

Holy Spirit School



*Strength
in
the Spirit*

Prospectus



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WELCOME TO PROSPECTIVE PARENTS AND STUDENTS

Welcome to our School – Holy Spirit. All of us (staff, students, parents and parish) are sure you'll enjoy being a part of our school community.

This booklet is designed to give you a glimpse of the things, which make Holy Spirit the Catholic School we all love.

Our school prides itself on a commitment to Jesus' teachings and we use the Catholic tradition to make these clear to us all. Christian Gospel Values are central to all of our endeavours.

At Holy Spirit School we have a love of learning; we value the arts and sport. We encourage students to find their niche at this school.

We treasure our environment as a special gift of our Creator.

We look forward to you becoming a member of our school community as a student or as a parent. This school works on a partnership model and anyone who joins our community can rightly call it **OUR** school.

May the Holy Spirit guide us in our efforts and especially in the love and care we show for each member of our school.

In the peace, joy and wonder of life-long learning



Mr Paul Lucas Dip.T, M.A.A.C.C.D., M.Lit., M.A.C.E.
PRINCIPAL

INTRODUCTORY INFORMATION

LOCATION ADDRESS	Holy Spirit School Hatchett Street Cranbrook Townsville Qld 4814
POSTAL ADDRESS	P.O. Box 26 Aitkenvale Qld 4814
TELEPHONE	07 – 4779 4255
FACSIMILE	07 – 4779 7580
EMAIL ADDRESS	crnbrk@tsv.catholic.edu.au
WEB ADDRESS	www.hsstsv.catholic.edu.au
PRINCIPAL	Mr Paul Lucas
ASSISTANT PRINCIPAL [Administration]	Ms Geraldine Egelton
ASSISTANT PRINCIPAL [Religious Education]	Mr Justen Orford
PASTORAL CHAPLAIN	Mrs Kerry Lowth



PARISH PRIEST	Fr. John Kunnathu
LOCATION ADDRESS	Holy Spirit Parish Ross River Road Cranbrook Townsville Qld 4810
POSTAL ADDRESS	P.O. Box 6 Aitkenvale Qld 4814
TELEPHONE	07 – 4779 1404
SCHOOL OFFICE HOURS	8:00 a.m. to 4:00 p.m.
SCHOOL CLASS HOURS	8:30 a.m. to 2:50 p.m.

MISSION STATEMENT



Mission Statement

Holy Spirit School provides a Christian Education in the Catholic Tradition based on Gospel Values.

We strive for excellence in education, recognising the need for the spiritual, intellectual, social, emotional, cultural and physical development of the whole person.

Our faith education empowers learners of all ages to shape and enrich our changing world by living the Gospel of Jesus Christ.
This is achieved through collaboration with parish / school / family.

We strive to develop a community of continuous learning that nurtures the distinctive charisms of Holy Spirit School viz:

- Our 'Catholicity'
- Our Hospitality
- Our Concern for each other
- Our Love of learning
- Our Respect for individuality and diversity
- Our Striving to do our best
- Our Outreach beyond the school
- Our Care for creation as co-creators
- Our Collaboration, relationship, involvement as community

"Strength in the Spirit"



IMPORTANT NOTICE – PLEASE READ

ENROLMENT COLLECTION NOTICE – PRIVACY ACT 2000

Information we collect

Our school collects and records personal, sensitive and health information from students and parents / caregivers before and during the course of a student's enrolment at our school.

Purpose of collection

The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents / caregivers. This information may also be used for appropriate parish purposes.

Disclosure of information

This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Townsville Catholic Education Office, other systemic schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

Our privacy position

The Catholic Education Office of the Diocese of Townsville and its schools are bound by the *Private Amendment (Private Sector) Act 2000*, and have adopted the ten (10) national Privacy Principles. A privacy statement detailing Townsville Catholic Education's practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on our website (www.holyspirit.qld.edu.au) or the Townsville Catholic Education Office website – (www.ceo.tsv.catholic.edu.au)

Alternatively a hard copy of the statement may be provided on request.

Information required

If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your son/daughter.

By completing and submitting the school enrolment form you have confirmed your understanding of and agreement with the above.

SCHOOL HISTORY

Our school started in a very small way in 1969 with 39 Year One students being accommodated in rooms at the Redemptorist Monastery on Ross River Road.

During 1969, the first part of “A” Block was built and the Year 1 class moved to the new site. Since that year, there has been rapid expansion in the number of students, and consequently, in the buildings needed to house them. Major refurbishment and air conditioning projects continue to improve the school’s facilities.



The first school Principal was Mrs Marie Arnold. She has been succeeded by Sr Dawn Furse, Sr M Stephen Thompson, Sr Mary Lowcock, Sr Rose Pelleri, Sr Carmel Ruddick, Mrs Catherine Day, Mr Ross Horner and currently Mr Paul Lucas.

The school population quickly grew and in recent years our enrolment reached 850 students, who attend our school each day. The school, now offers education from Prep to Year 7. Holy Spirit School enjoys a wonderful reputation in the Townsville area as one of the region’s leading schools.

HOLY SPIRIT SCHOOL

In our foyer hangs a sculpture – **FORTIS** – commissioned by our Parents and Friends Association to celebrate our Silver Jubilee in 1994. The sculptor is Warren Langley who has major works in Brisbane and Canberra.

FORTIS exemplifies the mix of the religious (sacramental and spiritual dimensions of life) with other qualities such as personal strength and knowledge. Its triangular shape reflects the TRINITY – one form of which is the Spirit – the giver of strength for our life.

