Principal’s Reflection

Dear Families,

Welcome to all students, staff and families to the start of the 2017 school year. I hope you all had a relaxing and enjoyable break over the holidays. I am very excited about the events and opportunities in store this year and look forward to working with you all.

As we start a new school year we ask God’s blessing on us; students, staff and families. Students are now in new classes, the work is new and sometimes challenging but each day we know Jesus walks with us and together we’ll achieve great things. We pray that we all do the very best we can at Holy Spirit; to live, to love and to grow in Christ. Amen.

A warm welcome to our new staff members who have joined the Holy Spirit school community this year:

- Fiona Coughlan  Yr. 3/4 class teacher
- Shelley Eves    Inclusion Support assistant
- Jessica Musgrave Inclusion Support assistant

It has been great to see so many excited and happy faces as I visited classrooms this morning. A special welcome also to the new families and students who have come from far and wide to join our Holy Spirit school community this year:


We look forward to getting to know you all throughout the year and hope that you enjoy your time at Holy Spirit.

Parent Information Evening will be held on Tuesday 7th February.

This is a great opportunity for parents to find out about the curriculum, behavioral expectations, homework requirements and any other class routines and planned events. It is vital for at least one parent attend these information evening. They are essential to establishing good relationships and communication between the school and families.

- Transition/1/2 meeting will be held from 4:30pm – 5:00pm
- Grade 3/4 meeting will be held from 5:00pm - 5:30pm
- Grade 5/6 meeting will be held from 5:30pm – 6:00pm

Our opening School Mass will be held on Friday 10th February at 8:30am in the Holy Spirit Church. Parents are invited to join us for Mass and for coffee/tea in the staffroom afterwards.

I encourage you all to be actively involved in our school community and to work in partnership with us as we teach, guide, care and support your children to achieve their best academically, spiritually, socially, physically and emotionally.

We will also be starting the year with a Family Welcoming Picnic held on Friday 10th of February at the Casuarina swimming pool from 5:30pm – 7pm. Families are encouraged to bring along a picnic dinner and meet new and old friends. The inflatable water playground has been booked for the school students. The entry cost is at pool prices.

God bless you all and keep you safe,

Mr. Simon Duffy
Principal
UNIFORM

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 signed and then returned.

- Purple polo shirt $35
- Black Shorts or Skorts - plain black $30
- Dress $45
- Hats - Black school hat $15
- Black shoes or sandals - must be plain black with black laces $30
- 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.
  - Nail Polish is not to be worn at school.
  - Hats are a compulsory uniform item.

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.

Hair is a compulsory uniform item.

The old bucket hats and heavy purple polo shirts are no longer school uniform.

HATS

Please label your child’s hat with a puff pen or white out on the brim of the hat to assist the front office and teachers with the return of missing hats to their owners.

The old bucket hats are no longer school uniform.

SPARE UNIFORM

The front office has a shortage of spare clothes. If you have a child in Transition - Year 2, we ask that you send them to school with a change of uniform in their school bag in case of accidents that occur from time to time.

OSHC BOOKINGS,CANCELLATIONS, CHARGES & CHANGES

Cancellations or bookings must be made in writing at least 24 hours in advance for a normal rate of $25 to apply and for cancellations not to be charged (Before 2:30pm for ASC and before 7am for BSC the day prior of booking or required booking).

Bookings made less than 24 hours in advance will be charged $35 per child.

The Change of Bookings Form can be obtained from the front office and from the OSHC building. All bookings and cancellations must be in writing and made through the front office. Email accepted, please email: admin.holyspirit@nt.catholic.edu.au

A $50 late fee (plus $1 per minute) per child will apply if your child is collected after 5:30pm.

Students who have not been collected by 2:45pm will be sent to OSHC to ensure supervision. Once a child is signed in to OSHC the casual rate will be charged.

OSHC—IMPORTANT NOTICE

It is a requirement that All children attending Holy Spirit Catholic Primary School complete a 2017 enrolment form for Holy Spirit Out of School Hours Care – regardless of whether they are a current user of this service or not.

