

Holy Eucharist Primary School St. Albans South

HOLY EUCHARIST SCHOOL PARENT INFORMATION BOOK



2018

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St Albans South VIC 3021
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www.hestalbanssth.catholic.edu.au

Our Vision Statement

Holy Eucharist

A school where strong professional relationships create successful teaching and learning opportunities within the Australian Catholic tradition.

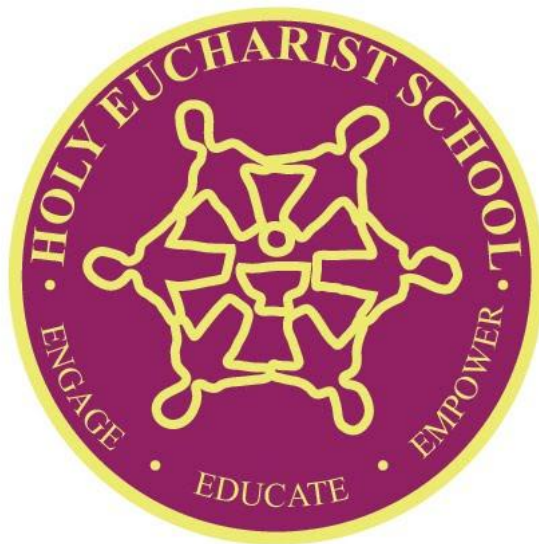
To BE:

ENGAGED in contemporary learning, personalised to individual needs

EDUCATED using contemporary tools and programs

EMPOWERED to be lifelong learners

In such a community



HOLY EUCHARIST SCHOOL IS A SAFE SCHOOL

The care, safety and wellbeing of children and young people is fundamental to Catholic education



We commit to providing a **safe and nurturing culture** for all children and young people in Victorian Catholic schools through:

- 1** Upholding the primacy of the safety and wellbeing of children and young people.
- 2** Empowering families, children, young people and staff to have a voice and raise concerns.
- 3** Implementing rigorous risk-management and employment practices.

For further information, visit
www.cecv.catholic.edu.au/Our-Schools/Child-Safety

By entering Holy Eucharist School Premises you agree to abide to the terms and conditions outlined in the school's Code of Conduct and Commitment Statement to Child Safety

Welcome to Holy Eucharist Primary School

Holy Eucharist School is a Catholic Parish Primary School. The sacraments of Baptism, First Holy Communion, Confirmation and Reconciliation are celebrated in the parish community after each parent has registered. The sacraments are celebrated in the following Grades: Reconciliation in Grade 3, Communion in Grade 4, and Confirmation in Grade 6.

Our School

Holy Eucharist Catholic Primary School was established in 1975 and is situated in the Western suburbs of the Archdiocese of Melbourne. The students come from diverse multicultural and socio-economic backgrounds. We are justly proud of our school, as its community represents a snapshot of the wider picture of Australia. – The multicultural picture. Our community is made up of 310 families and 24 different language backgrounds, the most prominent being Vietnam, Philippines, Mainland China, Sudan, Pacific Islands, Kenya, India, Sri Lanka, Burma, Southern and Central America and Europe. Approximately 15% of students were born overseas and overall 91% of the community were from English as an Additional Language background.

At Holy Eucharist School, Religious Education, Literacy and Numeracy are of the utmost importance. With this in mind, the school continues to provide purposeful teaching and learning in these fundamental areas of the curriculum. Learning outcomes are targeted to cater to the specific needs of students. This was evident in the 2017 NAPLAN data. Our school is well resourced – in both material and staff in the teaching of English.

This year we have 2 Reading Recovery teachers, with 16 children accessing the program as well as a Levelled Literacy Intervention teacher Prep – Gr.6. We also have a Numeracy Intervention teacher who has a total of 14 students from Grade 2, 3 and 4 who are on the program. We recognise the importance of technology in the 21st century. Technology is used to support the curriculum and to actively engage our students. We have a computer lab, which enables teachers to focus on skills related to technology and students are able to use these skills in the classroom. Each classroom has a number of desktop Windows/Mac computers, iPads, laptops and other ICT tools to support student learning.

Religious Education

At Holy Eucharist School, Religious Education is the central point from which our curriculum derives. Through the actions of our school vision statement we continue to provide an atmosphere where the learning experiences are based on scripture, tradition, liturgy and life. We provide a variety of opportunities for the children to develop spiritually, physically, intellectually and emotionally in their faith journey. We take into consideration our diverse multicultural and multi-faith community to ensure each child's faith grows through their family and the worshipping community.

