



SCHOOL HANDBOOK 2022



2022 KEY DATES

Period	Start	Finish
Term 1	School Staff Return Friday 28 January 2022 All Students Return Monday 31 January 2022	Friday 8 April 2022
<p style="color: red; text-align: center;">All students commence on Monday, 31 January 2022. Foundation students have school free days on Wednesdays in February.</p>		
School Holidays	Monday 11 April 2022	Monday 25 April 2022
<p style="color: red;">ANZAC DAY Monday 25 April 2022 (Holiday)</p>		
Term 2	Tuesday 26 April 2022	Friday 24 June 2022
School Holidays	Monday 27 June 2022	Friday 8 July 2022
Term 3	Monday 11 July 2022	Friday 16 September 2022
School Holidays	Monday 19 September 2022	Friday 30 September 2022
Term 4	Monday 3 October 2022	Friday, 16 December 2022
School Holidays	Tuesday 20 December 2022	Thursday 26 January 2023

Foundation students have school free days on Wednesdays in February:	
Wednesday, 2 February 2022	School Free Day for Foundation Students
Wednesday, 9 February 2022	School Free Day for Foundation Students
Wednesday, 16 February 2022	School Free Day for Foundation Students
Wednesday, 23 February 2022	School Free Day for Foundation Students

Victorian Public Holidays

Monday, 6 March 2022	Labour Day
Friday, 15 April 2022	Good Friday
Sunday, 17 April 2022	Easter Sunday
Monday, 18 April 2022	Easter Monday
Monday, 13 June 2022	Queen's Birthday
Tuesday, 1 November 2022	Melbourne Cup Day

8:40am School Commences		
11:00am 11:30am		Morning Recess
1.00pm - 1.50pm		Lunch Recess
3:05pm	First Dismissal	
3:10pm	Final Dismissal	



The school day commences at 8:40am and concludes at 3:10pm.

All children are expected to be on time for the commencement of the school day. 'Lateness' will require that the child is signed in 'late' at the school office.

Whenever a child is away from school, his/her parent/carer is required to telephone (before 9am) to notify us of the absence (9574 8094). A Skoolbag notification can also be sent.

To ensure all children's safety we contact all families where children are absent and unaccounted for. If your child is away on holiday for more than three days, a note or email must be sent to the principal, prior to the leave commencing, to request permission. Please make sure that your children have some idea of your whereabouts each day in case of an accident or illness at school. Please ensure that we always have updated contact details including email addresses.

If a child has to leave for a dental or doctor's appointment, a note must come from home with the child. The child should be picked up and signed out by the adult accompanying the child to the appointment. When a child has to leave the school during school hours for any reason the Absence Register must be signed by the adult picking up the child. Please try to ensure that wherever possible, appointments are made outside school hours.

SCHOOL LUNCH:

Please ensure your child has a snack for morning recess and a substantial lunch for the second recess. It is essential that your child keeps hydrated and has their own refillable bottle at school.

Reminder: We have a 'no food sharing policy' and we are a 'nut free' school and 'egg free' in its natural form. The children eat their snack and lunch in their classrooms.

School Lunches can be ordered for Friday through **Subway** (organised by the Parents and Friends). Orders must be in via the blue buckets by Wednesday morning. Forms can be printed from a Newsletter attachment or collected from the school office.

Classroom Cuisine

(www.classroomcuisine.com.au) offers an online lunch ordering service - **Monday, Wednesday, Thursday and Friday.**

SCHOOL UNIFORM

SUMMER UNIFORM

Girls

Summer Dress
Zip Jacket
White Ankle Socks
Black Shoes (Laces or Velcro)
Microfibre Hat
Explorer Bag
Optional
School Jumper
Navy Bike Shorts (under dress)

Boys

Hip Shirt – Open Neck or L/S Shirt
Gaberdine Zip Pocket Shorts
Zip Jacket
Navy Ankle Socks
Black Shoes (Laces or Velcro)
Microfibre Hat
Explorer Bag
Optional
School Jumper

Sport

Short Sleeve Polo – Stripe Collar
Micromesh Sport Shorts
Zip Cuff Tracksuit Pants
Zip Jacket
Runners

