowledge Rich 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:

- o manage themselves as individuals and their relationships with others
- o understand the world in which they live; and to
- o act effectively in that world.

Student achievement and progress is measured by the Victorian Standards.



### Victorian Curriculum Learning Areas and Capabilities

LEARNING AREAS	CAPABILITIES
<b>The Arts</b> <ul style="list-style-type: none"><li>• Dance</li><li>• Drama</li><li>• Media Arts</li><li>• Music</li><li>• Visual Arts</li><li>• Visual Communication Design</li></ul>	Critical and Creative Thinking Ethical Intercultural Personal and Social
<b>English</b> <ul style="list-style-type: none"><li>• English</li><li>• English as an Additional Language (EAL)</li></ul>	
<b>Health and Physical Education</b>	
<b>The Humanities</b> <ul style="list-style-type: none"><li>• Civics and Citizenship</li><li>• Economics and Business</li><li>• Geography</li><li>• History</li></ul>	
<b>Languages</b>	
<b>Mathematics</b>	
<b>Science</b>	
<b>Technologies</b> <ul style="list-style-type: none"><li>• Design and Technologies</li><li>• Digital Technologies</li></ul>	

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.

## Religious Education

### Sacraments

Year 4 children receive the sacrament of Eucharist and the sacrament of Penance (Reconciliation).

Year 6 children receive the sacrament of Confirmation.



- The sacramental preparation program involves our Parish Priest, staff, students, parents and families from Holy Family Parish community.
- Sacramental preparation consists of formal classroom curriculum, family nights, attending weekly Parish Mass, liturgy and prayer.
- Parents are both welcomed and encouraged to participate through Information Evenings and Family nights for each of the three sacraments.
- There is a whole-school curriculum approach to sacramental preparation with a developmental program from Prep to Year six.

### English

The English curriculum is structured literacy. Our goal as educators at is to present a curriculum from Prep to Year 6 that teaches phonics and encourages a love of language and literature. We aim to do this through explicit instruction each day. Foundation Years (Prep-2), and MiniLit are key aspects of our early literacy program, In Years 3-6 the students continue learning via explicit instruction using PhOrMeS and MacqLit.

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

Our Mathematics program aims to increase performance in mathematics learning for all students. Students are engaged in learning key knowledge, skills and strategies through explicit teaching. We aim to develop the talents and capabilities of all students by providing a challenging curriculum that is comprehensive, balanced and student-centred. 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. Classroom teachers monitor and assess student mathematical achievement and use results to plan for their learning needs.

Holy Family is participated in the Extensive Mathematics Partnership with Melbourne Archdiocese Catholic Schools.

### 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 nine consecutive days for all students in years Prep to Year 4. 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.

### School Camps

Every student at Holy Family participates in our Camp Program.

- Prep – Fun Day at School
- Year 1/2 – outdoor education experience
- Year 3/4 – 3 day camp
- Year 5/6 – 3 day camp

### **Languages in Addition to English**

All students from Prep to Year 6 study AUSLAN. Learning a language presents a new way of looking at the world. It can open a child's eyes to what is out there beyond their local community. We live in a multicultural society and learning about other cultural viewpoints is essential for children to develop knowledge, respect and empathy for others. The Language program endeavours to provide students not only with language skills, but also a cultural awareness of the Italian speaking community and the skills and knowledge of how to learn a language. AUSLAN is taught and practiced through a variety of activities in the classroom, including: singing songs, stories, games, research projects and class discussions.



### **The Arts**

The Arts are an integral part of a holistic education for all children. The opportunity to participate fully in a sequential and stimulating Arts program provides children with important skills with which they can communicate ideas, feelings and beliefs. This ability to communicate through the Arts is valued by all cultures and societies. Students have the opportunity to take part in an Arts program that is run by specialist music and visual arts teachers. All students have music and visual arts classes each week. 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.



### **Digital Technologies**

At Holy Family a range of Information and Communication Technologies are utilised as tools to support and enhance student learning. These include interactive whiteboards in each classroom, access to iPads, laptops and Chromebooks. Students in Grades 3-6 have access to our one-to-one Chromebook program.

