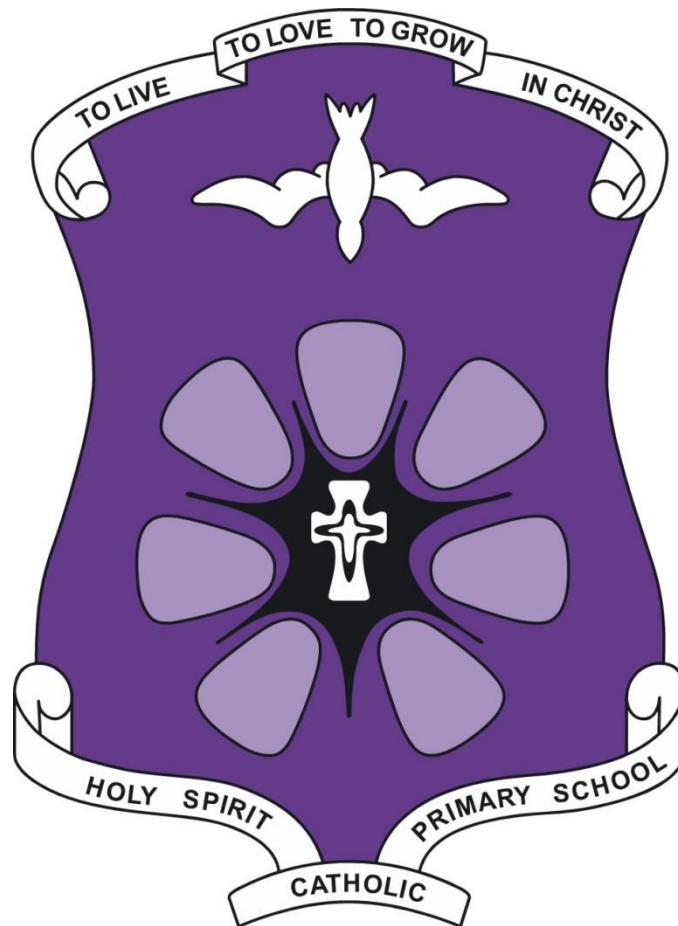


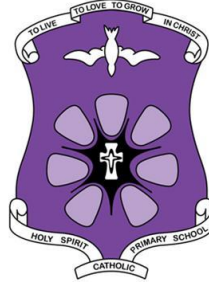
HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

2016 Prospectus



PO Box 40030, CASUARINA, NT 0811 | Phone (08) 89273411 | Fax (08) 89279971 |

Email: admin.holyspirit@nt.catholic.edu.au | Website: www.holyspiritnt.catholic.edu.au



Holy Spirit Primary School, founded in 1979, is set in spacious grounds in Darwin's northern suburbs. We see ourselves as part of the parish and work closely with the Parish Priest and Church community. With a student enrolment of approximately 250 the school strives to enable students to grow personally, academically and spiritually in keeping with our **motto**

"To live, to love, to grow in Christ"

As we celebrate 37 years of providing Catholic education to the parish we have much of which to be proud.

Our Vision

Holy Spirit Catholic School is committed to developing the fundamental value of each person. Through sharing and living the Catholic story and tradition, we foster learning that enables students, families, school and community to engage in a collaborative partnership for a life-long journey of education.

- Our students learn in an atmosphere which integrates Gospel values with their life and learning. They are valued as unique individuals working to achieve their potential spiritually, academically and socially.
- Our teachers are committed to providing a quality Catholic education based on Gospel values in partnership with the parish and parents. Their priority is to support students achieving their potential.

Holy Spirit caters for diversity. Our focus on Maths and English is validated by our strong results. The talents and interests of the students in Sport, the Arts and the environment are catered for through both school and community involvement. Out of Hours School Care is available both before and after school and a holiday programme (Vacation Care) during school holidays. Holy Spirit Community of Learners (2 ½ -5 yrs) is an initiative based on full or part time sessions where students experience a programme that is structured to meet student needs and developmental stages. The fees attract the Centrelink rebate.

General Information

School Board:

The school Board is the advisory body to the Principal. There are elected and co-opted members on this Board. The Board meets on the 3rd Thursday of each month.