WINTER UNIFORM

Girls

Box Pleated Tunic or Skirt
Hip Shirt or L/S Shirt
Zip Jacket
Navy Tights or Hi Socks
Black Shoes (Laces or Velcro)
Microfibre Hat
Explorer Bag
Optional
School Jumper

Boys

Hip Shirt – Open Neck or L/S Shirt
Pleated trouser – Double Knee
Zip Jacket
Navy Ankle Socks
Black Shoes (Laces or Velcro)
Microfibre Hat
Explorer Bag
Optional
School Jumper

Sport

Short Sleeve Polo – Stripe Collar
Micromesh Sport Shorts
Zip Cuff Tracksuit Pants
Zip Jacket
Runners



HATS:

During first and fourth terms, there is a 'No Hat, No Play' policy. The school hat is purchased as part of the school uniform. Hats must be clearly labelled and kept in tubs. It is advisable that they are washed at least once per term.

BACK TO SCHOOL SHOPPING

DON'T GET CAUGHT IN THE QUEUE

During the upcoming back to school period, **IN JANUARY 2022**, we are anticipating up to **3 HOUR WAIT TIMES** at our retail stores, **SO AVOID THE QUEUES BY SCANNING THE QR CODE** to **book your child's fitting**. Online bookings available between November 15 to December 23.



VISIT OUR WEBSITE
PSW.COM.AU





Click & Collect



Flexible
Exchange Options



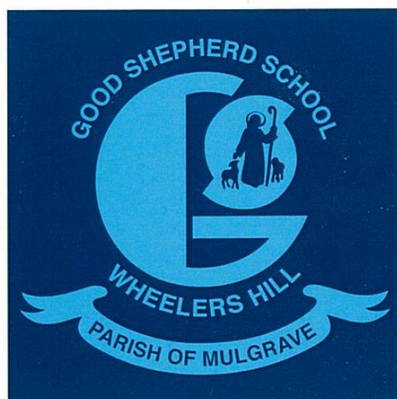
Pre-book your
Personal Fit



*** No new lay-bys in January, lay-bys require a 20% deposit, lay-bys available in-store only. Extended lay-by for 'Back to School 2021' must be placed between Mon 2nd Nov and Fri 18th Dec 2020. Laybys must be paid for and picked-up by Fri 22nd Jan 2021.

** Store trading hours are subject to change, please refer to psw.com.au for all store trading hours, holiday trading and public holiday information, or call the customer service team on (03) 9768 0333.

* School Price Lists are subject to change throughout the year.



