



# PARENT HANDBOOK

# Communication With The School

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## **Parent Communication**

Communication between home and school is vital, if we are to work together to provide the best learning environment for your child. There are opportunities for regular communication with classroom teachers through parent-teacher meetings, class newsletters, and homework bags.

Parents are also invited to visit and work in the classrooms, so that you can experience how learning activities are organised. We hope that many of you will be able to take advantage of these opportunities.

## **School Newsletter**

The school newsletter will go out on Tuesday of Weeks 2, 4, 6, 8 and 10, and a school news bulletin will be sent on Tuesday of the other weeks. This will keep you informed of general school business and planned events for the weeks ahead.

The school newsletters are also available on the school website.

# Complaints And Grievances

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## **Handling Of Complaints**

Parents have ready access to staff and are encouraged to contribute suggestions in a variety of forums such as: parent-teacher interviews, grade meetings, education discussion meetings, and meetings with the Principal.

Should you have a concern regarding your child, please contact the classroom teacher or the teacher involved for an appointment to discuss the matter. An appointment may also be made with the Assistant Principal and/or Principal, if or when you think it necessary to further discuss any concern.

When meetings occur between parent and teacher, or parent and Principal regarding a concern or complaint, an agreed upon action plan is articulated and a follow-up communication scheduled.

# General School Procedures

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## School Hours

<b>Morning Session</b>	9:00 am – 11:00 am
<b>Lunch</b>	11:00 am – 11:45 am
<b>Middle Session</b>	11:45 am – 1:45 pm
<b>Afternoon Break</b>	1:45 pm – 2:15 pm
<b>Afternoon Session</b>	2:15 pm – 3:15 pm

## School Excursions

From time to time Holy Cross students will go on educational excursions. Excursions are important educational resources and they build on classroom learning, therefore all children are expected to attend.

## Grooming

Children are asked to wear full school uniform and be neatly groomed. Long hair must be tied back and extreme hair styles are not acceptable. Streaks and hair colouring are considered inappropriate for primary school children. Jewellery is not to be worn to school.

We feel it is important at a young age to develop a pride in appearance and the concept of appropriateness of dress and appearance to suit the occasion.

## Accidents

In the event of a serious accident the following procedure will be followed:

- the school will contact parents or the nominated emergency contact person, when necessary
- if the parents are unavailable or it is deemed necessary, the school will call for an ambulance

The school will always take the necessary steps to ensure the wellbeing of your child.

It is imperative that the school is informed of your current daytime telephone numbers and the name and telephone number of an emergency contact person - preferably someone who is nearby and available. It is extremely important that the school has up-to-date contact numbers for parents, including work telephone numbers and mobile phone numbers. It is most frustrating when children are sick and it is not possible to contact parents because contact details have changed or are not available.

## Medication

Should your child need medication while at school, a medication form which is available from the school office, needs to be taken to the doctor, completed and then lodged at the school office. Once this form is received medication will be administered by the office staff.

It is a legal requirement for the school to keep a register of any children who have asthma, diabetes, anaphylaxis, epilepsy or any other allergies, so please inform the school if your child suffers from any of these conditions.

## Recommended Immunisation Schedule

The NSW Immunisation Schedule (0-6 years)

AGE	DISEASE	VACCINE	MILESTONES
<b>6 weeks</b>	Diphtheria, tetanus, pertussis, Haemophilus influenzae type B, hepatitis B, polio  Pneumococcal  Rotavirus	INFANRIX HEXA  PREVENAR 13  ROTARIX	
<b>4 months</b>	Diphtheria, tetanus, pertussis, Haemophilus influenzae type B, hepatitis B, polio  Pneumococcal  Rotavirus	INFANRIX HEXA  PREVENAR 13  ROTARIX	
<b>6 months</b>	Diphtheria, tetanus, pertussis, Haemophilus influenzae type B, hepatitis B, polio  Pneumococcal	INFANRIX HEXA  PREVENAR 13	First 6 months
<b>12 months</b>	Haemophilus influenzae type B, meningococcal C  Measles, mumps and rubella	MENITORIX  MMR II or PRIORIX	Second 12 months
<b>18 months</b>	Measles, mumps, rubella, varicella  Diphtheria, tetanus, pertussis	PRIORIX TETRA or PROQUAD Diphtheria, tetanus, pertussis  INFANRIX or TRIPACEL	Third 18 months
<b>Prior to school entry (4 years)</b>	Diphtheria, tetanus, pertussis, polio	INFANRIX-IPV	