A casual rate of $35 per child will apply if your child/children attend Holy Spirit Out of School Hours Care without giving 24 hours’ notice. This will include children that have not been collected from parent pick-up by 2:45pm and have been signed in by the teacher on duty or bookings made on the same day.

A copy of the enrolment paperwork for Holy Spirit Out of School Hours Care was been sent home to each family last week. Forms are also available from the OSHC building, the front office and the school website:

www.holyspiritnt.catholic.edu.au

Completed forms must be returned to the front office no later than Friday the 10th of February, 2017. Families will be charged the normal rate of $25 per child per day until the 10th of February, 2017 and the casual rate of $35 thereafter if forms are not completed and returned to the front office. Children who return the form by the 10th of February will receive a ticket for a free icy pole.

OSHC COLLECTION

A reminder that emergency contacts and people approved for collection of children must show identification when collecting students from OSHC and be of at least 18 years of age.

NEWSLETTER DISTRIBUTION

If you would like to receive the newsletter by e-mail please contact the front office with your preferred e-mail address. You can also access the newsletter through the School App.

If you are receiving and do not require a hard copy of the newsletter because you access it through e-mail and/or the school app please notify the office.
**ABSENCES AND LATE STUDENTS**

**Holiday?**
If your child/ren are going to be away during the school term please notify the front office by e-mail, phone, the school app, or come in and pick up a ‘Notification of Absence’ form.

**Leaving?**
If your child is leaving the school please notify the office by completing a ‘Termination of Enrolment’ form which can be found at the front office.

**Late?**
If your child arrives to school after the first bell (8:10am), please send them to the front office to be signed in. If they are not signed in they will be recorded as an unexplained absence.

**Sick?**
If your child is sick please notify the front office by e-mail, phone or the school app. Your child’s absence will only be recorded as a notified absence if you advise the school on the day of absence or provide a medical certificate.

**SCHOOL FEES - 2017**

Families are advised the following school fees for 2017 apply.
These fees have been recommended by the CEC Finance, Facilities & Resources Committee and endorsed by the Bishop. If the level of increase creates any hardship for you please make an appointment with the Principal to discuss the circumstances.

1st Child $292.25 + levies = $457.25 per term
2nd Child $263.03 + levies = $428.03 per term
3rd Child $233.80 + levies = $372.00 per term
4th Child levies only = $165.00 term
Levies $75.00 Books & Services (per child/per term)
$30.00 Excursion (per child/per term)
$60.00 Operational (per family/per term)
$60.00 B&S extra for Years 5 & 6 (per child/per year)

<table>
<thead>
<tr>
<th>Community of Learners (fees subject to change)</th>
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<tbody>
<tr>
<td>One Child $370 per week $90 per day</td>
<td>Child Care Benefits (CCB) apply</td>
</tr>
<tr>
<td>After School Care (fees subject to change)</td>
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<tr>
<td>One Child $125 per week $25 per day</td>
<td>Child Care Benefits (CCB) apply</td>
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<tr>
<td>Before School Care (fees subject to change)</td>
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<tr>
<td>One Child $10 per morning (includes breakfast)</td>
<td>Child Care Benefits (CCB) apply</td>
</tr>
</tbody>
</table>

If you would like to pay your account through internet banking please see the school account details below:

National Australia Bank
Account Name: Holy Spirit School
BSB No. 085933
Account No. 398951673
Ref: (Child’s First Initial) . (Last Name) FEES/COL/OSHC Example: J Smith FEES

Please contact the Finance Officer as soon as possible if there are any difficulties meeting payment commitments.