PSW

Your uniform is available from our

WAVERLEY

PSW RETAIL OUTLET

**342-350 SPRINGVALE ROAD,
GLEN WAVERLEY VIC 3150
(03) 9768 0335**

EXTENDED TRADING HOURS**

15 Nov 2021 - 12 March 2022

Monday to Friday: **9:00am – 5:00pm**

Saturday: **9:00am – 4:00pm**

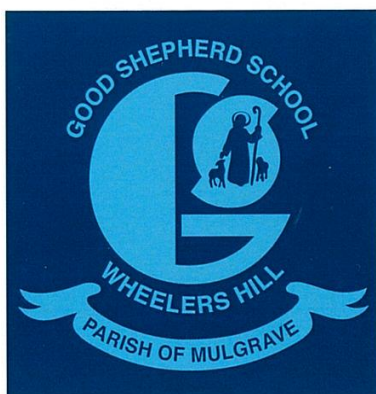
NORMAL TRADING HOURS**

All year round except Extended Trade Period

Tuesday to Friday: **9:00am – 5:00pm**

Saturday: **10:00am – 1:00pm**

**CLICK & COLLECT PICK UP
AVAILABLE**



PSW Uniform Price List

Unisex		Colour	Logo	Size	Price(\$)
1105050	Wool Blend Jumper - 50/50	Navy	Embroidery	4-10/XS 12/2XS-18/M	79.95 85.95
1101187	Zip Jacket - Stripe Rib	Ink_Sky	NHI	4-18/M	52.95
Male		Colour	Logo	Size	Price(\$)
1101010	S/S Hip Shirt - Open Neck	Sky	NHI	4-14/XS 16/S-18/M	29.95 31.95
1101055	L/S Shirt - Stand Collar	Sky		4-16/S 18/M-18/M	25.95 27.95
1110355	Gaberdine Zip Pocket Shorts	Ink		4-14/XS 16/S-18/M	24.95 27.95
1100425	Pleated Trouser - Double Knee	Ink		4-18/82cm	39.95
Female		Colour	Logo	Size	Price(\$)
1108016	Summer Dress	White/Navy/Sky Check - 236		4G-18G/12L	52.95
1104002	Box Pleat Tunic	500-Navy/Royal/White/Gold Check		4G-10G	55.95
1104001	Box Pleat Skirt	500-Navy/Royal/White/Gold Check		12G/6L-18G/12L	55.95
Sport		Colour	Logo	Size	Price(\$)
1100115	S/S Polo - Stripe Collar	Sky_Navy	NHI	4-14/XS 16/S-18/M	29.00 32.00
1100850	Mesh Sport Shorts	Ink	Embroidery	4-14/XS 16/S-18/M	33.95 35.95
1110737	Zip Cuff Tracksuit Pants	Ink		4-14/XS 16/S-L	33.95 37.95
Accessories		Colour	Logo	Size	Price(\$)
1100200	Raincoat	Navy		4-6-12-14 S-M-S-M	46.00 49.00
1100797	Microfibre Hat	Navy	NHI	S-M-L-XL	17.95
8300392	Multi-Purpose Bag	Navy		ALL-ALL	11.95
8302250	Explorer Bag - Contrast Piping	Navy_Sky	NHI	ALL-ALL	50.95
Socks		Colour	Logo	Size	Price(\$)
2511050	Crew Socks - 3 pack	Navy		9-12-8-11	17.95
2512000	Turnover Knee Hi Sock - 3 Pack	Navy		9-12-8-11	19.95
2513000	Girls Tights	Navy		4-6-11-14 MID-MID	13.95 17.95



How to install Skoolbag Communications App

<https://www.mogproducts.com.au/skoolbag/installation-instructions>

INSIGHTS

by Michael Grose

Preparing your child for school or pre school

The early days of a school year can be hard work for some kids – it's hard for some kids to stick to the rules and routines of school.

During the holidays children need to be able to tune out from school. A break from school is good for your child's mental health as well as giving them an opportunity to recharge their batteries.

As holidays draw to a close it is useful to turn your child's attention to school and help him or her get ready for the year ahead. Some kids are excited by the prospect of going to school whereas others are somewhat less thrilled that holidays are over and its back to reality. Here are some ideas to consider:

- Be positive about the year ahead, even if your child is apprehensive about some aspect of the coming year. Children often pick up the cues of their parents so your attitude to school, your child's teacher and learning can set the scene for a positive year ahead. Often children's fears and concerns about a particular grade level or class disappear on the first day.
- In the days leading up to the start of school begin to readjust children's routines in line with the routine they will experience when they start school. In particular, bedtimes and wake up times should resemble those of the school year.
- Children can participate in the purchase and preparation of uniforms, books and stationery for the coming year.
- School starters may even wear their uniform prior to the first day.
- Encourage discussion of school in a matter of fact manner and talk about possible friendships they may renew or begin. Give children practice in becoming more independent at home particularly if they are in the early years of school.
- Be on time on the first day. This is important for children to help settle into class and not disrupt others or themselves. The start of the day is the most important part of the school day.

A word of warning: Don't be surprised if some young children are less than perfect when they come home from school in the first days of term. The early days of a school year can be hard work for some kids – it's hard for some kids to stick to the rules and routines of school. They often blow off some steam in the relative security of home. Be prepared for your patience and understanding to be stretched a little. It's good to remember that many kids save their worst behaviour for their parents!!

STUDENT WELLBEING

Student Wellbeing refers to the physical, emotional, spiritual, academic and social wellbeing and development of all children in our school community.