Teaching and Learning

We endeavour to ensure that students reach their full potential. We aim to empower children to take responsibility for their own learning whilst providing them with strategies and skills to prepare them for an ever-changing world. Our learning community aims to provide a personalised curriculum which is purposeful and authentic; catering to the needs and experiences of every child.

Student Wellbeing

We acknowledge and celebrate individual differences and are inclusive of all students. Students' connectedness and resilience will be enhanced through the provision of quality educational programs and professional personnel. At our school we aim to provide a creative climate where all students can develop intellectually, emotionally, artistically and socially to their fullest potential. This experience provides a joy of learning, academic growth, arts exploration and acquisition of skills that exemplify responsible citizenship.

School Community

At Holy Eucharist School, we believe that strong family partnership makes a great difference in a child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We know our role is important and we take this seriously, always seeking to improve our teaching and learning environments. In the past couple of years we have worked more closely with our families, sharing the learning and providing opportunities for families to develop stronger understandings of the learning at school. International research has told us, that when families and schools work closely, and know one another, children's learning improves. We have aimed to develop stronger links between staff and families, exploring new ways to communicate with our families and work together. We aim to help each child grow holistically and learn, ready for the ever changing world.

Student Camps and Excursions

Holy Eucharist believes that excursions and camps enhance student learning. These experiences provide the opportunity for students to increase their understanding through direct observation, information gathering and/or inquiry based learning. Excursions will be defined as any activity organised by the school that takes the students outside of the school grounds. This includes Retreats, Reflection Days, Camps and Pastoral Care activities that involve students leaving the school.

Camps

At Holy Eucharist we have a Camping Policy. The activities in each year level are sequential and help prepare children for independence through school based activities, in preparation for out of school camps. They are:

- Prep Breakfast at school.
- Gr.1 Dinner at school
- Gr.2 Breakfast and Dinner at school
- Gr.3 Overnight stay on school premises

Camps in Grades 4, Grades 5 and 6 have been established to bring about and encourage various attitudes and skills in our children. They are:

- Gr.4 1 night City camp experience
- Gr.5 2 nights Bush camp experience
- Gr.6 2 nights Seaside camp experience

Excursions

Excursions are a very effective method of firsthand experience learning and are always related to work done at school. Parents' help is often needed for excursions. Please see the classroom teacher if you are interested.

Term Dates for 2018:

- Term 1:** Prep – Grade 6 Students start
Monday 5th February, 2018 – Thursday 29th March, 2018
- Term 2:** Monday 16th April, 2018 – Friday 29th June, 2018
- Term 3:** Monday 16th July, 2018 – Friday 21st September, 2018
- Term 4:** Monday 8th October, 2018 – To be confirmed

Bell Times:

- 8.45am:** Music - Teachers open classroom doors.
- 8.55am:** Bell - Meditation and Prayer. Attendance roll is taken.
- 9.00am:** Classes begin.
- 11.00am:** Eating Time inside the classroom.
- 11.15am:** Lunch break.
- 2.00pm:** Bell - Afternoon Recess.
- 3:15pm** Bell - Dismissal.

School Yard Supervision Before and After School

Yard supervision is 8.30am–9.00am and from 3.15pm–3.40pm each day. **Children should be at school by 8.45 am.** Teachers assume responsibility for children between 8.30am and 3.30pm. We would discourage any parents from leaving children in the school grounds outside these hours. After school a teacher supervises the lane way leading to O'Brien Drive.

Please note:

All visitors are required to sign the 'Visitors Book' at the school office when entering the school. Visitors are required to wear the 'Visitors Pass' during their time inside the building. The visitor's pass must be returned to the office for the visitor to sign out before leaving the premises.

After 9.05am entrance into the school is through Gate No. 1 on Oleander Drive. All other school gates are locked throughout the day.

Collection of children after school:

A person authorised by the family **must pick up the children from Grade Prep, Grade One and Grade Two.** All other children are dismissed on their own unless parent/guardian states otherwise.

When collecting children early, **parents must go to the school office** and the **office will call the child to the office with their bag** to go home. However, after 3pm, parents/guardians may collect their child from their classroom.

General School Information

Absenteeism:

If your child stays away please call the school office on the day then notify the class teacher in writing when the child returns to class.