SCHOOL SONG

Send Down the Fire

Send down the fire of your justice
Send down the rains of your love
Come send down the Spirit
Breathe life in your people
And make us a People of God

Call us to be your compassion
Teach us the song of your love
Give us hearts that sing
Give us deeds that ring
Make us ring with the song of your love

Call us to learn of your mercy
Teach us the way of your peace
Give us hearts that feel
Give us hands that heal
Make us walk in the way of your peace



SCHOOL PRAYER

Eternal God
You promised the Spirit
In our lives
To proclaim your message.

Send your Spirit into my life
So that I may bring Christ
To the world, through the hearts
Of those who believe.

Your Spirit inspired
The dreams and visions of people,
To continue the teaching of the Gospel
Through the works of Holy Spirit School.

May I dream those dreams
And continue the vision
Shared by those
who established this school.

I ask this in Jesus' name. Amen

MISSION STATEMENT IN ACTION

PARENTS

We invite you, as the first educators of your child, to support us –

- ✚ By helping your child grow in faith
- ✚ By showing interest in what is happening in the classroom and establishing clear communication with the teacher
- ✚ By respecting our school rules and demanding such respect from your children
- ✚ By supporting our religious and academic activities
- ✚ By your support at school functions
- ✚ By approaching the appropriate authority on matters of concern

WE, in turn, will strive to support you -

- ✚ By helping you develop the life of faith in your children by our work and our example
- ✚ By teaching your child in a professional and caring manner
- ✚ By our friendliness, respect and loyalty
- ✚ By being available to discuss areas of concern
- ✚ By communicating with you on a regular basis.
- ✚ We see ourselves as vitally involved in the educational mission of the Church and acknowledge our commitment to the following principles:
 - ✚ The dignity and integrity of the child as a member of God's people will be respected.
 - ✚ The teacher's role is to facilitate learning for the child.
 - ✚ Each child is a unique being with individual abilities and potential.
 - ✚ The school helps to initiate the child into the Christian community.
 - ✚ Children's education is so oriented as to meet their needs, helping them to grow in faith and self-discipline, while attaining desirable intellectual, social, physical and aesthetic goals.

MISSION STATEMENT IN ACTION *[Cont'd]*

We expect genuine efforts from our students in the following areas:

- ✚ The development and practice of Christian values in day-to-day living;
- ✚ Preparedness to work to the best of their individual abilities;
- ✚ Respect for self, for other people and for our environment;
- ✚ Honesty;
- ✚ Respect for school rules;
- ✚ A pride in, and gratitude for, their school;
- ✚ Good manners;
- ✚ The development of self-discipline in areas such as study habits, punctuality, and the ability to accept criticism.
- ✚ Maintaining a spirit of co-operation and joy as a member of our school family.



KEEPING CHILDREN SAFE



Kids Feel Safe

Holy Spirit School is concerned with child safety: “students have a right to expect that personal effort as well as community support of both a statutory and voluntary nature, will be given to protect them from spiritual, psychological and physical harm” (*Catholic Diocese of Townsville – File 220.1*)

We have two “Safe-Persons” who are formally trained to follow statutory school safe procedures. The children are introduced to our “Safe-Persons” regularly to encourage the profile of the “Safe Persons”. Our safe-persons are: Trish Smith, Evon Downie. All staff receive mandatory training before employment so that student safety procedures are well known.

Further details of the Holy Spirit School safe procedures can be found in our manual: “Student Protection, Creating Student Safety in Communities of Care” (*Townsville Catholic Education Office/Qld Catholic Education Commission*).





GOSPEL VALUES

That the Holy Spirit School Community promotes:

<i>OPENNESS/TRUST</i>	<i>FAITH</i>
<i>PEACE</i>	
<i>COMMUNITY</i>	<i>JUSTICE</i>
<i>JOY</i>	
<i>GOSPEL VALUES</i>	
<i>FORGIVENESS</i>	<i>SENSE OF WONDER</i>
<i>LOVE/CARE</i>	
<i>HONESTY</i>	<i>WITNESS/COMMITMENT</i>
<i>REVERENCE / RESPECT / DIGNITY</i>	



EDUCATION IN FAITH

Education in faith as the term implies is concerned with education and faith and how they relate. Faith is within a specific value tradition, namely the “Catholic Faith Tradition”. Faith ought to appear not as a personal possession to be hoarded but as a source of responsibility to others. Education in Faith takes place in a number of different contexts. These are **Family**, **School** and **Parish**. Ideally these three environments are at one, promoting the overall growth of the child.

The religious education programme offered by the school follows that prescribed by the Townsville Diocesan Education Council. This programme is based on the Catechism of the Catholic Church. The programme speaks of – God, as Trinity, the child, family, world, historical events, created things, scripture, tradition, human relationships, Christian witness, church and the Kingdom of God. In the face to face teaching/learning context of the classroom, the teacher needs to become aware of, and be sensitive to, the readiness of the child in the Education in Faith process.

Formal instruction periods and participation in Class Masses and Liturgies are the responsibility of the class teacher, in consultation with a Principal and Assistant to the Principal, Religious Education. This team willingly assists what you do in the home as regards Education in Faith. Normal policy allows for five periods per week for Religious Education. The School Curriculum is one that develops gradually. The Scope and Sequence Chart shows that the topic of “Father, Son, Spirit, Church, Community, Sacraments, Mary and the Saints, Moral Life and Live Everlasting,” are covered in all year levels at differing degrees.

Preparation for the Sacraments of Eucharist, Reconciliation and Confirmation, is based in the family and strongly supported by the school and parish community. The school recognizes the parents as the primary educators in developing the faith of children and of responding to the Baptismal promises made at the child’s Baptism. It is within each home that prayer and a relationship with God is first experienced.