**TERM DATES 2017**

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Semester One, 2017</td>
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<tr>
<td>Term 1</td>
<td>Wed. 1 February - Fri. 7 April</td>
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<td>Term break</td>
<td>Mon. 10 April - Fri. 14 April</td>
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<tr>
<td>Term 2</td>
<td>Tues. 18 April - Fri. 23 June</td>
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<tr>
<td>Term break</td>
<td>Mon. 26 June – Fri. 21 July</td>
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<tr>
<td>Semester Two, 2017</td>
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<tr>
<td>Term 3</td>
<td>Tues. 25 July – Fri. 29 September</td>
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<tr>
<td>Term break</td>
<td>Mon. 2 Oct – Fri. 6 Oct</td>
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<tr>
<td>Term 4</td>
<td>Mon. 9 Oct – Thurs. 14 Dec</td>
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</table>

**CHILD SAFETY AND WELLBEING**

- Parents are reminded that staff supervision commences at 7:45am each morning prior to school commencing at 8:10am. Parents who require care before this time are asked to book their child into the ‘Before School Care Programme’ at a cost of $50/week or $10 per day.
- Parent pick up – Parents are reminded that the Parent pick up is for a drop off in the morning and collection in the afternoon. It is not a designated parking area.
- Please do not park on the yellow lines outside the front office entrance. This area is monitored and you may be fined.

**CANTENE NEWS...**

All canteen lunch orders are to be placed online at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

Registration is easy. Just follow the instructions on the website to register your account, add credit and you can start placing orders. The cutoff time for orders is 9am on the day the order is required. Orders must be placed before this time to ensure your child receives their order for the day. Orders can even be placed two weeks in advance. Recess orders can also be done online.

Please update your child’s classroom to ensure lunches are delivered to the correct room.

Canteen is available Thursday - Friday only.

**PUZZLE MASTER #1**

Puzzle Instructions:
This week is the 1st week of the school’s series of puzzles for our students to solve (adults in the home can join in).
1. Solve the puzzle
2. Put it in the puzzle response box at the front office and;
3. One lucky winner will be drawn out and announced at Wednesday’s end of day assembly.

A special canteen voucher for recess will be given to the lucky winner.

Have fun - closing date for Puzzle No. 1 is Tuesday, 7th of February.

**Puzzle #1:**
If you add 7 to this number, you get 56.
What is the number?

Full Name: ____________________________
Year Level and Rm: ______________________

Answer: _________________________________________
## Term 1 Calendar, 2017

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Assembly</th>
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<tr>
<td><strong>Week 1</strong>&lt;br&gt;Jan/Feb 3rd Sunday Ordinary Time</td>
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<td>Mr Duffy, Mrs Sellars &amp; Student Leadership Team</td>
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<td></td>
<td>Staff Professional Learning</td>
<td>Staff Professional Learning</td>
<td>Students Resume school</td>
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<td><strong>Week 2</strong>&lt;br&gt;February 4th Sunday Ordinary Time</td>
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<td>8</td>
<td>9</td>
<td>10</td>
<td>Room 13 Room 8</td>
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<td></td>
<td>MULTILIT BEGINS</td>
<td>Parent Information Night 4:30 – 6pm</td>
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<td>Whole School Opening &amp; Commissioning Mass @ 8:30am</td>
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<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>Mrs. Sellars &amp; Sport House Captains</td>
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<td>Homework Centre begins</td>
<td>Boys Choir Begins</td>
<td>Liturgical Dance begins</td>
<td>Junior and Senior Choir Begins BOARD MEETING</td>
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<td><strong>Week 3</strong>&lt;br&gt;February 5th Sunday Ordinary Time</td>
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<td>Room 4</td>
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<td>Happy Healthy Harold</td>
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<td><strong>Week 4</strong>&lt;br&gt;February 6th Sunday Ordinary Time</td>
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<td>Room 14, 15 &amp; 17</td>
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<td></td>
<td>Parent/Student/Teacher Goal Setting 3—6pm</td>
<td>Parent/Student/Teacher Goal Setting 3-6pm</td>
<td>Ash Wednesday</td>
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<td><strong>Week 5</strong>&lt;br&gt;February 2nd Sunday Lent</td>
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<td><strong>Week 6</strong>&lt;br&gt;March 1st Sunday Lent</td>
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<td>BOARD MEETING</td>
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<td>Room 12</td>
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<td>Harmony Day Dinner @ 5:30pm (courtyard)</td>
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<td><strong>Week 8</strong>&lt;br&gt;March 3rd Sunday Lent</td>
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<td>Mini Vinnies</td>
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<td>Reconciliation, 6pm</td>
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<td><strong>Week 9</strong>&lt;br&gt;March 4th Sunday Lent</td>
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<td>Mr. Duffy, Mrs. Sellars and Student Leadership</td>
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<td>REWARD AFTERNOON</td>
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### Sports Voucher