Allergies/ Anaphylaxis/Asthma

If your child suffers from Anaphylaxis, Asthma or has an allergy you must inform the school office. This information is vital for the school to have on record. Medical Management Plans are available from the school office for you to complete or can be accessed via the school's website.

Art

All prep children will need an Art Smock (an old shirt is good). This is to wear when the children are painting and pasting. Please make sure your child's name is on their smock.

Assemblies (Whole School)

Each fortnight Holy Eucharist holds a whole school assembly on Thursdays at 2.30pm in the school hall. All parents are most welcome to come along and see our students receive awards, hear about general school news, see special student performances and special assemblies presented by our student leaders.

Assessment Portfolios/Term Outlines

At Holy Eucharist School we have Assessment Portfolios for all students in Grades P-6. The portfolios contain Term outlines and work samples gathered throughout the year.

- Term outlines are provided to parents/guardians with a summary of what is being covered during the term in all curriculum areas. The term outline goes home at the beginning of each term inside the portfolio and parents are expected to sign it and return it to school inside the portfolio.
- Works samples are collected as evidence of what your child has been taught. These samples support what has been documented in the term outlines. Parents are encouraged to make comments (on the cover sheet provided) after looking at their child's work and to sign the folder each term as an indication that they have seen their child's work.

Breakfast Club

Holy Eucharist School Breakfast club runs from 8.15am until 8.45am every morning for children who may have not had breakfast before they come to school. All children are welcome.

Canteen

Our school canteen is operated privately where lunches can be ordered and provided for students each day. Lunch orders must be placed at the canteen by 9.30am.

CareMonkey

CareMonkey is an application that can be used on a smart phone, iPad, or computer that will enable you to enter information about your child's health, medical information and medicals forms for Allergies/Asthma etc. It will also enable the school to send you electronic excursion/camp forms which you will be able to authorise on your device instead of filling in paper forms. More information and authorisation forms are available from the school office.

Child Safety – Ministerial Order 870

All registered schools in Victoria are expected to show that they have strategies, procedures, policies and systems in place that comply with the seven Victorian Child Safe Standards in accordance with Ministerial Order 870.

Holy Eucharist is very proud that our School is compliant in the area of Child Safety. If you require more information about our Child Safety Policy, School Commitment Statement or Code of Conduct please visit our school website <http://www.hestalbanssth.catholic.edu.au/> - (Policies) - to view these in more detail. Parents are also most welcome to come to the school office for a hard copy of these policies.

Community Room and Hub

Our school has a Community Room and Hub where all parents are most welcome to visit. The school holds parent information sessions and special occasions in the Community Room throughout the year. These activities are advertised in our newsletter/calendar and invitations. We look forward to seeing you there.

Discipline Policy:

- The school has the same 6 rules consistent throughout the entire school. These are displayed in each classroom.
- The 6 rules throughout the school are as follows:



HOLY EUCHARIST SCHOOL
RULES.



Listen to the speaker.



HOLY EUCHARIST SCHOOL
RULES.



Follow instructions.



HOLY EUCHARIST SCHOOL
RULES.



Move safely.



HOLY EUCHARIST SCHOOL
RULES.



Speak appropriately.



HOLY EUCHARIST SCHOOL
RULES.



Keep hands, feet and objects to yourself.



HOLY EUCHARIST SCHOOL
RULES.



Take care of all property and the environment.



Extra Clothing

A bag with extra clothing should be given to the Prep teachers for your child in case of any accidents. This would include extra socks and underwear. This should be placed in a plastic bag with your child's name on it.

Homework and Take Home Readers:

- Homework is only to be given on Monday to Thursday nights.

Prep – Grade 1

Reading – 10 minutes per night.
Practising high frequency words.

Grade 2

Homework is to be given. Includes reading.
Recommendation – 15 minutes maximum per night.

Grades 3-4

Homework is to be given. Includes reading.
Parent's signature is required.
Recommendation – 20 minutes maximum per night.

Grades 5-6

Homework is to be given. Includes reading.
Parent's signature is required.
Recommendation – 30 minutes maximum per night.

NB: Take Home Readers are brought to school on a daily basis. Parents/guardians are required to sign and/or write a comment on the reading log. Take home readers are changed on a daily basis (only when reading log has been signed by the parent/guardian). If the students are reading novels, they are required to bring their book to school on a daily basis and reading logs must be signed by the parent/guardian.