During sacramental preparation an additional opportunity is given for families to grow individually and together in their understanding of God and of each other – in the context of parish.

SCHOOL DEVELOPMENT STRATEGIC PLAN

Your Orientation package will contain a copy of our 2008-2011 directions and lists our Education/Faith & Mission/Human/Strategic Goals.

HOLY SPIRIT SCHOOL 2008 – 2009 INDIGENOUS PLAN



Holy Spirit School supports and seeks to implement the 2005 Townsville Diocesan Education Council Policy: “Towards Reconciliation” by (a) “actively promoting, through educational processes, structures understanding and awareness of Aboriginal cultures and Torres Strait Islander culture and (b) remaining committed to indigenous education as a significant priority”.

At Holy Spirit School we want to see:

- ✚ Indigenous children successfully participating in all aspects of the formal and extra-curricula education curriculum;
- ✚ Indigenous children and non-indigenous students knowledgeable about Aboriginal and Torres Strait Islander peoples and their histories and cultures;
- ✚ The 21 goals of the National Aboriginal Education Policy addressed.
- ✚ Education Queensland Curriculum Indigenous Education components taught across all grades.





THE COMMUNITY

“The Christian school is one of the most important educational societies. The people of the school belong to the Parish community and to the wider community of men and women who populate the area.”

(The Catholic School, p. 15)

The pattern of the relationship between the school and the community is two-way. The school offers input to the wider community and receives in turn, input from the educative resources of the community.

We aim to maintain strong links with the Parish – a bond which invites parents to look to the school for religious guidance, and one which enables the school in turn, to promote greater awareness of Parish matters.

School facilities may be used by the parish and the wider community with permission of the appropriate authority. Resource people may be invited into the school to speak from their expertise. In addition, this school strongly encourages involvement in community activities and wishes to promote community service ideals in the students. The Catholic School then becomes a community of persons engaged in the enterprise of life, where its educative role is shared in a spirit of partnership with other school systems, community groups and organisations.



Defence Transition Aide

Holy Spirit School has supported Defence families successfully since 2002. The role of the Defence School Transition Aide is to provide support to students of Defence families, enrolling in or transferring to new schools and during deployments and Defence separations.

Kerry Lowth and Haylie Stanhope are two Defence School Transition Aides at Holy Spirit who between them have many years experience with student support and Defence related-matters. They both look forward to supporting Defence children and their families while at Holy Spirit School.

CURRICULUM INFORMATION



Holy Spirit School offers a wide ranging curriculum which covers all of the Key Learning Areas. These include Religious Education – Life Skills including Personal Development, Maths, English, Science, LOTE (Italian for Years 1-7, Japanese for Years 6 & 7), Technology (including access to computer technology), The Arts – dramatic and creative, Music lessons for Prep – Year 7, Physical Education – Skilling from Prep - Year 7, Interschool Sports Teams, and Studies of Society and Environment.

Holy Spirit's Curriculum has a fine tradition for delivering an interesting and comprehensive schooling package. The Australian Government Benchmark Testing results are available on our school website. (www.holyspirit.qld.edu.au).

Pastoral Chaplain

Towards the end of 2006, the Australian Government allocated funding for a National School Chaplaincy Programme “to provide pastoral care, general religious and personal advice and comfort to all students and staff.” Each school that has a Chaplaincy role, will structure it according to the needs of their school and its community. At Holy Spirit School, the role of Pastoral Chaplain is to work in partnership with the Parish, school and its community in fostering the spirit of this wonderful community of ours and providing support and assistance for all students as they cope with the challenges and stresses of life.



HOLY SPIRIT PARISH

The Parish Ministry team and the people of Holy Spirit Parish would like to welcome you to this Parish. Our Parish is a large one. There are many very special people in our parish family, who have contributed and will continue to contribute to the life of this Parish. Below please find listed some general information. Your involvement will enrich both the parish and your life, and help to develop within the Parish a spirit of commitment and generosity that will make this truly a “Parish Family”.



<i>Parish Priest</i>	Fr. John Kunnathu
<i>Parish Office</i>	400 Ross River Road Cranbrook Q4814 4779 1404
<i>Mass Times</i>	Holy Spirit Church Monday, Tuesday, Friday 9.00a.m. Wednesday 5.30pm Saturday Vigil 6:00 p.m. Sunday 8:30 a.m. / 5:30p.m.
<i>Reconciliation</i>	Holy Spirit Church Saturday 11:15 a.m. – 12:15 p.m.
<i>For Information on:</i>	Rite of Christian Initiation of Adults Sacramental Preparation Contact Parish Office on 4779 1404
<i>Family Group Information:</i>	Contact 47732982 or the Parish Office.

DISCIPLINE

Our approach to discipline recognizes the need for the promotion of self-discipline and clear guidelines for managing student welfare. Ideally this requires each child to develop a healthy self-esteem and a willingness to act in a spirit of co-operation. Parents have a significant influence on the development of these ideals in their children.

We see discipline covering three broad areas:

The Total School

The Principal and Staff work together in order to maintain effective discipline in the whole school. We consider that the following must be adhered to in order to maintain this goal –

- ✚ Being aware that we all represent and must contribute towards the behavioural standard of our school.
- ✚ The wearing of the correct school uniform daily.
- ✚ Adherence to the school's Student Code of Dress. (See further on in the booklet).
- ✚ Children should not bring toys to school.
- ✚ Movement around the school must be quiet and orderly at all times.
- ✚ Bells must be answered promptly.
- ✚ Students are not allowed in the classroom at any time without the classroom teacher being present.
- ✚ Hats must be worn outside at all times.
- ✚ Chewing gum and bubble gum are not allowed at all.
- ✚ Parents are asked to contact the school office for absence or intended absence from school, before 9am on the day of absence. Attendance rolls are marked by 9am daily.
- ✚ Hair must be kept clean, neat and tidy. Hair ribbons - colours restricted to red or teal.
- ✚ Once on school property, children must not leave without obtaining permission from the School Administrator (preferably written permission). Parents are required to write a note giving such permission.
- ✚ All students are to act and speak in a Christian manner, especially in
 - ✚ Respect for the individual and their property
 - ✚ Respect for school property and the school environment.