Our Digital Technologies Leader is active in ensuring that staff and children are responsible members of a cyber-community.

## **Child Safe Code of Conduct**

Holy Family School is committed to providing a safe environment for all students and young people and will take active steps to protect them. To achieve this the school has developed and actively enforces Child Safe Strategies to ensure that any person involved in 'child connected work' is aware of their obligations & responsibilities for ensuring the safety of all children under their care. In accordance with requirements of the [Victorian Government's Ministerial Order No 870](#), Holy Family School's Code of Conduct provides explicit expectations of the behaviours and expectations expected of all community members as documented in the Child Safe Code of Conduct.

### **Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Family School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and Education Board members at Holy Family School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

### **Acceptable behaviours**

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during staff meetings, PSG's, etc.)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.
- reporting any allegations of child abuse to the Principal.
- reporting any child safety concerns to the Principal.
- ensuring, as far as practicable, that adults are not alone with a child

### **Processes for staff who are required to work alone with a child**

It is expected that staff to whom this relates will observe child safe principles and expectations for appropriate behaviour towards and in the company of children. This may include (but is not limited to) Holy Family School leadership, psychologists, counsellors and speech pathologists. Specific expectations for staff who, through the nature of their work, are required to work alone with a child include:



- ensuring that the student is comfortable to work alone with the staff member, and make explicit the student's right to terminate the session if they wish.
- where possible, placing the student closest to the exit
- ensuring that relevant school staff (e.g. class teachers) are aware of the student's whereabouts
- where a home visit is required, that a parent or guardian be present and give approval for a visit; that the Principal give approval for such a visit; and that the student is only spoken with in an open, visible space.

### **Unacceptable behaviours**

All staff, volunteers, contractors, clergy and board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities, staff personal mental health issues)
- use inappropriate language in the presence of children
- Must not express personal views on cultures, race or sexuality in the presence of children contrary to Catholic Church Teaching.
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have any online contact with a child that is not via the school provided email service (including by social media, personal email, instant messaging etc.) or their family. Note online contact via Holy Family School provided email service may only be for school related matters
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol at school or at school events in the presence of children without the permission of the Principal
- Disclosure of Staff/Student Interactions

It is Holy Family School's policy that all staff are encouraged to declare any interactions with students outside school hours. These interactions may include instances where the staff member is:

- related to the student;
- friends with the student's parents or family; or
- given parental consent to interact with the student for academic or sporting purposes outside of school hours and has notified the Holy Family School principal .

Holy Family School maintains records of all declarations made by staff members related to their interactions with students, or relationships with students, that exist outside of school hours or School premises. These records are kept for a period of seven years.



## STUDENT WELLBEING

Wellbeing is fundamental to successful learning. Children and young people who are happy, confident, equipped to work through problems 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)*

Our school wide expectations provide clarity for our community and build a sense of pride and belonging within our student body. We use inclusive behaviour support strategies and link these with the language of choice. Our students are supported to work through their problems, being active participants in the solution making process.

Our whole school stops at 12pm on Fridays for our 'Wellbeing Hour'.

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:

- Resilience Project
- Respectful Relationships
- 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 (Coding, Music Bus, Chess Club, Gardening Club, Running Club)



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:

- Tier 2 Reading Intervention Program (Year 1-6) MultiLit
- Numeracy Intervention Program (Extending Mathematical Understanding)
- Learning Support Officers
- 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 recognises the importance of minimising the potential of Child Abuse or harm and uses this process to inform our policies, procedures and activity planning. In addition to general Occupational Health & Safety risks the school proactively manages risk via a formal assessment process.

### **Code of Conduct**

Holy Family School enforces a Code of Conduct for all staff members, clergy, casual relief teachers, volunteers, and contractors that clearly defines workplace expectations including professional boundaries, ethical behaviours and acceptable & unacceptable relationships.

This Code of Conduct aims to provide guidance and support to individuals so that they feel valued, respected and fairly treated. It is provided to any person engaged in 'Child Connected Work' and is available on the school website & in the Staff and Parent Handbook.