School Board Members:

- Simon Duffy (Executive Officer)
- Johanna Stieber (Chairperson)
- Otto Kainulainen (Member)
- Georgina Maika (Member)
- Breanna Ellis (Member)
- LeeMian Chong (Finance Officer)
- Adam Darcey (COL Assistant Director)
- Paula Sellars (Staff Representative)
- Fr. Joseph Neonbasu (President)

Parents and Friends:

The P&F is a sub- committee of the Board responsible for social and fund raising events. Fundraising events are scheduled each term and parents are called upon to assist and organise.

Prayer and Liturgy:

There are whole school masses each term. The newsletter will schedule these dates. Each class has their own liturgical celebrations during the term. Students and teachers, with the help of the Religious Education Coordinator, are responsible for liturgy and doing the readings and prayers. Parents and parishioners are encouraged to join us for school liturgies. Our school community celebrates its Catholic faith identity through prayer, liturgy and participation in our Parish Community and wider Church organisations.

School Houses:

Students are divided into house groups for sport and other activities. On enrolment, students are placed in a house and remain in it throughout primary school. Families are placed in the same house. Colours are used at Sports carnivals to identify houses.

School House Colours

Angelo (Red House)

Father Angelo Confalonieri was the first (official) Trentino in Australia. He was born Angelo Bartolomeo Confalonieri, Riva del Garda on 23 January 1813. Angelo Confalonieri immigrated to Australia as a missionary/ Catholic Priest. He was the first Catholic priest to come to the Northern Territory and was skilled with languages, picking up and being able to communicate with the local aboriginals. He translated prayers and New Testament readings, and also compiled the first dictionary of the 7 local Aboriginal dialects. Fr Angelo Confalonieri died in 1848.

Strele (Green House)

Anton Strele, Jesuit priest, was born on 23 August 1825 at Nassereith, Austria. Educated at the Jesuit Gymnasium, Innsbruck, he entered the Society of Jesus at Gratz on 14 August 1845 and took his first vows in 1849. Strele opened the mission at Rapid Creek near Palmerston (Darwin) in 1882. He founded a second on the Daly River in 1886, and a third at Serpentine Lagoon in 1889.

Gsell (Blue House)

A Catholic priest of the religious congregation of the Missionaries of the Sacred Heart (MSC), Francis Xavier Gsell spent over 40 years in the Northern Territory. He served for many years as head of the Aboriginal mission on Bathurst Island, and later as Bishop of Darwin. Born in the French province of Alsace in 1872, Gsell trained for the priesthood in France and Italy and was ordained in 1896. He arrived in Australia soon afterwards and, following periods in Sydney and MSC missions in Papua, he was appointed as apostolic administrator for the Catholic Church in Darwin in 1906.

McAuley (Gold House)

The Venerable Mother Catherine Elizabeth McAuley founded the Sisters of Mercy in 1831 in Ireland, an order associated with teaching. She lived ten years as a Sister of Mercy, Sister Mary Catherine, but in that time she established twelve foundations in Ireland and two in England. At the time of her death there were 150 Sisters of Mercy. Shortly thereafter, small groups of sisters left Ireland to establish new foundations on the east and west coasts of the United States, Australia, New Zealand, and Argentina.

DAILY ROUTINE

Morning Supervision

(Courtyard only between 7:45 am and 8:00 am. Courtyard and asphalt between 8:00 am and 8:10 am. Grassed areas out of bounds before school.)

Duty Teachers supervise from 7:45 am

Bell Times

8:10 am Bell To cease play, students move to courtyard lines.

8:15 am Bell Prayer and then move to classrooms.

Duty teachers to supervise at recess

10:30 am Bell Recess (play)

10:45 am Bell Students to walk to eating areas to eat their mid-morning snack

11 am Bell Students return to class

Duty teachers to supervise at lunch times

12:45 pm Bell Lunch (play)

1:15 pm Bell students to walk to eating areas to eat their lunch

1:30 pm Bell Students return to class

2:30 pm Bell to pack up and move to dismissal line

2:35 pm Bell supervision of dismissal

All teachers to supervise students after school dismissal.

Students are not permitted in classrooms unless a teacher is present - classroom doors are to be kept locked.