DISCIPLINE *[Cont'd]*

The Total School *[Cont'd]*

- ✚ Parents should advise the office when removing a child from school during school hours. Teachers cannot allow any child to leave the school without office approval. We are sure parents appreciate the safety and legal obligation of schools.

The Classroom

The individual classroom teacher helps to maintain discipline by adhering to the following:

- ✚ Establishing rules for the classroom, making sure that the children understand the consequences of going beyond these.
- ✚ Providing for the educational needs of children through effective classroom planning and teaching.
- ✚ When facing a discipline problem, solve it immediately, if possible, within the framework of the rules established.
- ✚ Being friendly but firm with all children.
- ✚ Thinking out purposeful and realistic measures, which can be used to handle a variety of situations.
- ✚ Being consistent in actions and judgements.
- ✚ Contacting parents when serious discipline issues arise.

The Playground

In the playground, disciplinary measures must take into account the element of safety. It is our intention to instruct children clearly regarding safe methods of play and areas to be avoided. Some further points to avoid tensions and discipline problems in the playground are:

- ✚ Encouraging the older children to set a good example for the younger ones.
- ✚ Encouraging the development of game skills and social skills in order to keep children well occupied.
- ✚ The provision of playground space, equipment and resources for appropriate and developmental play.

SCHOOL FEES

School Fees consist of a family Tuition Fee set annually by the Catholic Education Office, and a School based Levy to cover the cost of resources and some operating costs, plus a compulsory Building Levy.

School Fees Structure for 2011

	Per Week	Per Term	Per Year
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Please Note: Prep Students are charged the same as Primary School Students.

1 child	\$62.20	\$622.00	\$2488.00
2 children	\$82.95	\$829.50	\$3318.00
3 children	\$95.20	\$952.00	\$3808.00

The above prices do not include the extra items below:

- ✚ Diocesan Donation \$10 per year - Term 3 Account only (Tax Deductible).
- ✚ Year 4 - 7 Instrumental Program will be advised by Music Teacher and will be included on the school fee invoices each term.
- ✚ Swimming and Camp Expenses will be advised prior to the commencement of the activity. These fees are ***NOT*** included on school fee invoices.

Payment of School Fees

School Fee Accounts will be forwarded each term (4 times a year). Fees may be paid in several different ways:

- ✚ Weekly Envelopes (pre-marked envelopes available from the School Office);
- ✚ Fortnightly Payments via a Direct Debit arrangement;
- ✚ Monthly Payments via a Credit Card arrangement;
- ✚ Term Payments via a Direct Debit arrangement;
- ✚ Net Banking via a Net Banking arrangement;
- ✚ Cash, Cheque, EFTPOS and Credit Card payments to the School Office.

THE ARTS

Holy Spirit School recognizes the importance of The Arts in developing the spirituality within all of us.

Holy Spirit School offers a wonderful Music Education programme. From Preschool to Year 7 we conduct regular music classes under the direction of Music Specialists.

The Kodaly Music Programme that we use teaches children to use their voice as an instrument, giving them skills in pitch, tone, rhythm and musicality.

Children in Year 4 are invited to join our successful instrumental programme. Once the children gain some proficiency they may join our successful School Band.

Dance is also a component of our Year 4 – 5 Arts programme.

Holy Spirit boasts three choirs and a band which perform successfully at school functions, community events and Eisteddfod competition level.

The Arts are alive and well at Holy Spirit School.

Speech and Drama tuition is available for all children from years Pre-school to 7 by arrangement with the Ann Murrell School of Speech and Drama. Speech and Drama fees will be charged on separate accounts.

Instrumental Music Tuition Fees will be charged for each term on your School Fee Account.



GENERAL INFORMATION

Enrolments – Years 1 - 7

Children who turn five years (5) by the 30th June may be enrolled in Prep. Children who have turned six years (6) by the 30 June may be enrolled in Year 1. Enrolments for Prep – Year 7 will be accepted at Holy Spirit School after the Easter Vacation of the year preceding their year of enrolment.

Enrolments – Prep

All Queensland children will have access to a full-time Preparatory Year of Schooling before starting Year 1. In the Townsville Diocese, all Catholic Schools offer a Preparatory Year inline with each school's enrolment policy.

Prep Year at Holy Spirit School offers:

- ✚ an exciting, fun, inquiry and play-based curriculum;
- ✚ specialized facilities and equipment;
- ✚ qualified, dedicated teachers and committed support staff;
- ✚ faith and values development integrated into the curriculum;
- ✚ close partnerships with parents, families and community;
- ✚ commitment to the growth and development of the whole child ~ spirituality, intellectually, physically, culturally, socially and emotionally;
- ✚ a safe environment and caring community fostering the unique beauty of each child;
- ✚ integration within the wider school community enabling a smooth transition to Year 1 and beyond.

Who is eligible for Prep?

In line with criteria set by the Queensland Government, to be eligible to enrol in the non-compulsory **preparatory year in 2008**, a child should be born between 1 July 2002 and 30 June 2003.

Children born between 1 January 2002 and 30 June 2002 will enrol in Year 1 unless they are assessed as having exceptional educational needs. In such cases, preparatory enrolment could be considered.