## Infectious Diseases

Disease	Usual time between exposure and illness	Signs and Symptoms	How long to keep your child home, so that s/he does not infect other children
<b>Chicken Pox</b>	2 to 3 weeks (average 13 to 17 days)	Groups of small raised rose pink spots may appear one after the other on the scalp, face, trunk, arms, legs and inside the mouth. Spots are followed by small blisters which then form crusts.	For at least 5 days after the first spots appear, or when blisters have all crusted.
<b>Diarrhoea</b>	Variable - up to 72 hours	Loose, frequent bowel motions - sometimes with stomach pain, often with vomiting.	Give child plenty of drinks. Only some are suitable, and most must be diluted. Ask a health professional for more information. Keep child at home until diarrhoea has stopped. If severe, see your family doctor, particularly if the child is passing less urine.
<b>German Measles (Rubella)</b>	14 to 23 days (average 16 to 18 days)	Usually begins with swollen lymph nodes, headache, slight sore throat, runny nose and a slight fever (high temperature). Small pink spots are seen first on face, rapidly spreading over arms and body, and to a lesser extent, the legs. The rash usually lasts only a short time.	Until the child has fully recovered, or for at least 4 days after the rash appears.
<b>Glandular Fever</b>	4 to 6 weeks	Fever, headache, sore throat, swollen lymph nodes and spleen, mental and physical fatigue.	It is not necessary to keep your child home, but some children with glandular fever are too sick to attend school.
<b>Hepatitis A</b>	15 to 50 days (average 28 to 30 days)	Onset is usually sudden, with fever (high temperature), loss of appetite, nausea, vomiting and often jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.	Until child has recovered (usually 7 days from the first signs of jaundice).
<b>Hepatitis B</b>	6 weeks to 6 months (average 2 to 3 months)	Onset is slow with loss of appetite, nausea, vomiting and often jaundice (yellowing of the eyes and skin). Urine may become dark and bowel motions pale.	It is not necessary to keep your child home, but some children with Hepatitis B are too sick to attend school.
<b>HIV</b>	The time from testing positive and noticing symptoms is variable and may be more than 10 years.	Once the AIDS virus begins to affect the immune system, the person may have swollen lymph glands. Later, one or more of a range of infectious diseases such as pneumonia, thrush, diarrhoeal disease or TB, or cancers such as lymphoma, may develop.	It is not necessary to keep your child home (unless s/he has a secondary infectious disease, such as TB)
<b>Influenza</b>	1 to 3 days	Rapid onset of fever (high temperature), headache, muscle pains, runny nose, sore throat and cough.	For 5 days after the appearance of the first symptoms.
<b>Measles</b>	7 to 18 days (average 10 days)	Fever (high temperature), cough, runny nose and red watery eyes. A rash appears 3 to 7 days after early symptoms.	For 4 days after appearance of rash.
<b>Meningitis</b>	2 to 10 days	Sudden onset of fever (high temperature), headache, nausea, vomiting and tiredness may indicate that the child has meningitis. Some children also develop purple or pink spots.	Child should be seen by a doctor IMMEDIATELY.
<b>Mumps</b>	12 to 25 days (average 18 days)	Pain or soreness in jaw and neck area. Swelling and tenderness start just below, and in front of one or both ears. There may be a fever (high temperature), headache and loss of appetite.	For at least 9 days after the appearance of the swelling.
<b>Tuberculosis</b>	Variable	Slow onset. Child feels generally unwell. Fever (high temperature) particularly in evening, with sweating at night. May start with a dry cough which becomes a persistent, moist cough.	Child should be seen by a doctor.

<b>Whooping Cough</b>	6 to 20 days	Starts as a short, dry cough, which becomes more severe.  Characteristic 'whoop' follows a series of rapid short coughs, as child attempts to draw breath. Child may vomit or go red or blue in the face at the end of each bout of coughing.	Child should be kept home for 14 days from the start of illness, or until they have had 5 days of a 10 day course of antibiotics.
<b>Conjunctivitis</b>	24 to 72 hours	Red, watery eyes - may be painful. Eyelids may stick together.	See your family doctor. Keep child at home until discharge from eyes has stopped. It is not necessary to keep contacts at home.
<b>Hand, Foot and Mouth Disease</b>	3 to 5 days	Blisters in the mouth and on the palms, fingers and soles of feet. May have low fever and loss of appetite.	Wash hands after toileting. It is not necessary to keep child or contacts at home.
<b>Head Lice</b>	Nits of lice usually hatch in a week and reach sexual maturity in about two weeks	The scalp itches. Lice and nits are found on the hair, especially behind the ears and at the back of the neck. Scratches may become infected and swelling of the neck glands may occur. Nits look like tiny white specks stuck to the base of the hair shaft.	Child's hair needs to be treated before returning to school. You can buy an appropriate solution from your pharmacist - you don't need a prescription. Everyone living in the same house should be treated at the same time you are treating the affected person. Notify the school.
<b>Impetigo</b>	Variable - commonly 1 to 10 days	Flat, yellow, crusting or moist patch on the skin. When scab falls off, a temporary scar remains. Tenderness and swelling of the lymph nodes in the groin, armpit or neck may occur.	See your family doctor. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. It is not necessary to keep contacts at home.
<b>Ringworm</b>	4 - 14 days	Can occur on the scalp or the skin. If on the scalp, begins as a small, bald, scaly patch. The hairs in the affected area break off, leaving only the stumps or fall out. Ringworm on the skin is a spreading small, scaly patch with a faint pink ring around the edge. Inflammation with crusting is quite common.	Keep your child home until you have seen your pharmacist and begun treatment. Notify the school. It is not necessary to keep contacts at home, but you should inspect them regularly for signs of ringworm.
<b>Scabies</b>	Days to weeks	Severe itchiness for days or weeks, becoming worse at night. Tiny mites burrow under the skin, usually warm parts of the body such as wrists, armpits, buttocks, the groin, around the genitals and between the fingers and toes. Scratching may cause pus-filled sores like impetigo. Spreads quickly from person to person by close contact.	Keep your child home until you have seen a pharmacist and begun suitable treatment. Notify the school. You do not need to keep contacts at home, but you should inspect them regularly for signs of scabies.
<b>Slapped Cheek Syndrome</b>	1 to 2 weeks	Red cheeks with an itchy lace-like rash on the body and limbs.	It is not necessary to keep the child or contacts at home.