NB: If your child/ren arrive at school after the second bell, they should go to the front office so that their arrival can be recorded. This ensures that their attendance is recorded. Children are reminded that if they are late, they are not in trouble. Checking in at the office is to confirm that they have arrived safely. They will receive a friendly good morning at all times.

Students who have not been collected by 2:45pm will be sent to After School Care to ensure supervision. Once your child has been signed into After School Care, the casual rate will be charged (as of Term 1, 2017)

COMMUNICATION WITH THE SCHOOL

If you have any concerns in regard to your child/ren's learning or welfare at school, it is important that your first point of contact is the classroom teacher. If after discussions you are not happy with the outcome you may wish to talk further with a member of the Executive Team, particularly if it is related to their area of responsibility.

The Executive Team includes:

Principal: Simon Duffy

Deputy Principal: Paula Sellars

Matters of serious concern should of course be discussed with the Principal or a member of the Executive Team. It can be disconcerting for a teacher if the Principal alerts them to an issue in their class on which they have no knowledge nor have been given the opportunity to resolve in the first instance.

Effective communication with the school is important and it is critical that issues are raised immediately so that they can be dealt with quickly. 'Never feel that you are complaining. You have a responsibility to be an advocate for your child. We understand that your child's safety and well-being is of the highest priority.

Phone Numbers:

School (08) 8927 3411 Fax: (08) 8927 9971

After School/Before School (08)8927 7011

Community of Learners (08) 8927 1066

Canteen (08) 8927 6189

Email admin.holyspirit@nt.catholic.edu.au

principal.holyspirit@nt.catholic.edu.au

Behaviour Management Policy

Our policy is based on our belief that all of us have a right to be happy and secure in a safe learning environment. Behaviour management practices are to be compatible with our society and designed to optimise the learning environment both socially and academically. Every member of our learning community has a responsibility to care for themselves and to respect the rights of others. A focus on positive behaviour is always an emphasis. Reward afternoons are held to celebrate positive behaviour. Consequences are carried out for students who do not follow expected behaviour.

Homework Centre:

A Commonwealth funded initiative is available for Indigenous students on Monday and Tuesday.

Optional Music Tuition:

Keyboard and Guitar. Information available at Front Office.

Curriculum Policy:

The National Curriculum sets outcomes within the Key Learning Areas. However as a Catholic School we ensure that our teaching is permeated with Gospel values as we support our students and their families in their faith formation. We believe our integrated curriculum provides a positive learning model and promotes a lived faith perspective affirming holistic education and creative teaching. All subjects prescribed by the National Curriculum are currently being taught.

Reporting to Parents:

There are oral meetings (Terms 1&3) and two written (Terms 2&4) reports to parents each year. There is also a Parent Information Evening within the first few weeks to enable teachers to meet families and outline the expectations for the class. You are encouraged to maintain contact with teachers on a regular basis. You will find our teachers keen to work with you to ensure the best outcomes for everyone.

Assemblies:

Our students begin each Monday and Friday with a prayer assembly.

Friday Assembly at 8:15am is for the whole school. Classes take turns to organise the prayer, Welcome to Country and the National anthem is sung along with the raising of the Australian Flag. Weekly student awards are presented. Special assemblies - Easter, Anzac Day, Sorry Day, etc are organised at the relevant calendar times

Dismissal times:

Students are dismissed at 2:30pm. All students move to the assembly area and are then directed to different exit points. If your child catches a bus at Casuarina Square they will be walked with a teacher to the traffic lights and supervised as they cross the road. If you are unable to get to school on time, your child will be kept with the Parent Pick Up Group on the driveway until 2:45pm and then taken to After School Care to wait until your arrival. It is important that parents/carers cooperate with these routines to ensure that children are safely supervised at all times. If your children cannot be picked up at 2:35pm, they will need to be enrolled at the After School Care Program. Children not collected by 2:45pm will be sent to After School Care to ensure adult supervision. Once a child is signed in to After School Care the casual rate will be charged (As of Term 1, 2017)

Parent Parking and Collection Points:

1. **The drop off zone** The driveway between the school and the church leads to a “drop off zone”. This facility is used when you **do not need to leave your car**. You stop for a period of approximately 2 minutes, farewell your passengers and then continue through to the exit signs at the end of the driveway. Students can be collected from this point at the end of the day.
2. **The car park next to the basketball courts** is to be used by families who require more than two minutes to farewell and collect their passengers. This is the car park to be used if you want to park for longer than two minutes or when you want to leave your vehicle and enter the school. This car park includes a parking space for the disabled for those who have the relevant permits.
3. **Pool Car Park.** The car park in front of the pool is alongside a “School Crossing” so that children can exit the car and use the crossing to enter the school grounds through the pool gate on Angelo Street. Children are walked across the crossing at the end of the day.
4. **Parent pick up is located** at the undercover area between the library and the school and allows for children to walk directly to their parents/ carers when they arrive.
5. **The teachers’ car park** is to the right of the driveway and indicated with signage.

6. Entry and exit gates are located at:

- front of the school (Double gates)
- Gsell Street end of the drop off zone (Single gate)
- At the corner of the car park next to the basketball courts, position close to the canteen. (Single gate)
- pool side of the school (two single gates)
- entry and exit for emergency vehicles exists in the middle of the fencing that runs alongside the basketball courts (Double gates)

Whilst the school endeavors to support families in an emergency situation we do not have the resources to supervise children from 3:00pm. Staff have duties, meetings and responsibilities after 3:00 pm. Families have a duty of care to their children after 3pm. The school provides an excellent After School Care Program that is subsidised by the Government. In addition Homework Centre is provided for Indigenous students. Your support in this situation is appreciated

Awards:

Staff give students class awards to celebrate successes. Each class may present one award and two for Transition per week at the school assembly. A “Student of the Week” is rewarded with a book.

Newsletters, Website and School App:

A weekly newsletter is sent home each week to keep you informed of school events. These newsletters are also available on the website: www.holyspiritnt.catholic.edu.au or on the school App.

The Holy Spirit App allows for communication at the touch of a button. You can keep updated with news, events and current newsletters. It also allows you to receive reminders and alerts about school events, check the canteen list, send an email if your child is absent and send photos to the school. The App is **free** and available for all types of smartphones – search for **Holy Spirit NT** on the Apple Store and **Holy Spirit Catholic Primary** on the Google Play Site. When downloading the app select “**Allow notification**”- this will allow you to receive messages sent from the school. Once the app is downloaded to keep up with the latest updates either close and reopen the app or when the app is open shake your phone.



If you would like the newsletter to be emailed please provide your details to the front office.

Canteen:

The school canteen operates Wednesday to Friday (online orders only). There are no over the counter sales at lunch time. Snacks are available at recess.

Orders can be made and paid for online up to two weeks in advance. All items from the current canteen menu can be ordered up until 9am on the day of the order. The website from which you order is www.ouronlinecanteen.com.au or through the school phone app under the tab *online canteen*. Once on the site follow these steps:

Sign up - add your child - add credit

To place an order:

1. Select your child
2. Select order date
3. Add meal items to your order
4. Confirm your order

Efforts over the past twelve months will continue this year to ensure that nutritional snacks and meals are provided. Student/Parent and professional input into the menus is actioned through formal and informal processes.

Mobile Phones:

Students are to leave these at the office when they arrive at school and they are to collect them following the after school assembly. This is to ensure that phones are not stolen during the day or subject to misuse. Years 5 /6 are able to use a lockable classroom drawer.

Before and After School Care Vacation Care:

Before school care is available from 7am until 8am. After School Care runs from 2:35 pm until 5:30 pm. Vacation care runs throughout the school holidays with the exception of the period around Christmas day and New Year's Day. Enrolment forms for these programmes are available at the front office. Government rebates apply. Holiday programs are cancelled if numbers are not sustainable. All children must be enrolled at Out of School Hours Care even if your family does not intend to regularly use the service.

Wet Weather Days:

If weather creates an unsafe environment, children will be held at the assembly area until parents come in and collect them or weather improves. If movement to the assembly area is deemed unsafe students remain in the classroom. In the event of an official announcement of school closure due to imminent cyclone threat, children must be collected by parents, not sent home. After a period of 30 minutes in the assembly area, children will then be taken to

the staff room awaiting arrival of parents/guardians. If a student is not picked up by parents/guardians, the next step is to take them to the nearest cyclone shelter.