Sport vouchers have been distributed. If your child has not received one please visit [www.sportvoucher.nt.gov.au](http://www.sportvoucher.nt.gov.au) or call 1800 817 860 to request a new or replacement voucher for your child.

### Back to School Voucher

Have you used your child’s “Back to school” voucher? It is worth $150 and can be used against the Book and Service Levy or uniforms. Valid till the end of Term 1. Available at the Front Office.
PO Box 40030, Casuarina, NT. 0811 | email: admin.holyspirit@nt.catholic.edu.au | website: www.holyspiritnt.catholic.edu.au | Ph. 08 8927 3411 | Fax: 08 8927 9791

**Happy Birthday!**

Happy Birthday to the following Students who celebrate their birthday in week 1:

- Connor Fagan
- Dylan Leeson
- Alexsander Cubillo
- Adeline Coco
- Danielle Krongold

**PARENT INVOLVEMENT REPLY NOTE**

Holy Spirit Primary school has a number of very dedicated parents who contribute in many ways to the life of our school community. We are always seeking new parents to contribute in some way and to be actively involved in the education of children. Children take great delight in seeing their parents help out and having them take an interest in their learning.

You may like to consider contributing in some of the following areas:  

- Classroom support
- Membership of our Parents and Friends committee,
- School Board Committee
- Physical Education programme
- Occupational Health and Safety Committee
- Grounds and Maintenance committee
- Other? _______________________________________

Name: ________________________ Contact No. ________________________

Please return this form to the front office.

**POSITIVE BEHAVIOUR SUPPORT POLICY – UPDATE**

Dear Parents/Carers,

A focus for our school in 2016 was to update our Positive Behaviour Support Policy and Agreed Practices with support from staff, students and members of our School Board.

To ensure all members of Holy Spirit Catholic Primary School are informed and updated, information will be provided through our weekly newsletter explaining policy and procedures in place. While updating this, our Vision and Mission Statement was used to ensure an accurate reflection of our school community. A copy of this statement is provided below.

We encourage you to take the time each week to discuss this as a family. Please do not hesitate in speaking with classroom teachers or members of school leadership for clarification as required.

Kind Regards,

Paula Sellars  
Deputy Principal

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**Holy Spirit Vision and Mission Statement**

Holy Spirit Catholic community is inspired by the gift of the Catholic story and tradition, encouraging all members to live, to love and to grow in Christ.

---

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HOLY SPIRIT PARISH SACRAMENTAL PROGRAMME DATES 2017

Reconciliation
- Sunday 19th February – 1st Lesson and Commitment Ceremony at 9.30am Mass
- Sunday 12th March – 2nd Lesson after 9.30am Mass
- Sunday 26 March – Practice and Retreat after Mass until Lunch time
- Reconciliation Ceremony – Thursday 30th March at 6pm

Confirmation
- Sunday 7TH May – 1st Lesson and Commitment Ceremony at 9.30am Mass
- Sunday 28th June – 2nd Lesson after 9.30am Mass
- Thursday 15th June – Retreat and visit from Bishop at 3-5.45pm
- Confirmation Ceremony - Sunday 18th June at 9.30am

First Holy Communion
- Sunday 13th August - 1st Lesson and Commitment Ceremony at 9.30am Mass
- Sunday 27th August – 2nd Lesson after 9.30am Mass
- Sunday 10th September - Practice and Retreat after Mass until Lunch time
- First Holy Communion Ceremony – Sunday 17th September at 9.30am Mass

For more information please see Father Joseph (Parish Priest) or Mrs Emma Marshall (REC - Holy Spirit Catholic Primary School).