## Sports Days

<b>Kindergarten:</b>	Monday and Friday
<b>Year 1:</b>	Wednesday and Friday
<b>Year 2:</b>	Monday and Friday
<b>Year 3:</b>	Tuesday and Friday
<b>Year 4:</b>	Tuesday and Friday
<b>Year 5:</b>	Wednesday and Friday
<b>Year 6:</b>	Tuesday and Thursday

Sports uniform should be worn on these days. Sports shoes should be a simple white, lace-up sandshoe.

## Notes To School

Notes, letters, money, etc should be marked with your child's name and should be sent to the **class teacher** to avoid confusion. Teachers keep a record of money and notes sent in and then it is passed on to the school office.

## 2018 School Term Dates

<b>Term One</b>	Staff commence Monday 29th January, 2018 Years 1-6 commence Monday 31st January, 2018 Kindergarten commence Thursday 1st February, 2018 School concludes Friday 13th April, 2018
<b>Term Two</b>	School commences Monday 30th April, 2018 School concludes Friday 6th July, 2018
<b>Term Three</b>	School commences Monday 23rd July, 2018 School concludes Friday 28th September, 2018
<b>Term Four</b>	School commences Monday 15th October, 2018 School concludes Friday 21st December, 2018

## Cyberbullying - What Is It?

Cyber bullying is when one person (usually a child) bullies another person through the social networking technology. This can happen through texting with mobile phones, interactive programs such as MSN, or online social networking such as Facebook.

Messages such as "I dislike you" or "No one likes you" are two of many ways where children can be bullied and feel unwelcomed.

This can have a significant impact on children and how they react to situations like this. Our school works in close liaison with parents and students to prevent and deter this behaviour.



# Policies

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## Homework Policy

Our Homework Policy at Holy Cross reflects our educational philosophy - we place importance on encouraging students to identify and pursue their interests and where necessary, we assist our students to extend their skill development in relevant areas.

### Reading homework

Every child at Holy Cross is expected to read to a parent on a daily basis and to keep a journal entry of this experience. Readers at the appropriate level are provided, and children are encouraged to read from their own collections and from the school and public libraries. As reading is a life skill, all children are reading in a variety of contexts each day e.g. road signs, newspapers, recipes, jokes.

### Kindergarten

- Teachers send home and post on CEnet, a newsletter that outlines the work that has been covered during class time. Parents are encouraged to follow up on the areas mentioned in the newsletter.
- Students are encouraged to explore their interests throughout the year and to bring along home activities to share in class time.
- Students are introduced to formal written homework in Term 4 through a system of shared class homework bags e.g. number, story writing, prayer drawing and theme bags.

### Years One to Six

- Students continue to use the homework bag system with activities that are grade appropriate, in conjunction with an individual homework book.
- In older grades, teachers may nominate specific areas for further development at home.
- Some of the ongoing class projects will require work at home
- Teachers post activities and websites on grade websites for students to enjoy at home.

## **Behaviour Management Policy**

Education is the process of helping each individual discover their own uniqueness, awesome capacity and responsibility.

Behaviour management at Holy Cross is seen as guiding, leading, encouraging and demonstrating Christian behaviour within a framework of Christian values. There is acceptable and unacceptable behaviour. We each have rights and responsibilities.

### **Rights:**

- everyone has the right to be happy
- everyone has the right to feel safe
- everyone has the right to be treated with respect as an individual
- everyone has the right to communicate and be listened to
- everyone has the right to learn without interruption
- everyone has the right to use and share resources and equipment

### **Responsibilities:**

Responsibility is when we make informed choices about our behaviour and take control of our actions.

At Holy Cross each person has the responsibility to:

- care for each other
- encourage
- share resources and equipment
- help each other
- be respectful
- cooperate
- listen
- be honest
- ask to help
- do their best
- work and play safely
- have a go
- discuss
- share attention

### Acceptable behaviour

- playing fairly and safely in games and activities
- respecting the property of others
- treating others with respect and consideration
- showing courtesy by listening to others
- showing consideration for others
- showing love and care for each other

### Unacceptable behaviour:

- put downs – in any shape or form
- damaging the property of others
- speaking in a rude manner
- using offensive language
- excluding others from games or activities
- playing in a manner which could harm to self/others
- being selfish

What happens when unacceptable behaviour occurs?

Restorative practice processes will be used in challenging and changing student behaviour and restoring right relationships.