Head Lice:

Head Lice are tiny animals, smaller than fleas, which transfer easily from one person to another in situations where people are in close contact. The lice lay eggs (nits) which adhere to strands of hair, particularly hair on the back of the neck and behind the ears.

Some facts:

- Lice do not jump from one head to another.
- While occasional and infrequent episodes do not pose a health risk, recurrent or prolonged attacks may cause local skin and gland infection.
- Clean people get head lice.
- Children are not the only ones who become infested. If one family member is affected, others in the family are likely to be infested too.
- Hair does not need to be cut short to aid the eradication. All the action is in the scalp.

It is a parent responsibility to treat head lice. Due to the fact that Territory Health Services has now declared nit infestation to be health risk, Principals have the authority to exclude children with infestations from school until scalp treatment has taken place.

If your child has head lice, a note will be sent home with your child. Please do not get embarrassed, this is normal procedure and when treatment is complete your child can return to school.

Keep your child/ren's hair clean and tie long hair back while at school.

Uniform 2016

Students are expected to wear full school uniform each day. A signed note from parents must be sent to school if a student is out of uniform. Students out of uniform will be issued with a note to parents advising breach of uniform - the note is requested to be returned signed

School

New Style Purple Shirt	\$30
Purple polo shirt with school emblem and black collar	\$20
Black Shorts or Skorts - plain black with NO logos, stripes	\$25
Dress	\$40
Hats - Black school hat	\$15
Black shoes or sandshoes - <u>must be plain black with black laces</u>	
Socks - white or black	
Sandals - black or brown	

Jewellery

A wrist watch may be worn and a thin gold or silver chain with a cross but no other form of jewellery is acceptable. Students who have pierced ears may wear one pair of 'sleepers' or 'studs' only.

Hair

Needs to be neat and tidy at all times. Hair is not to be hanging in the face of students, if longer than students shoulders needs to be tied back. Purple or black ribbons are acceptable.

Nail Polish is not to be worn at school.

Hats are a compulsory uniform item (Refer to School Policy on Sun Safety)

A written note from parents must be sent to school if a student is out of uniform. Without a note students out of uniform will be issued with a note to parents advising breach of uniform – this is expected to be returned signed.

School Fees 2016 (fees are subject to change)

One Child	\$428.75 per term
Two Children	\$779.13 per term
Three Children	\$1101.13 per term
Four Children	\$1196.13 per term
Excursion Fee (included in school fee amount)	\$25 per quarter (does not include swimming or camping)
Book/Services Levy (included in school fee amount)	Book \$70 per child (\$45 extra for Year 5&6 students per child/per year) Aircon. \$50 per family

The above fees are per term and include a family levy for air-conditioning and all books and resource levies. The tuition fee component is set by the Catholic Education Council each year. **Fees paid a year in advance receive a 5% reduction.**

Community of Learners (fees are subject to change)

One Child	\$350 per week (\$360 as of June)	\$80 per day (\$85 as of June)
Child Care Benefits (CCB) apply		

After School Care (fees are subject to change)

One Child	\$110 per week	\$22 per day
Child Care Benefits (CCB) apply		

Casual Bookings- bookings made less than 24 hours in advance will be charged \$33

Before School Care (fees are subject to change)

One Child	\$9 per morning (includes breakfast)
Child Care Benefits (CCB) apply	

Children must be signed out of After School Care and signed in for Before School Care to comply with Commonwealth funding agreements and Duty of Care' policies. Similarly parents/carers of children attending Community of Learners must sign in and out of the service each day. Failure to comply with this requirement may jeopardise your child's place at the service.

Funding for Non-Government Schools

Approximately 75% of funding is provided by the Commonwealth and Territory Governments. This funding is supplemented by School Fees, Book Levies, Air-conditioning Levies and major fundraising by our Parents & Friends Committee.

Statements will be issued at the beginning of Term 1. Families have the option to pay in full during Term 1 and receive a 5% discount on tuition fees. Another option is to enter a payment plan agreement and pay by regular instalments.

A failure to organise payment plans may lead to an overdue notice and fees recovery notes from an external finance manager. All costs associated with the collection of overdue accounts but not limited to professional collection costs, legal fees and disbursements will be recoverable by the school in addition to the overdue amount and any interest charged. This can cause upset; however, we have a responsibility at the school to manage budgets

If at any stage fees present a problem please consult with the Principal.