CONGRATULATIONS
Congratulations to Makenzie Bunn on being the recipient of Holy Spirit School’s Australia Day Student Citizen Award.

Community Notices

Play hockey this season? Join:

WARATAH HOCKEY CLUB

We are looking for new players for the 2017 season. Girls and Boys for under 11s 14s and 17s are wanted! Use your NTG sports vouchers for fees.

Hockey Sign on day
Go to the Waratah’s stall.
Saturday 11th February, 2017
9.00am – 2.00pm
Casuarina Square Food Court

Visit the website:
www.waratahhockeyclub.com
...to see why you should play for Waratah’s.

Or for more information contact:
Kelly Hope  Club Secretary  waratahhc@gmail.com  0416 449 209
Gavin Morris  VP Juniors  gavin.morris@artbus.com  0427 445 866

Faith on Tap
starts 6pm, ends 9pm
@ Shenannigans, Mitchell St
Join us for a meal, a drink and some good conversation

Monday 6 March - “Religion & Politics: opportunity or risk?”
with Gerry Wood MLA, Independent Member for Nelson

What relationship should exist between religions and government? Rationalists are clear that true separation strengthens democracy. But can Government and Church work together for the greater good? Does God have a place in government? Long time Territorian Gerry Wood has been a Catholic man in NT parliament since 2001. He will share his experiences and shed light on these questions and more.
Registration Form  
The Sacrament of Reconciliation, 2017  
Holy Spirit Parish, Casuarina

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<thead>
<tr>
<th>Candidate’s name:</th>
<th>Date of Birth:</th>
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<th>Religion:</th>
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<tr>
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<th>Year level:</th>
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<thead>
<tr>
<th>Place of Baptism:</th>
<th>Date Baptised:</th>
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I agree that photos taken during the sacramental preparation and ceremony can be used for the Church and the School displays and publications:

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(Keep the under part of the page)

- Candidate should be in year 3, or above and had been baptised.
- Please provide a photocopy of your Baptismal Certificate with this form completed.
- Preparation booklets will be available from the Parish, including $10 for the books.
- Please return the completed form to the Parish Office or the School Office before the Weekend, 18th/19th February 2017.

**Commitment to attend the lessons and Sunday Mass is important!**

**Important Dates:**
- 19th February – Commitment Ceremony and the First Lesson after 9.30 Sunday Mass
- 12th March – Second Lesson after 9.30 Sunday Mass

**First Reconciliation Ceremony will be celebrated on Thursday, 30th March 2017 at 6.00pm.**
### Holy Spirit School Canteen List 2017

#### SANDWICHES (wholemeal bread only)
- **CHEESE** $2.50
- **VEGEMITE** $2.50
- **CHICKEN, HAM OR TUNA** $3.00
- Extras - tomato, carrot, cucumber, lettuce, mayo, beetroot (20c each) $0.20
- Rolls, cheese (80c each) $0.80
- Have it toasted $0.50

*(Gluten Free bread also available. Please indicate if gluten free bread required.)*

#### SALAD PLATES
Lettuce, tomato, cucumber, carrot, cheese, beetroot, bread, Italian vinaigrette dressing $4.50
- Crumbed fish, ham, chicken or tuna extra $1.50

#### WRAPS
- SWEET CHILLI TENDER with mayo and lettuce $4.80
- FISH with mayo and lettuce $4.80
- CHICKEN diced chicken with mayo and lettuce $4.80

*(Gluten Free wraps also available. Please indicate if gluten free wraps required.)*

#### HOT FOODS
- **CORN COBS** $1.50
- **LASAGNA** $4.80
- **SPAGHETTI** $4.80
- **FISH PIECE** $3.50
- **FISH BURGER** $4.80
- **CHICKEN GOUJONS (each)** $0.80

*(crumbed fish, tomato, lettuce, cheese & mayo)*

- **HAMBURGER** $4.80
- **MEAT PIE** (200g) $4.80
- **GLUTEN FREE BEEF PIE** $5.80
- **SNACK PIE (120g)** $3.00
- **SAUSAGE ROLL** $3.80

Please indicate how many goujons required on lunch order bag

Please indicate how many goujons required on lunch order bag

**THE CANTEEN IS ONLY OPEN THURSDAY AND FRIDAY.**

Visit [www.ournonlinecanteen.com.au](http://www.ournonlinecanteen.com.au) to register and order online. Orders can be made 2 weeks in advance.