<i>Child's Birthdate</i>	<i>Eligible for Prep Year in</i>	<i>Eligible for Year 1 in</i>
1 July 2004 to 30 Jun 2005	2010	2011
1 July 2005 to 30 Jun 2006	2011	2012

Enrolment Priorities





Every effort is made to accept all applicants into our school. This is in keeping with our Catholic philosophy. Preference will be given to children from Catholic families should there be too many applicants for a particular grade level. However, since the Second Vatican Council (1962 – 1965) and more recently the release of the document “The Catholic School on the Threshold of the Third Millennium” (Sacred Congregation of Catholic Education – 1998) there is a strong desire for non-Catholic and non-Christian children to be welcomed into our school communities. This reflects the ecumenical mood of today’s Catholic schools.

In 2007, the Diocesan Education Council issued a detailed enrolment policy for all Catholic Schools to follow, with enrolment criteria for all schools to follow. The Holy Spirit School Board re-states this policy and practice.

All who are enrolled at Holy Spirit School should accept their responsibility to work and live within our Catholic Christian philosophy.

Enrolment Documentation Requirements

Each Enrolment Application Form must be accompanied by copies of the following documentation for each child:

-  **Birth Certificate**
-  **Baptismal Certificate** (if your child is baptized)
-  **Immunization Records**
-  **Most recent Report Card**, (if your child is in Grades 2 – 7).

Enrolment Interview Process

Upon receipt of completed Enrolment Application Form / s and requested documentation, you will be contacted by the School Office to arrange an Enrolment Interview with either the Principal or Assistant Principals.

A child is not automatically enrolled with the return of an Enrolment Application Form or after an interview.

Definite confirmation of a successful application will be given in writing as soon as possible.

School Hours

School commences each day at 8.30am. Students should be at school a little before this time to allow them to settle down and prepare for the day's lessons. Teacher supervision in the playground begins at 8.15am. All children are dismissed from class at 2.50pm.

BELL TIMES FOR THE DAY ARE AS FOLLOWS:

School commences	8:30 a.m.
Morning Recess	10:30 – 10:50 a.m.
Lunch Recess – eating time	12:50 – 1:20 p.m.
Playing Time	2:25 – 2:40 p.m.
School Dismissed	2:50 p.m.

The school 'opens' at 8.15am and 'closes' at 3.10pm. All children should have been collected by then unless enrolled in the Outside Schools Hours Care Programme, or are involved in official school activities. No child should be in the school grounds outside 'opening' and 'closing' times.



PREP HOURS 8:30 a.m. to 2:50 p.m.

Doors open at 8:15 a.m.

IT IS OUR SCHOOL POLICY THAT PREP STUDENTS IN THE FIRST SEMESTER MUST be brought in and picked up by an adult. If at any time you arrange for someone else to collect your child, the teacher needs to be informed prior to collection.

If something unforeseen happens, please notify the school office and your child can be informed of the change in arrangements.

This is so we can ensure the safety of your child whilst in our care.

PREP BREAK TIMES

Morning Tea:	10:30 a.m. - 10:50 a.m.
Lunch:	12:50 p.m. - 1:20 p.m.
Big Play:	2:25 p.m. - 2:40 p.m.

Outside School Hours Care

An Outside School Hours Care Advisory Committee supports the school in offering this care programme at Holy Spirit School. Application forms are available from the Centre in M Block or by phoning 4775 2431. The programme offers Before School Care and After School Care and Vacation Care Programmes.

Library/Resource Centre

Our centre houses two computer laboratories, teacher resources and an extensive book stock for students.



School Library Resources are available for children and parents.

All children are able to borrow library books for a period of two weeks. This period can be extended upon request. Prep to Year 4 may borrow two books.

Children in Prep to Year 3 are encouraged to have a cloth or plastic library bag marked with their name and grade. (Plastic does not allow moisture in eg. from lunch boxes).

Books may be borrowed during class library times or during lunch and big play breaks.

Overdue lists are generated periodically, and generally children are not able to borrow further books until the overdue books are returned.

Parents are expected to notify the school if a book is lost, and a donation towards the replacement of the lost book would be appreciated.

Library assistance by parents is welcome.

Learning Support

Specially trained staff conduct “The Reading Room” daily – the special name for our learning support centre.

Children who are diagnosed with learning weaknesses are provided with special learning programmes which are supported by classroom teachers, the reading room staff, learning support personnel and our curriculum development team. Parents can always access the Learning Support Team for discussion on student progress..

School Leaders

Year 6 & 7 students are given an opportunity to be involved in leadership. School Captains are nominated by the Year 7 Class and teachers and all Year 7's have the right to vote in elections for these positions. All captains become permanent members of the Student Council.

Each Year 6 class elects a Class Representative. Year 7's also elect a Student Council representative. All of these student leaders form our Student Council. The Student Council provides insights for the adult community as to school and student needs.

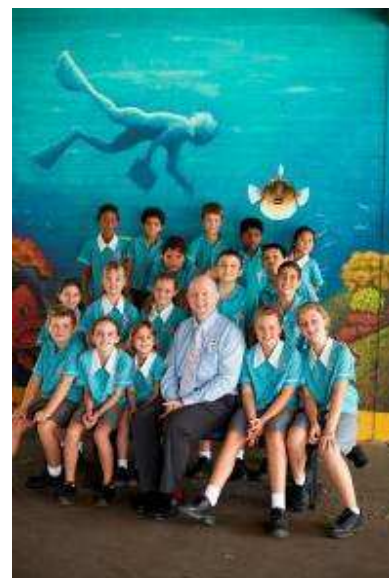
House Captains are elected for each of our Sports Houses.