In Service Days

There is at least one in-service day (School closure day) held each term. You will be notified in the monthly Calendar or School newsletter

Late Students:

All late students must come with their parent to the school office where a late pass will be issued for the classroom teacher.

Library/ Library Bags

The library is an integral part of the school's educational program. Each class is assigned a time each week in the library to borrow texts. New resources and books are purchased each year for the library. Please encourage your child to use their **library bag** at school if they are to borrow and to take care of the books when they bring them home.

Lost Property

Lost property is sent to the school office. Parents are most welcome to check for lost items. We make every effort to have lost items claimed. **Please make sure you have your child's' name on their clothing.**

Reader Covers

All prep students receive a Reader Cover in Term 2 to protect books when they are taken home. This folder is kept by the students to use from Prep to Grade 6.

Reports/Parent Teachers Interviews

Meet The Teacher Evening

Meet the teacher evening will be happening early in Term 1. This gives parents the opportunity to provide important information about their child and family to the classroom teacher.

Reports/Parent Teacher Interviews

Parent teacher interviews are conducted in June/ July and are accompanied by a written report and work samples in the Assessment Portfolio. An end of year report is sent home in December.

School Calendar / Newsletter

A calendar is given prior to the beginning of each month to inform parents of upcoming events. The school newsletter is published fortnightly. The newsletter includes news from the principal and details what is happening in the school. It is important that you read the newsletter every week. The newsletter is translated into Vietnamese and sent home to the appropriate families.

School Crossing

The school crossing at the front of the school is supervised each morning and afternoon by the 'Lollipop Man'. Encourage your child to use this crossing when crossing the road.

School Fees

Accounts for School Fees are sent out in Term 1, 2 and 3. School Fees are charged for each family.

Per Capita Fees are sent out in Term 1. This fee is charged per student and it covers the students' books and excursions.

Re-enrolment fee is sent out in Term 3. Payment is required if your child is returning to the school the following year.

This fee is then deducted from the following year's school fees.

Any family that is going overseas during the school year is still expected to pay the full fees for the school weeks the child is away.

Please notify the school office if your child is going overseas.

School Nursing Service

All Prep children have a health assessment by the School Nursing Services with the parents' permission. Any children noted with health problems are reviewed.

School Uniform

- Our school uniform is an important part of our identity as a school community. It reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety and expense are also factors that contribute to the establishment of the Uniform Policy.
- It is an expectation that all students are wearing the correct school uniform at all times. If students are not wearing the correct uniform they are required to have a written letter from their parents explaining why they are out of uniform.
- Students not wearing the correct school uniform, will be issued with a letter informing the parent/guardian. The note will need to be signed by the parent/guardian and returned to school. The name of the student will be recorded at the school office.
- Please find an explanation of the school uniform listed below.

Girls - Summer:

Maroon Check Dress
White socks / Black shoes
Woollen jumper with school logo
School Hat – In Term 1 and Term 4

Boys - Summer:

Grey Shorts
Gold polo shirt with school logo
Grey socks / Black shoes
Woollen jumper with school logo
School Hat – In Term 1 and Term 4

Girls- Winter

Maroon check pinafore or Maroon slacks
Yellow skivvy or yellow polo shirt with logo
Black shoes / White socks
Woollen jumper with school logo

Boys Winter

Long grey pants
Yellow skivvy or yellow polo shirt with logo
Grey socks / Black shoes
Woollen jumper with school logo

Boys & Girls - Sport

Maroon shorts (boys/girls) Maroon skorts (girls)
Maroon tracksuit with school logo on top
Gold polo shirt with school logo
White socks and runners

***NB: Hats are compulsory for all children and staff during Term 1 and Term 4.
Please refer to the Holy Eucharist – Uniform Policy***

Uniforms can be purchased from:

PSW
Unit 2, 51-53 Westwood Drive
Ravenhall (Deer Park)
Phone: 9768 0342

Outside of School Hours Care

Holy Eucharist Primary School offers complete Outside School Hours Care. (OSHC)

Before School, After School and Vacation Care.

Location: The programs are located in the school hall and operates every school day.

Hours: Before Care: from 7.00am – 8.34am

After Care: from 3.15pm to 6.00pm.

Vacation Care operates from 7.30am – 6.00pm

Each family must have an enrolment form filled out before any child can attend. For any further information please contact: The Out of Hours Co-ordinator: Kelly Triantafillidis on 0402 390 969.