Children who are happy, confident and able to establish meaningful relationships are better placed to achieve positive learning outcomes. Therefore we see Student Wellbeing as fundamental to successful learning.

Our Good Shepherd Values are

- Respect
- Responsibility
- Doing our Best
- Care and Acceptance
- Honesty

Students have many opportunities to develop their understanding of our five chosen values within the context of the classroom programs.

We have a whole school approach to the development of an optimal learning environment. Everyone is responsible for the promotion of a safe and supportive environment which models values which are consistent with Gospel teaching.

The benefits for the students include

- Improved quality of learning
- Improved sense of belonging
- Improved school attendance
- Increased motivation to learn
- Increased commitment to school including valuing learning
- Reduced anxiety

Student Wellbeing is at the heart of our whole school approach to teaching and learning.

Creating and maintaining a respectful and safe school environment is a priority at Good Shepherd. It is an essential characteristic of the school community as we focus on developing a curriculum which is engaging and inclusive of a diverse range of learners.

While respecting the uniqueness of individuals, we expect co-operation from all at Good Shepherd Parish School in order that we may operate as a cohesive group. We are proud of our multi-cultural heritage and strong community bonds.

We believe that it is important to work together in a partnership and therefore encourage family involvement. As we do this we will be providing opportunities to work together to create and maintain safe and supportive school settings.

Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. Bullying can continue over time, is often hidden from adults and will probably continue if no action is taken.

Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management. These may include behaviours such as mutual conflict, social rejection or dislike or may be single-episode acts.

Concerns are addressed as part of our whole-school approach to providing a stimulating learning environment where bullying and unacceptable behaviour is not tolerated.

In teaching our school values we are supporting our students to have more positive and successful relationships now and in the years ahead.

HOMework

At Good Shepherd we believe that homework can:

- Encourage children to develop organisational and time management skills.
- Provide opportunities for children to talk to their parents/carers about what is happening at school.
- Provide opportunities for shared book experiences between parents/carers and children.
- Allow time for the child to assess how well he/she has understood material taught at school.
- Provide extension activities and/or consolidation of work.
- Assist with the preparation of children for secondary school.

Aims:

- To involve parents/carers in children's learning.
- To assist children in developing good organisational skills.
- To assist with the development of a range of study and research skills.
- To consolidate and reinforce classroom learning.
- To use everyday life experiences and situations to provide information for Inquiry Learning units.

Implementation:

It is recommended that children should spend no longer than the following times on their homework and this includes all school based activities completed at home e.g. Grade 3 might have 10 minutes work to complete from a task sheet and 15 to 20 minutes reading; or if they have completed their task sheet early in the week they might have 20 to 25 minutes reading.

- Foundation: 10 minutes per night - March onwards (Maximum 20 minutes).
- Grades 1/2: 15 to 20 minutes per night (Maximum 30 minutes).
- Grades 3/4: 30 minutes per night.
- Grades 5/6: 30 to 45 minutes per night.

Homework will vary from class to class and the following are examples of what teachers might request -

- A task sheet at the beginning of the week with a number of activities (of 5-10 minutes duration each) to be completed by Friday (these activities are negotiable for individual needs).
- 20 minutes reading each night - Monday to Thursday.
- Tables and spelling words to learn each night.
- Set homework for each night.
- Project work.
- Completion of work from school.

The above expectations are for weeknights only. However, individual teachers may provide for the children to spread a homework commitment over the weekend, as a number of children have after school commitments.

Parents/Carers have control over the amount of homework completed by their

child/children: If concerned about the time a child is spending on homework, parents/carers can decide to stop the child from doing more and sign the child's book or diary to that effect. Homework should only be undertaken after a child has had some recreational activity e.g. afternoon tea and play.

Parents/Carers are encouraged to communicate with their child's teacher about homework so that they know what is expected for that class. Good communication procedures provide greater opportunities for teachers and parents/carers to be active partners in children's learning.

GENERAL INFORMATION

Children are requested not to arrive at school before 8:20am. The bell rings at 8:40am. First dismissal bell 3.05pm. Classes are dismissed at 3:10pm.