[STEPHEN – White] Sr. Stephen is Holy Spirit's long serving Mercy Sister Principal. (1973 – 1981)

[ARNOLD – Red] Mrs Marie Arnold was Holy Spirit's First Teacher-in-Charge.

[BRANAGAN – Blue] Fr. Marty Branagan, long time priest in the Holy Spirit Parish.

Students from Years 4 – 7 form the Student Environment Council which initiates “greening” activities and a sustainable living programme.



Family Records

As we need to maintain up-to-date records, we ask that you notify the school of any change in situation, address, telephone number, email address, children's health etc. Information on this file is regarded by the school as confidential.

Current telephone numbers are critical to our successful contact with parents/carers in the event of student illness or accident.

Homework

Our School Board has written and approved a Homework Policy for Holy Spirit School. Homework may be given as consolidation of and/or extensions of the school curriculum, and may take a number of forms such as oral, written or creative. It should have purpose and meaning for each child, and cater for the developmental needs of the child.

Homework may be set nightly or at the discretion of the teacher. Homework is a shared responsibility of teachers, parents and children.

At any time if Homework is causing problems please contact your child's teacher as soon as possible.

Reporting Children's Progress

Holy Spirit School places great value in regular contact with families. Teachers are always happy to share with parents information about what is happening at school.

During Term 1 each family will be invited to an introductory Parent/Teacher Evening to meet the teacher who will outline expectations for each subject area, homework and general classroom behaviour.

Throughout the year much of each student's learning will be centered around a particular unit of work. At the end of each unit a written report will be sent home which should be carefully read by parents with their child/ren. There are three reports per year.

Parents may also be invited to attend a personal interview with the teacher at the end of the unit to discuss details of progress made by the child/ren.

Parents concerned with their child's progress should contact the Class Teacher or the Learning Support Coordinator, and if necessary, one of our Admin Team, whenever the need arises.

Transport

For information concerning availability of bus transport, please contact Hermit Park Bus Company (Phone 4779 1658) and Campbell's Coaches (Phone 4774 5099).

Assembly

Lower School (Prep – 3)	Wednesday (8:35 a.m.)
Upper School (Years 4 – 7)	Wednesday (9:00 a.m.)
Whole School Assembly	Once a month
	1st Wednesday of each
month	at (8.45am)

Parents are welcome to attend.



Tuckshop

Lunches can be purchased from the school Tuckshop which operates each school day. The Tuckshop Convenor publishes a list of goods and prices at the beginning of the year.

To order a tuckshop lunch, print clearly on a paper lunch/sandwich bag:

Child's Name and Class
Teacher's Name
Item/s required

Please enclose the necessary money. All orders are left in the box provided in each classroom. Orders are then taken to the Tuckshop and returned by 10.30am and 12.45pm to

classes for teachers to distribute. Other items can be purchased individually at lunch or play time. Parent helpers for the Tuckshop Roster are always welcome.

Please note that at the time of going to press all Tuckshop purchases will be GST free.

Cold Room Facility

Holy Spirit School has a cold room which is used to store Big Lunch only, if your child wishes to use it. Class boxes are taken to the Cold Room at 8.35am and collected for distribution at Big Lunch.

Lost Property

To help us identify any lost property, parents are advised to print the name of each child clearly on their property. Parents and students are encouraged to check it whenever items are missing. Lost Property is located in the foyer of the Administration Block. At the end of each term, unclaimed articles will be forwarded to St Vincent de Paul.

Newsletter

A weekly newsletter is available on the school website. It is also sent home with the eldest child in each family on Wednesday afternoon. Newsletters are available from the Administration foyer.

School Textbooks/Stationery

A 'Booklist' is supplied for each Year level in November, detailing all class requisitions.

The school offers a booklist purchasing service at the beginning of each year; "orders" are placed in November of the previous year.

It can be a convenience to families as well as a cost-saving. It is a service offered by the Holy Spirit School P & F.

Book Club

Ashton Scholastic Book Club operates in the School. Books may be bought through this Club approximately 6 times a year. The school benefits by obtaining free books of our choice for the school library. Should you wish to order books, please complete the order form and return it with the correct money to the class teacher.

Car Park

There are three parent/visitor car parks. One is in front of Holy Spirit Church, which has been extended to an area on the right hand side of the Presbytery, off Ross River Road; another is positioned off Hatchett Street; and a third car park is open on Albert Street. Children are supervised at each collection point from 2.50pm until 3.10pm.

Please obey the exit and entry signs for these car parks. Do not park on driveways – always park in designated parks to drop off or pick up children.

With large numbers of children arriving/departing at “peak” times, it is important that drivers exercise patience and care.

“Kiss n Go Zones” require a short stop to enable traffic to flow. Drivers should not leave their vehicles.

Uniform Shop

Our P & F Association conducts a Uniform Shop which sells all your child’s uniform needs. Profits from sales are used by our P & F towards school improvements. We urge you to support this venture.

Opening times are:

Monday, Wednesday & Friday
Thursday

8:00 a.m. to 9:30 a.m.
2.00 p.m. to 3:30 p.m.

[Note: At the beginning and end of the school year, the uniform shop has longer trading hours].

Liquid “White-Out”

Liquid “White Out” is never allowed at school. We are conscious of the danger to a student who drinks or inhales this liquid. Consequently, we do not allow students at Holy Spirit School to use any type of “white-out”.

Use Of School Facilities










The School Board has developed a policy for the Use of School Facilities. Any group in the community is encouraged to enquire concerning the use of school facilities when they are not being used for school purposes. Please contact the Office for further information.

Voluntary Help

Parents have generously made time available to help out at our school for many years. Not only has this been appreciated by teachers and children but many parents have learnt a great deal about the school and how children learn.