## **Recruitment, Support, Training & Supervision**

Holy Family School adopts Administrative & Human Resource practices to ensure its screening, recruitment & performance management processes identify and engage the most suitable candidates for positions available at the school. Recruitment and screening processes, as well as Police and Working with Children's Checks are minimum requirements for those engaged in 'Child Connected Work'.

Staff Members are provided with regular development opportunities, support, supervision & training to assist with addressing child safety matters.

## **Responding to and Reporting Child Safety Concerns or Abuse**

Holy Family School has appointed a Child Safe Officer (School Principal - Julie David) with specific responsibilities for responding to reports or complaints made by any member of the school community relating to child safety concerns or abuse. The school's Child Safe Officer works closely with members of the leadership team, staff members, clergy, casual relief teachers, volunteers, contractors, students and the parent community to ensure Child Safe Standards are maintained and all child safety complaints, suspected abuse, disclosures or breaches of the Child Safe Code of Conduct are immediately addressed.

Where staff members have significant concerns for the wellbeing of a student or young person they are mandated by law to report their concerns immediately to the Principal, Child Safe Officer or a Member of the Leadership Team before contacting DHHS Child Protection. Staff members will be supported through all aspects of the reporting process.

## **Inclusion & empowerment of all students & young people**

Holy Family School works with students to ensure that they are empowered to understand their rights, recognise what abuse is and encourage them to speak up when they feel uncomfortable or afraid. Staff members actively encourages students & young people to express their views on matters that directly affect them. The school educates students and young people on strategies they can adopt if they feel unsafe.

## **Valuing Diversity**

Holy Family School values diversity and does not tolerate discriminatory practices.

To achieve this the school:

- » Promotes the cultural safety, participation and empowerment of Indigenous children and their families.
- » Promotes the cultural safety, participation and empowerment of children from cultural and/or linguistically different backgrounds.
- » Welcome children with disabilities and their families and actively promotes their participation.
- » Seek to employ staff members from a culturally diverse background.

## **Review of this Policy**

Holy Family School reviews its Child Safe Code of Conduct every three years more frequently in the event of a complaint or when there has been a change to the work environment or work arrangements that may impact on the protection of children.

## **SCHOOL ADVISORY COUNCIL**

The responsibilities of the Council are:

### **Advisory in nature**

The School Advisory Council provides a forum for discussion and discernment, where the parent/guardian voice and perspective are available to inform and support the decisions made by the principal and parish priest for the good of school and parish where the wellbeing and outcomes for students is paramount.

It is important that School Advisory Council members understand that their primary role is to provide support and advice on important school matters to support the principal in the context of the MACS governance arrangements. School Advisory Councils do not have a legal identity and do not become involved in the day-to-day management of the school. The School Advisory Council must act within the parameters of these Terms of Reference.

MACS provides support to the School Advisory Council, such as policy guidance and templates for the work of the council. While not immediately responsible for the activities of the council, utilising the principle of subsidiarity, the principle of solidarity acknowledges that MACS Board, as the governing body of MACS schools, is responsible for common good of Catholic education in MACS schools the Archdiocese and thus is ultimately responsible for making any decision about the establishment of a council and its arrangements. The following are some ways the School Advisory Council supports the school and the principal:

- Articulating and enacting the school's vision and mission
- Promoting the school's Catholic ethos and culture
- Promoting faith formation and development
- Implementing school policies as required
- Giving advice to the principal on issues such as enrolments, school improvement plans and enrolment trends
- Engaging in discussion with the principal about the annual school budget and other financial matters
- Giving advice to the principal about the school Master Plan
- Capital resource planning and maintenance support to the principal

The School Advisory Council is not the governing body of a school, and as such does not have a decision-making authority due to it not having a legal identity. While a vital forum for parent and community voice, it is not a forum for individual parent advocacy or special interest representation and does not become involved in the day-to-day management of the school. It does not take on the role of a parent and friends group, a fund raising forum or fete organising committee.

## **PARENTS AND FRIENDS COMMITTEE**

The Holy Family School Parents and Friends Committee is a sub-committee of the School Advisory Council 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 the School.

## **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.

## **School Canteen (Kid's Cafe)**

Our Kid's Café is coordinated through the Parents and Friends Committee. Parents are advised of the opening times of Kid's Cafe 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 Kid's Cafe on a roster basis.