#### DRINKS
- Water 600ml $3.00
- Juices 250ml (100%)* $3.00
  *(Tropical, apple, apple/mango, apple/blackcurrant)*
- Flavoured Milks $3.00
  *(Choc, Strawberry, Banana and Honeycomb)*

#### EXTRAS
- **FRUIT SALAD CUPS** $3.50
- **BUTTERED ROLL** $1.50
- **BUTTERED BREAD** $1.00
- **PIECE OF FRUIT** $1.50
  *(apple, orange, pear, banana)*
- **TOMATO SAUCE** $0.50

#### RECESS MENU
*(these items are available at RECESS ONLY)*

**OVER THE COUNTER or PRE-ORDERED**
- **CHEESIES** $1.00
- **RICE CRACKERS** $1.00
- **MUFFINS** $0.50
- **ICY POLE (100% juice)** $1.00
- **FROZEN YOGHURT** $2.00
  *(strawberry & mango)*
- **VANILLA ICE-CREAM** $2.00
  *(99% fat free)*
- **DRINKS** $3.00

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Items are coded green or amber according to the National School Canteen Healthy Eating Guidelines. Green items are the healthiest choices. Amber items are still considered to be valuable in nutrition but may contain higher saturated fats, sugar or salt.
1st of February, 2017

Dear Parents/Families,

It is a requirement that All children attending Holy Spirit Catholic Primary School complete a 2017 enrolment form for Holy Spirit Out of School Hours Care – regardless of whether they are a current user of this service or not.

We remind families that variations to bookings and cancellations for Holy Spirit Out of School Hours Care are required in writing at least 24 hours prior to your child attending Outside School Hours Care.

A casual rate of $35 per child will apply if your child/children attend Holy Spirit Out of School Hours Care without giving 24 hours’ notice. This will include children that have not been collected from parent pick-up by 2:45pm and have been signed in by the teacher on duty or bookings made on the same day.

Attached to this letter is a copy of the enrolment paperwork for Holy Spirit Out of School Hours Care. Completed forms must be returned to the front office no later than Friday the 10th of February, 2017. Families will be charged the normal rate of $25 per child per day until the 10th of February, 2017 and the casual rate of $35 thereafter if forms are not completed and returned to the front office. Children who return the form will receive a ticket for a free icy pole.

Your support with this matter is greatly appreciated.

Yours sincerely,

Simon Duffy
Principal
This information is confidential and will be available only to supervising staff

### First Child
- **Child's Name:**
- **Preferred Name:**
- **Family Name:**
- **Address:**
- **Date of Birth:** M/F
- **Year / Room Number:**
- **Child's CRN Number:**
- **Child's Medicare Number:**
- **Ref:**

### Second Child
- **Child's Name:**
- **Preferred Name:**
- **Family Name:**
- **Address:**
- **Date of Birth:** M/F
- **Year / Room Number:**
- **Child's CRN Number:**
- **Child's Medicare Number:**
- **Ref:**

### Third Child
- **Child's Name:**
- **Preferred Name:**
- **Family Name:**
- **Address:**
- **Date of Birth:** M/F
- **Year / Room Number:**
- **Child's CRN Number:**
- **Child's Medicare Number:**
- **Ref:**

### Parent / Guardian Information
- **Parent / Guardian Name:**
- **Home Address:**
- **Work Address:**
- **Contact Numbers:**
  - (1)
  - (2)
- **Email:**
- **Date of Birth:**
- **Parent CRN Number:**

### Emergency Contact
(Contacts must be of at least 18 years of age)
- I give the following emergency contacts authorisation to, one, any or all of the following, if I cannot be contacted:
  1. Collect child.
  3. Consent to seek treatment from registered medical practitioner/ hospital/ ambulance.
  4. Consent to seek transportation of the child by an ambulance service.
  5. Authorise an educator to take the child out of the centre.