ABSENCE FROM SCHOOL:

If students are absent from school the office must be notified before 9:00am (95748094). You may send a Skoolbag notification. If the child is absent without notification, the family of the child will be contacted by office personnel.

If your child is absent, please send a note explaining the absence upon his/her return to school. For longer anticipated absences, advance information is necessary through a letter to the principal.

NO CHILD IS ALLOWED TO LEAVE THE SCHOOL PREMISES DURING THE DAY UNLESS COLLECTED BY A PARENT/GUARDIAN.

If it is necessary to take your child out of school, you must first go to the office and sign the *Absence Register*.

Please remember that leaving early can be disruptive to the school program and the class.

The class teacher must receive notification, in writing, from the parent if a child is to leave school during school hours. Children must be signed out and back in, at the school office. The book must also be signed if your child arrives late to school. Medical, dental and optical appointments should be made out of school hours if at all possible.

BEFORE AND AFTER SCHOOL CARE PROGRAM AND VACATION CARE:

The program provides care, both before and after school and vacation care. Parents/Carers who need occasional care are also able to use the program, by making a casual booking.

Hours of the program are from 7:00am to 8:30am and from 3:15pm to 6:15pm. If needed, special all day sessions are provided to cover curriculum days.

Children are well supervised at all times.

Contact the After School Care by Camp Australia on 1300 105 343.

Website: www.campaustralia.com.au.



BOOK CLUB

We operate through **Ashton Scholastic Book Club** which offers a large variety of books for each age group at reasonable prices.

Ashtons have divided the *Book Club* into 3 categories:

Lucky is designed for *Foundation to Year 2*.

Arrow is designed for *Years 3 and 4*.

Star is designed for *Years 5 and 6*.

Books are ordered online.

For each dollar spent *Good Shepherd School* receives 1 bonus point which is redeemable from *Ashtons* in the form of resources and books for the library.

BUDDY SYSTEM

Every class has a buddy grade. This helps develop understanding and confidence, by encouraging friendships across levels.

CHANGE OF ADDRESS

The school must be notified **immediately** if there is a change of address, **email address** or phone number at home or in the work place of parents/carers. This is to ensure easy contact in the case of illness or an emergency. **Email addresses and mobile numbers are particularly important as they are the primary source of communication between school and home.**



GOOD SHEPHERD CAR PARK

For the safety and wellbeing of all users, parents and family members are asked to observe the directions and restrictions in our car park area.

Take care at the crossing in front of the office.

Remember that you must not leave your car in the drop-off zone. All drivers are asked to follow car park directions:

No Parking in the Drop-Off Zone - If you choose to stop in the drop-off zone, even for a short time, this lack of consideration for others can cause traffic congestion, place people and cars at risk, and generate some frustration for other motorists.

Turning Right at Academy Avenue – This causes congestion in the car park when you have to wait for the opportunity to turn right and, at peak times, creates a dangerous situation for cars travelling along Academy Avenue when they are faced with cars travelling on the wrong side of the road.

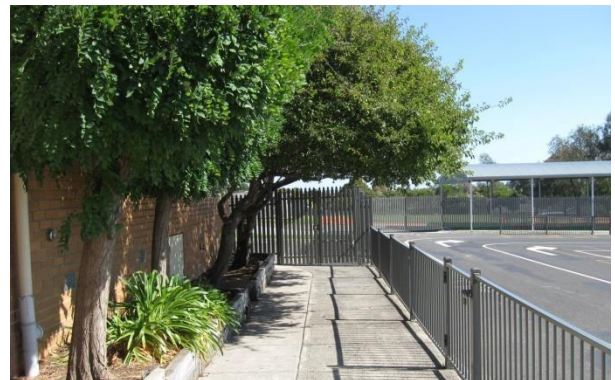
The signs on the right were placed near the exit kerb and on the back of the hall by Monash Council.



Entry and exit for parents when walking their children into school is through the side gate at the end of the footpath.



Use the two gates near the shelter when in the Drop-Off Zone, to drop or pick up your children. Children only enter or exit these gates.



The disabled parking spaces are for people who need them.