Term Dates for 2016

Term 1	28 January – 1 April
Term 2	11 April – 24 June
Term 3	25 July – 30 September
Term 4	10 October – 15 December

Public Holidays 2016

Australia Day	January 26
Good Friday	March 25
Easter Monday	March 28
Anzac Day	April 25
May Day	May 2
Queen's Birthday	June 13
Darwin Show	July 22
Picnic Day	August 1
Christmas Day	December 25
Boxing Day	December 26
New Years day	January 1

Staff List 2016

Principal	Simon Duffy
Deputy Principal / Physical Education	Paula Sellars
Religious Education Coordinator	Emma Marshall
COL- Assistant Director	Adam Darcey
Curriculum Coordinators	Tracey Coco and Meg Irwin
Special Education / Inclusion Support	Alicia McManus
Performance Arts Teacher, Rm.2	Lourdes Valles
Talented and Gifted Coordinator	Emma McDonald
Indonesian, Rm.11	Kirsty Boath
Transition / Year 1, Rm. 8	Emma Marshall and Kate Seery
Transition / Year 1, Rm. 9	Kelsey Crowe
Year 1/2, Rm. 4	Tracey Coco and Kate Seery
Year 1/2, Rm. 6	Mimi Woolley
Year 3 /4, Rm. 10	Lyndell Williams
Year 3 /4, Rm. 12	Orla Kitt
Year 3 /4, Rm. 13	Shannon Lea
Year 4/5, Rm. 17	Stephen O'Shannessy
Year 5/6, Rm. 14	Meg Irwin
Year 5 /6, Rm. 15	Caoimhe Kalinowsky
COL	Bronwyn Tranter, Wati Salam, Cherry Valenzuela, Itabo Boitshwarelo, Luzia Oliveira Murdock, Ayak James Magok , Virginia Bakundukize and Makaela Hunt
OSHC Coordinator	Cherry Valenzuela
Library Assistant	Kath Baylis
Finance Officer	Lee Mian Chong & Tammy Richards
Admin Officer	Yolanda Gray
Grounds Person	Yin Jongue
School based officer –Indigenous Students Support	Jenny Kuhl
School Counsellor	Melissa Lowe
Transition Defence Aide	Christine Crimmings
Literacy Support / ISA	Christine Crimmings, Wendy Manolis, Faye Ciubal, Maria Pereria, Lori Short, Kylie Ammerlaan, Sam Berhane and Michelle Bunn
Canteen	Janine Wetherall & Tammy Richards

Infectious Diseases (time out or not)

Disease or Condition	Exclusion from school	Exclusion of people in contact
Bronchitis	Exclude until the person has been treated and feels well	Not excluded
Chickenpox and Shingles	Exclude until all lesions have crusted, there are not moist sores and the person feel well.	Not excluded
Common cold	Exclusion is not necessary	Not excluded
Conjunctivitis	Exclude during the acute stage of the infection readmit when discharge has ceased.	Not excluded
Glandular Fever	Exclusion not necessary	Not excluded.
Head lice	Exclude until the day after appropriate treatment has commenced.	Not excluded
Impetigo (school sores)	Readmit when sores fully healed or treatment is applied and exposed sore are fully covered with occlusive dressings	Not excluded.
Measles	Exclude from non-immunised persons for at least four days after the onset of the rash or until a medical certificate or recover is produced. A modifiable disease, suspected cases must be seen by a doctor to confirm diagnosis.	Immunised contacts should be excluded appearance of rash. If non-immunised contacts after seventy - two hours may return to school.
Meningococcal meningitis	Exclude until well	Not excluded
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner)	Not excluded
Ringworm	Readmit when exposed areas are treated and covered with dressing.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash.	Not excluded. Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
Whooping cough	Should be excluded for two weeks from onset of illness or after taking antibiotics for five days and until medical certificate stating that the child is no longer infectious.	Exclude non- immunised contact under five years from school for fourteen days or until they have been on antibiotic treatment for at least five days of a minimum fourteen- day course of antibiotics.
Worms	Exclusion not necessary	Not excluded

**This list is not comprehensive.
If you require additional information contact the Office.**