### Emergency Contacts
- **Full Name**
- **Address**
- **Mobile**
- **Consent Given to: (Please circle)**
  - 1
  - 2
  - 3
  - 4
  - 5

### Custody / Access
- Are there any Family Court Orders?  □ No □ Yes  (please attach a copy of the order)
- Are there any Restraining Orders in relation to the child / children?  □ No □ Yes  (please attach a copy of the order)
**CONFIDENTIAL MEDICAL & HEALTH INFORMATION**

This information is confidential and will be available only to supervising staff and emergency medical personnel.

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Child’s Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

Medic Alert Number (if relevant) _____________________ Review date ____________

Does your child have a health care need that could affect their safety at Out of School Hours Care? If so please tick below

- [ ] Asthma
- [ ] Incontinence
- [ ] Diabetes: Type 1 / Type 2
- [ ] Hearing Impairment
- [ ] Epilepsy
- [ ] Vision Impairment
- [ ] Seizures / Convulsions
- [ ] Disabilities
- [ ] Skin Condition (e.g. dermatitis)
- [ ] Diagnosed as at risk of Anaphylaxis
- [ ] Allergies (e.g. bees, peanuts, dairy, and creams) - Please specify: ____________________________________________________
- [ ] Other - please specify: ______________________________________________________________________________________

Are there any special dietary, cultural, religious or special needs requirements relating to your child?
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

What languages are spoken at home: ____________________________________________________________
____________________________________________________________________________________________________________

Is your child taking any regular MEDICATIONS? [ ] Yes  [ ] No

If YES to any of the above, Please give details and provide a written health care action plan or medication plan from your child’s doctor / treating health professional to plan for any special health needs. If NO to the above, staff will provide standard supervision for safety and first aid.

1) All medication must be supplied in the original container with the pharmacy label and the child’s name clearly marked on the container.
2) A permission to administer medication form must be signed by the parent/doctor before medication can be administered by OSHC staff or self-administered by a child over 8 years of age.

<table>
<thead>
<tr>
<th>Doctors Name</th>
<th>Clinic Name</th>
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<tbody>
<tr>
<td>Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Dentists Name</td>
<td>Clinic Name</td>
</tr>
<tr>
<td>Address</td>
<td>Phone Number</td>
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</table>

Is your child/children’s IMMUNISATION RECORD up to date? [ ] Yes  [ ] No

**CHARGES**

**After School Care** (fees are subject to change)

<table>
<thead>
<tr>
<th></th>
<th>One Child</th>
<th>$125 per week</th>
<th>$25 per day</th>
</tr>
</thead>
</table>

Child Care Benefits (CCB) apply

Casual Bookings - bookings made less than 24 hours in advance will be charged $35. A $50 late fee (plus $1 per minute) per child will apply if your child is collected after 5:30pm. **All bookings must be in writing. Email is accepted.**

**Before School Care** (fees are subject to change)

<table>
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<tr>
<th></th>
<th>One Child</th>
<th>$10 per morning (includes breakfast)</th>
</tr>
</thead>
</table>

Child Care Benefits (CCB) apply

**All bookings must be in writing. Email is accepted.**
Child Participation
I give permission for my child/children to participate in the OSHC program and understand that OSHC staff will notify parents/guardian of each individual excursion. I understand that it is my responsibility to advise staff if I do not wish my child/children to participate in a particular activity.

Child Information
I give permission for OSHC staff to exchange information relating to my child with school staff and to the appropriate person(s) (e.g. in an emergency / special needs of my child/children).

Written Permission
I understand that OSHC staff require written permission, for my child/children to travel alone, to and from the OSHC service. I am aware that the Co-coordinator/Qualified staff will sign my child/children in and out of the service and the arrival and departure times will be noted.