EMERGENCY INFORMATION

Information needed in the case of an emergency is kept in the School Office. This information is updated each year. As noted earlier, it is essential that any changes to contact persons, phone numbers or addresses, **including emails**, be brought to the attention of the school immediately.

EXCURSIONS AND CAMPS

Excursions and Incursions take place in each level of the school. They are an important part of the school curriculum. It is expected therefore that, unless a serious reason prohibits a child from attending, all children will normally take part in these activities. Costs for excursions and incursions are not included in fees. The cost for each activity is different as expenses incurred depend on admittance and transport costs. Two consent forms are sent out and **both** must be completed and returned to the school prior to the excursion.

School Camps are part of the Years Five and Six programs. The camping program incorporates a series of planned activities outside the school. The care and supervision of students on camp is always a priority. Full participation in the program is encouraged. Pre-camp meetings for parents are held prior to the camp. The completion of a confidential medical form is required. No child is permitted to go on camp without this medical form. These forms will be in the possession of the teacher-in-charge of the camp. The school camp is billed separately.

FIRST AID

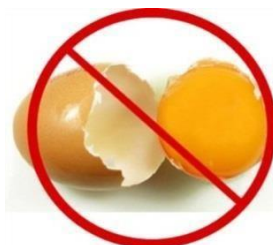
All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

- A supply of basic first aid materials is stored in sick bay.
- First aid bags are available for playground duties.
- All injuries or illnesses that occur during class time are referred to the administration staff. All injuries or illnesses that occur during recess breaks are referred to the teachers on duty.
- A record is kept of all injuries or illnesses that require first aid.
- Minor injuries only will be treated by staff members on duty. Parents/carers will be contacted for more serious injuries or for any injuries involving a knock to the head.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to children without the express written permission of parents/carers. A register of medicines to be administered is maintained by the office. A medical permission form is available from the school office.
- Any medication brought to school must be handed in to the office with instructions for use.
- Parents/carers of ill children will be contacted to take the children home.
- Parents/carers who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.

FOOD POLICY

A large number of children at Good Shepherd Parish School have food allergies and, for some of these children, the allergies are life threatening. For this reason we have a **NO FOOD SHARING** policy. **The children do not bring food to share on their birthdays. They receive certificates with stickers acknowledging and celebrating their birthdays.**

We have a number of children who are anaphylactic, most to nuts and some to other foods such as eggs. We are a **NUT FREE SCHOOL**. We can't be an egg free school as eggs are a staple for many foods but **we ask you not to provide your children with whole eggs or egg sandwiches**. It is important that children have a healthy diet and for this reason healthy food choices are essential when lunch boxes are packed.



HEAD LICE

Head lice cannot fly, hop or jump.

- They spread from person to person by head to head contact, and may also be spread by the sharing of personal items such as combs, brushes and hats.
- Parents/Carers of children found to have live lice will be provided with information about head lice treatment and prevention.
- Any student whose hair is shoulder length or longer is required to wear it tied back. To help prevent infestation, we ask you to check your child's hair regularly.

HOMEWORK

Homework is given to children on a regular basis. Please refer to Homework Policy. Children have a diary to be used as a communication book between home and school. In the Junior classes, this communication is through the blue pocket.

INSURANCE

Melbourne Archdiocese Association of Catholic Schools (MACS) has organised **School Accident Insurance** for all children through Catholic Church Insurances.

Policy number: 03.PAE.116148
School Care Accident Helpline
1300 138 498

INTERNET USAGE

All students and staff at our school have censorship filtered internet and email access.

All students and staff have their own password and protected internet account. Such access is a privilege that infers responsibility, and not simply a right to be expected.

The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency. Children and their parents/carers sign an agreement to adhere to these expectations.

LIBRARY:

Children are encouraged and expected to borrow books from the school library regularly throughout the school year. Parents/carers are asked to encourage the borrowing of books and to take an interest in the literature brought home.

To help protect books from being damaged in transit it is expected that each child will have a library bag (a rectangular draw string material bag). If library books are lost or damaged it is expected that the replacement cost will be met by the child/family concerned.