The Kid's Cafe complies with the Healthy Eating in Schools accreditation.

## **Out of School Hours 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.



## **Hot Drinks/Mobile Phones**

Parents volunteering in the classroom or on an excursion are not permitted to use a mobile phone or consume hot drinks when working with our students.

## **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.

### **Volunteer Screening & Register**

To ensure the currency of all authorised volunteers, Holy Family School maintains an electronic register that generates expiry notification of all Working with Child Checks, School Community Child Safety Code of Conduct & Volunteer Duty Statement.

All volunteers will receive notification at least four weeks prior to the expiration of Working with Children Checks, School Community Child Safety Code of Conduct & Volunteer Duty Statement. It is then the volunteer's responsibility to update the required acknowledgement and information.

### **Currency of Volunteers**

To ensure Holy Family School maintains a safe, open & nurturing learning environment for all students it is a requirement that all volunteers sign a copy of the School Community Child Safety Code of Conduct & Volunteer Duty Statement at least annually.

NOTE: Failure to maintain these essential security requirements will result in the authorisation to volunteer being revoked.

## 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](http://www.health.vic.gov.au/ideas/regulations/id_regs#amend)

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

### 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 a visit with all Prep children as well as others students who are identified as has having a specific need. The school nurse visits the student but only after parental consent forms have been returned.

### School Uniform

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.

The summer uniform is worn in Terms 1 and 4.

The Winter Uniform is worn in Terms 2 and 3.

Families will be advised via the school newsletter when a change in summer/winter uniform is required.

### 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.

## Girls' Uniform

Summer	Winter
Green & gold checked dress; or Culottes with logo and gold polo shirt with logo; or Dress shorts with gold polo shirt Green socks, black shoes/boots School hat with logo	Tartan pinafore/skirt with long sleeve green/gold polo shirt; or Green long pants with long sleeve green/gold polo shirt Green windcheater with logo Green socks/tights, black shoes/boots



<b>Sports Uniform</b>	
Green sports shorts with green/gold polo shirt (with logo) White socks and runners	Green Tracksuit with logo on top White socks and runners

### **Boy's Uniform**

<b>Summer</b>	<b>Winter</b>
Green shorts (with logo) with Green/Gold polo shirt (with logo) Green socks, black shoes Green school hat	Green long pants (with logo) and green/gold polo (with logo) Green windcheater with logo Green socks, black shoes/boots
<b>Sports Uniform</b>	
Green sports shorts / green/gold polo shirt (with logo) White socks, runners	Green tracksuit / gold polo shirt (with logo) White socks, runners
<b>Optional Uniform Items</b>	
Green Baseball Jacket Green rain jacket, green pull-on hat (beanie style)	



## **FINANCE AND MONEY**

### **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.

## 2025 SCHOOL FEES & LEVY CHARGES

These fees are set in consultation with school leadership, the school Business Manager and the School Advisory Council.

## 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.**

### Directions on the use of the 'Kiss & Drop Zone'

#### Morning: 8.30am-9am

Parents will access the car park entrance, turning left off Stephenson's 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 onto Stephenson's 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 Stephenson's 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 will be present at the gap between the green gates outside the administration centre. Children 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 Stephenson's 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 Stephenson's 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 Stephenson's Road to **enter** the car park.
- All cars must make a left hand turn to **exit** the car park onto Stephenson's 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.

**TERM DATES 2025**

<b>TERM 1</b>	<b>Staff return: Tuesday 28 January Students return: Friday 31 January – Friday 4 April</b>
Holidays	<b>Saturday 5 April – Monday 22 April</b>
<b>TERM 2</b>	<b>Tuesday 23 April–Friday 4 July</b>
Holidays	<b>Saturday 5 July – Sunday 20 July</b>

<b>TERM 3</b>	<b>Monday 21 July–Friday 19 September</b>
Holidays	<b>Saturday 20 September – Monday 6 October</b>
<b>TERM 4</b>	<b>Tuesday 7 October–Tuesday 16 December Staff Conclude – Friday 19 December</b>