Signing In and Out
I understand that I must sign my child/children in and out of the program each morning and evening. I am aware that I must inform OSHC staff members when I am collecting my child/children from care. In the event that an approved contact collects my child, they must show identification and be of at least 18 years of age. School policy states that any child on school grounds prior to 7:45am and after 2:45pm will automatically be booked into the OSHC program. Fees will apply as per fee schedule.

Photo Consent
I consent to photographs (still or video) being taken of my child’s work being published in an OSHC newsletter and displayed in the OSHC area.

OSHC Behaviour Management
The OSHC Program has a Behaviour Management Policy in place where the main feature is to recognise and support positive behaviours. I understand that it is the responsibility of the parent to inform the OSHC staff of the child’s behavior needs. I am aware that any child displaying disruptive behavior or jeopardizing the welfare and safety of others will have their parents notified and/or their enrolment reconsidered by the Principal of the school.

Work Consent
I consent to my child’s work being published in an OSHC newsletter and displayed in the OSHC area.

First Aid
I consent for staff to apply sunscreen, insect repellent, sting/bite cream, ice packs and/or wound dressings to my child should they need First Aid treatment.

Medical Emergency
In the event of a medical emergency, I agree for my child to be transported by ambulance or private vehicle as deemed necessary to the closest emergency service. I understand that I am responsible for the cost associated with medical care, ambulance and hospital costs.

Head Lice
If your child has head lice a notification will be sent home at the end of the day. Your son/daughter cannot return to the program until a treatment has been applied to their hair. If you receive a form please apply treatment and return form to the program. Fact sheets about treatment for head lice are available at the service for you information and update.

Sun Protection
OSHC follow the “Sun Smart” guidelines. Children must wear hats while outside. I understand that if my child does not have a hat he/she will spend playtime in the shaded area. Sun block will be used in accordance with the OSHC Policies and procedures.

Fees
I agree to pay the required fees for my child/children booked care at this OSHC. I understand that fees are charged for each program and are strictly payable within 14 days of account being issued. I am aware that accounts must be brought to a nil balance at the end of each term. I am aware that I will be charged for public holidays if I have not cancelled the booking of my child/children for that date. A late collection fee will apply if my child is picked up after 5:30pm. I understand that 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.

Cancellation
Booking cancellation must be in writing. If you wish to cancel your child’s booking, please sign and return the cancellation form at least 24 hrs before the day you wish to cancel (Before 2:30pm for After School Care and before 7am for Before School Care). Cancellations received with less than 24 hours’ notice will be charged as normal fee.

Transport
I consent for my child to travel on private charter bus and/or walk supervised to and from excursions as outlined in the OSHC Program. A Risk Assessment and consent forms for individual excursions will be supplied.

I/We have read the OSHC ‘Terms and Conditions’ and also agree to abide by the policies and procedures, regulations and guidelines established within the manual handbook, National Standards for Outside School Hours Care, and comply with all government requirements in relation to the centre and its service.

I/We Give consent to commence First Aid or medical treatment to my child if needed □Yes □No

Parent/Guardian_________________________________________Signed_________________________Date_________________________

Parent/Guardian_________________________________________Signed_________________________Date_________________________

Full information on the Out of School Hours Care Program is available in the OSHC Policies and Guidelines, which are located in the OSHC office area.
## BOOKINGS

### OSHC – CONTINUOUS BOOKING (PLEASE TICK)

<table>
<thead>
<tr>
<th>FAMILY NAME:</th>
<th>WEEK COMMENCING:</th>
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<table>
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<tr>
<th>FIRST CHILD</th>
<th>SECOND CHILD</th>
<th>THIRD CHILD</th>
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<tbody>
<tr>
<td>Child’s Name:</td>
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### OSHC – SPECIFIC DATE BOOKING (PLEASE FILL IN DATES REQUIRED)

<table>
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Please indicate if your child has any co-curricular activities on after school where they will join OSHC as soon as these activities have finished.

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*All bookings must be in writing and made through the front office. ‘Change of Bookings’ forms can be obtained from the front office. Email accepted, please email to: admin.holyspirit@nt.catholic.edu.au*