LITURGIES AND ASSEMBLIES:

Assemblies

Dates of class presentations are published in the school newsletter. Parents and carers are invited. Every class has an assembly presentation.

School Masses

Whole school Masses are celebrated throughout the year. Dates are published in the school newsletter.

The school participates in Parish celebrations especially the Parish Feast Day and the Night of Carols at the beginning of Advent.

SCHOOL AND PARISH PRAYERS:

Our School Prayer

God our Father
We thank you for all you have given us
Bless our families, our school and parish community of Good Shepherd and
our country, Australia.
Inspire and guide our leaders,
so that all Australians will be able to live together in freedom, justice and peace.
Amen.

Our Parish Prayer:

Bless, O Good Shepherd, this our parish. Guide
our actions, show us what we must do,
So that in all things our lives may be pleasing to you.

Inspired by your sacrifice and love,
May our united endeavour enable us to glorify you,
grow in love and provide for the needs of our parish.
Amen.

LOST PROPERTY:

Unclaimed lost property is located in the administration area. Please ensure that all belongings are clearly labelled.

MEDICATION:

If for any reason a child is required to take medication, a medical permission form must be filled in at the school office.

MOBILE PHONES:

Students are not permitted to have mobile phones at school. If it is essential for your child to carry one for before and after school purposes, the phone must be left in the school office on arrival and picked up after school.

MONIES AND INFORMATION FOR OFFICE

All items to be handed to the office are collected from the children and forwarded to the office, via the Blue Bucket. Each class has a Blue Bucket which is taken to the office each morning and collected from the office each afternoon.

Most communication is via email and Skoolbag.

NEWSLETTERS

Newsletters are emailed to families when published. They are also available on the school website in the parent portal.

NO SMOKING

Smoking is not permitted on the school grounds at any time. This includes the oval and car park areas.

PARENTS/CARERS' INVOLVEMENT:

Parents and carers are encouraged to take an active part in a variety of ways in the educational programs. Volunteer assistance in the classroom is encouraged, particularly with Literacy and Numeracy. Classroom Helpers have a great deal to offer in terms of passing on practical skills to the children. Classroom Helpers must participate in an induction program before commencing in the classroom.

A 'Working With Children' check is essential for anyone who wishes to assist in the classroom or with activities such as sausage sizzles. All helpers have to sign in and sign out at the office and wear their cards. The checks last for five years and are free for volunteers.

Parents and Friends' Association is another area where parents and carers are able to be involved in school life.

PARENT/TEACHER COMMUNICATION:

Parent/teacher meetings are held twice a year. These meetings provide an opportunity for parents/carers to discuss the progress of their children and any concerns that either the teacher or parents/carers may have.

Teachers are available also at other times to discuss children's educational development.

However, parents/carers are asked to ring the school and make an appointment for an interview.

This ensures that the teacher is available and that the interview is profitable for all concerned.

The principal is always available to parents/carers to discuss the progress of children in the school.

Again it is necessary to make an appointment. Written reports are distributed twice a year.

SACRAMENTAL PROGRAMS

Children are prepared for Reconciliation in Year Two, First Eucharist in Year Three and Confirmation in Year Six.

These Sacramental programs are family oriented and require involvement and support from parents/carers. Their success, as major milestones in the faith life of the children, largely depends on the enthusiasm and support of their families.

Particulars of programs are forwarded to the parents/carers concerned at the appropriate time each year. Dates for family meetings and the reception of the Sacraments are included in the school calendar each year.

SCHOOL CLOSURE DAYS (CURRICULUM DAYS)

As part of the on-going professional growth of teachers, provision is made for them to constantly up-date their teaching ideas and methods. Since primary school teachers are engaged in face to face teaching for most of the school day, much planning, in-service and personal study is done out of school hours.

To complement this, days are made available each year for teachers to have professional development in curriculum areas. On these days the children do not attend school. Notice of school closure days is given to parents/carers well in advance in the school calendar.

SCHOOL PHOTOGRAPHS

Class, individual and, upon request, family photographs are taken each year. There is no obligation to purchase. Orders are taken and paid for in advance.