Interested parents, grandparents and other friends are always welcome at Holy Spirit School.

You may be able to help in some of the following ways:

-  Classroom Help
-  Home Typing
-  Art and Craft
-  Library Aide
-  Tuckshop
-  Gardening
-  Sports Coaching
-  Transport
-  Support A Reader

A Blue Card may be required for some volunteers. Please check with the school office.

Absences

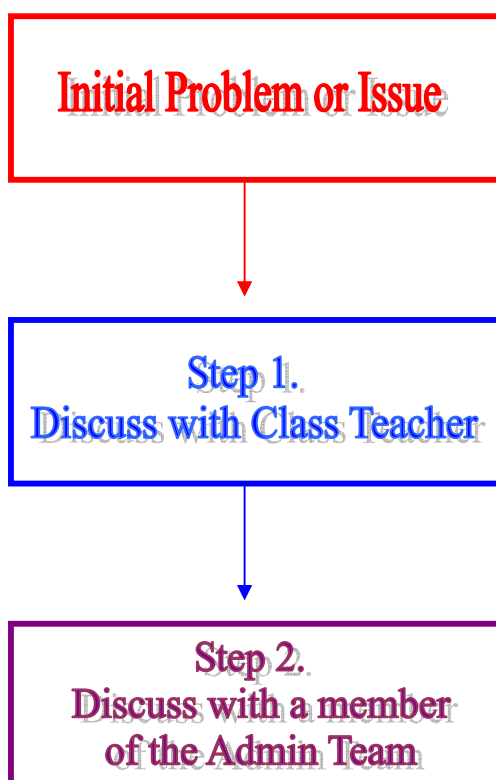
In the event that your child is unable to attend school due to sickness, etc., in the first instance please notify the school office before 9am by phone.

Should your child be absent from school for any lengthy period, e.g. hospitalization, extended holiday, please advise both the school office and the class teacher in writing. The school email address is: crnbrk@tsv.catholic.edu.au

Any Problems

Any problems or issues should first be directed to the classroom teacher or the Administration Office depending on the nature of the problem. The school's Leadership Team (Principal & two Assistant Principals) may also be able to mediate any problems.

In keeping with State of Queensland laws, at no time must anyone approach a child other than their own in relation to a perceived problem between children. Class teachers and the Leadership Team are well skilled in mediating any perceived problems in this area.



Minimum Work Standards

Following are some recommendations for work standards for students. It is envisaged that once standards have been set that all teachers across all grades would ensure that the students work towards them.

MATHS	All lines to be ruled with a ruler. Algorithms set out vertically. One (1) digit per square in quad ruled pads.
ENGLISH WRITTEN TASKS	2.5cm width margin, this to be introduced from Year 4. Handwriting: <ul style="list-style-type: none">◆ Queensland cursive once it has been taught.◆ Write in pencil (not Pacer) until Year 6 when pen licences are issued.
ART	Collect and keep a portfolio of art work.
RELIGIOUS EDUCATION / SOCIAL SCIENCES	Sheets glued in neatly Sheets completed (Written requirements attended to first, then colouring/decorating). Mapping <ul style="list-style-type: none">◆ Always print on maps.◆ Uniform size printing.◆ Use Beginner's Print.◆ Give each map a title.◆ Legends where appropriate.◆ Print in pencil. Tables and Reports <ul style="list-style-type: none">◆ Set out neatly.◆ Lines and columns ruled when required.
GENERAL	No graffiti or unnecessary writing on covers of books or pads. Work on consecutive pages.

HOLY SPIRIT SCHOOL BOARD

On February 28, 1988, the Holy Spirit School board was formally commissioned. In essence, the Board is a policy making team who have an awareness of the shared ministry in the Church's educational mission, and who together build policies that are based on Gospel Values. These policies give direction to the school and promote its distinctive identity.

The Board is guided by a constitution approved by the Bishop, and by-laws endorsed by the Catholic Education Office. Board members are representative of the community to which the Board belongs. In this way, the Board is not an institution in isolation, but rather a visible sign of shared ministry.

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association hold regular general meetings in the School. Times and dates are advised in the school newsletter. Prior to this general meeting the Parents and Friends Executive may meet to discuss issues relevant to the General Meeting. Election of Office Bearers take place at the Annual General Meeting early each year. All interested parents and friends are invited to attend. The main aims of the P & F are:

- ✚ To form a link between parents, friends of the school, and school staff, thus allowing matters of common concern to be discussed in an open forum.
- ✚ To raise funds for the school (Our major fund raising efforts are Bingo and our Fete. Bingo sessions are held each Tuesday evening. Parents are involved by volunteering to assist at these sessions on a rostered basis).
- ✚ To organise committees to meet certain needs eg. Working Bees or Social events. Long-range plans for capital projects are also prepared. Your commitment to the P & F ensures a quality education for your child.

The Holy Spirit P & F is linked to the Diocesan P & F and Queensland P & F network.

CLASS & COMMUNITY CONTACTS (CCC's)

Each class group has a parent 'contact' who assists the class teacher with communication, some organizational aspects of classroom activity and social life. The CCC's meet monthly with the Principal.

HEALTH

Infectious Illnesses/Conditions

<u>Type</u>	<u>Exclusion</u>
Chicken Pox	Exclude for 5 days after the spots first appear.
German Measles	Exclude for at least 4 days from the appearance of the rash.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.
Hepatitis B	Exclusion not necessary.
Hepatitis C	Exclusion not necessary.
Mumps	Exclude for 9 days from the onset of the swelling.
Measles	Exclude for a least 4 days from the appearance of the rash.
Whooping Cough	Exclude for 21 days from onset or until the child has taken 5 days of a ten day course of antibiotics.
Ringworms/Scabies Pediculosis/Trachoma	Exclude day after proper treatment has commenced.
Conjunctivitis (Acute infectious)	Exclude until discharge from eyes has ceased.
Impetigo (School Sores)	Exclude until proper treatment has started. Sores on exposed skin should be covered with a water-tight dressing.
Pediculosis (Lice)	Exclude until appropriate treatment has commenced.

Medicine

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school activities, a parent/legal caregiver must make written request on the 'Medication Form' available from the school office. Medication to accompany this form **MUST** show 'evidence of prescription' on the container. If the container is not able to be left at school, one of the office staff must sign to say that 'evidence of prescription' has been sighted. A required dose may then be left for administering. In the case of ongoing medication, Medication Forms must be updated at the commencement of each school year.

The school cannot administer over the counter medications, such as Panadol, cough mixtures, etc., to students unless prescribed by a Doctor and appropriate documentation, as described above, is received.

Head Lice

Head Lice are a constant problem. Please co-operate by regularly checking children's heads. If head lice are found, you will be notified and you are asked to keep the children at home until the problem is treated. Your chemist will be able to assist with the appropriate remedy.

Illness Or Accident

In the event of illness or accident, every effort is made to contact the parents of the child. For serious injury or illness, however, when a parent cannot be contacted, ambulance and/or medical attention may be sought.

Student Information is kept on file at all times. Please ensure that you advise any changes to information, e.g. Home/Work contact numbers and Emergency contacts.

Insurance

Catholic Church Insurances will pay the balance of medicare/private health cover when a child is injured in a school-related activity. More information can be obtained from the school office. The Term 2-3 school fees account contains a fee to cover this insurance for each child.

HOLY SPIRIT SCHOOL CODE OF DRESS

- A. The Holy Spirit School uniform should be worn with pride on all occasions. It is all our collective responsibility (parents, students and staff) to ensure the Code of Dress requirements apply to all students.
- B. Students must wear the school uniform according to the following rotation:

MONDAY	FORMAL		
TUESDAY	SPORTS		
WEDNESDAY	FORMAL		
THURSDAY	SPORTS		
FRIDAY	SPORTS	<u>OR</u>	FORMAL



- C. The following jewellery may be worn at school. The selection is primarily based on the need for school pride, Workplace Health and Safety issues and in the interests of a 'uniform' dress code. All of the following apply to girls and boys:

Students may wear:

- A watch.
- A religious necklace (crucifix, holy medal or scapular) to be removed while undertaking physical activity.
- One earring per ear. All earrings must be studs or sleepers which are plain (eg: birthstone, silver or gold).
- No dangling earrings. (A reminder that sleepers may be dangerous in some games and activities).

D. UNIFORMS

Girls - Formal: Teal pinstripe fabric in either dress or blouse with grey marle shorts
White short socks. (must be visible above the ankle).
Black leather shoes/black leather joggers
Red slouch polycotton hat.

Boys – Formal: Teal pinstripe shirt with school emblem on pocket.
Grey shorts.
White short socks. (must be visible above the ankle).
Black leather shoes or black leather joggers.
Red slouch polycotton hat.

Girls & Boys - Sports:

Teal polo shirt with school emblem.
Red Sports Shorts with school emblem available from the Uniform Shop
White short socks. (must be visible above the ankle).
Joggers (black leather joggers or coloured sports shoes to compliment the uniform - suggested white or black with grey or blue trim).
Red slouch polycotton hat or the smaller (approved) bucket hat for Years 6-7 only.

- Shoes** Black shoes to always be worn with the formal uniform.
(The School strongly recommends Black Leather Joggers for both formal and sportswear).
Brown leather Sandals are acceptable if parents feel strongly that their child should wear sandals for reasons of health.
Wet weather shoe-wear may be worn on very wet days. (Bare feet are not permitted).
- Note: White Socks - no trim or logo, socks must be visible above the ankle and socks must not be worn inside shoes.
- Cold Weather** Red pullover or cardigan.
Grey or red track pants if absolutely necessary.

E. OTHER POINTS

- » Children MUST NOT be at school with:-
 - coloured varnished nails
 - hand drawings or writing on skin
 - tattoos or decals
- » The School Administration reserves the right to insist on appropriate hair design, cut and colour. The criteria being that such things be modest and in keeping with the need for uniformity and in an effort to comply to health standards (eg. hair tied tightly to reduce of risk of headlice).
- » Hair attire eg. ribbons, scrunchies must be red or teal in colour.
- » Wide brimmed Red Hats are an absolute must in accordance with the school's Sunsafe Policy.
- » Please ensure children carry a note of explanation for any long term variance of the code of dress requirement (that is more than one day).
- » Images of the correct uniform and accompanying detail may be found on our Internet Site www.holyspirit.qld.edu.au.
- » When children are wearing the school uniform outside of school premises/hours it should be worn with pride and decorum.
- » On occasion students may be required to wear either of these uniforms when representing the school.
- » Wet Weather – Children may need to adapt foot attire if the weather remains wet for long periods of time. Children should always have shoes at school to comply with our Workplace Health and Safety regulations.



CHILDREN LEARN WHAT THEY LIVE

*If children live with criticism
They learn to condemn;*

*If children live with hostility
They learn to fight;*

*If children live with ridicule
They learn to be shy;*

*If children live with shame
They learn to feel guilty;*

*If children live with tolerance
They learn to be patient;*

*If children live with encouragement
They learn confidence;*

*If children live with fairness
They learn justice;*

*If children live with security
They learn to have faith;*

*If children live with approval
They learn to like themselves;*

*If children live with acceptance and friendship
They learn to find love in the world*



