Dear Families,

It has been fantastic to see so many families involved in our school community since the school year has begun. The Parent Information Evening, Opening Year School Mass and the Welcoming Family Picnic have all been well attended. Parent involvement plays a vital role in the success of any school and we are blessed as a school to have such a vibrant parent community.

The Holy Spirit School Board are looking for two new members. If you are interested in becoming a Board Member, please complete the School Board Nomination form on page 7 of the newsletter and return to the front office as soon as possible.

Our Opening School Mass saw the commissioning of our year 6 leaders. Congratulations to the following students who have been elected as our school leaders for 2017:

- **School Captains:** George Michael and Reesi Markovsky-Cole
- **School Vice Captains:** Brandon Kurnoth and Miya Millington
- **Gsell Sport Captains:** Christina Kostopoulos and Jordan Jaravata
- **Angelo Sport Captains:** Ashleigh Hayne and Leonardo Soares
- **Strele Sport Captains:** Stella O’Donnell and Kayden Leeson
- **McAuley Sport Captains:** Robert O’Neil and Trinity Bourke

Next week the Life Education Van along with Happy Healthy Harold will be visiting Holy Spirit to run sessions with all classes. The children will be provided the opportunity of a class visit to learn about maintaining healthy minds and bodies. The van will be open to parents on the afternoon of Tuesday 21st February afterschool to find out more or to ask questions.

A reminder that the Goal Setting Sessions with your child’s teacher are on either Monday 27th February or Tuesday 28th February between 3:00pm and 6:00pm. The purpose of this meeting is to have time with your child’s teacher to discuss your hopes and dreams for your child’s achievements during 2017. Booking for these meetings are done online. Parents are asked to go to the website: [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and log on with the code: 7ybru to make your bookings. There are more details in the newsletter on page 5.

We are looking for ten parent helpers to assist with preparing and serving pancakes on Shrove Tuesday, 28th February between 9 and 10.30am. If you can assist, please contact the front office.

A reminder to families that this Sunday 19th February marks the 75th Anniversary of the Bombing of Darwin. At school this week we will be encouraging students to take time to stop, remember and to honour the fallen on the day.

God bless you all and keep you safe,

Mr. Simon Duffy
Principal
Hello, my name is Ms. Fiona Coughlan. I am excited to be teaching at Holy Spirit Catholic Primary School and getting to know all the wonderful students, families and staff in the school. I grew up in NSW and have returned to Darwin after spending the past eleven years teaching in Alice Springs, Canberra, Darwin and Melbourne.

During my career, I was extremely lucky to be heavily involved in Indigenous education and had some wonderful experiences that have helped shape my teaching.

I would like to thank everyone for their warm welcome to the school community and look forward to sharing some amazing experiences with you all.

**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.

**INTRODUCING...**

_Fiona Coughlan_

**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 at OSHC the casual rate will be charged.

**OSHC FORMS, 2017**

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.

Bookings from 2016 are not carried over, as of the 13th of February if your child attends OSHC and has not submitted a 2017 OSHC form to the office, you will be charged the casual rate until a form has been submitted.

**IN THE EVENT OF A CYCLONE**

As we are now in the cyclone season in the Top End, families are reminded of our school procedures in the event of a cyclone. School closures are announced by the Department of Education and are broadcast to the public on the local TV and radio stations. In the event that government schools are closed, Catholic schools will also be closed. Please listen to the radio or TV for updates in relation to school closures and re-opening.

We will endeavour to keep families informed via our school app, class dojo and website, but this will be dependent on the availability of power and personnel. Visit www.securent.nt.gov.au for more information or visit the app. Store and download the SecureNT app.

**GUITAR LESSONS**

Guitar lessons are available on Thursdays. 1/2 hour lessons.

- Solo $25
- Group $20.00

Contact Garry Jackson
Ph. 89 455 326 or email: garrynoel@iinet.net.au

Enrolment forms available from the front office.

**CANTEEN NEWS...**

All canteen lunch orders are to be placed online at 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.
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
    $292.25 + $75 + $60 + $30 = $357.25
2nd Child  $263.03 + levies = $428.03 per term
    $428.03 + $457.25 - $60 = $825.28 per term – total of 2
3rd Child  $233.80 + levies = $372.00 per term
    $398.80 + $825.28 - $60 = $1164.08 per term – total of 3
4th Child  levies only = $165.00 term
    $165.00 + $1164.08 - $60 = $1269.08 per term – total of 4

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>
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<tr>
<td>Child Care Benefits (CCB) apply</td>
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<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>
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<tr>
<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>
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<tr>
<td>Child Care Benefits (CCB) apply</td>
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</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: G Smith FEES

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

SNAPPY SIX

Name: Reesi Markovsky-Cole
Favourite Colour: Blue
Favourite Food: Chocolate
Favourite Book: The BFG by Roald Dahl
Favourite Sport: Soccer
What do you like best about Holy Spirit School?
Mrs. Sellars

SNAPPY SIX

Name: George Michael
Favourite Colour: Blue
Favourite Food: Souvlaki
Favourite Book: Dinosaur (Informational)
Favourite Sport: Soccer
What do you like best about Holy Spirit School?
The Smiley Faces

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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<tr>
<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>Semester break</td>
<td>Mon. 26 June – Fri. 21 July</td>
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<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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PARENT HELPERS NEEDED

On Shrove Tuesday ( Pancake Tuesday) 28th February we are looking for 10 parent helpers from 9 – 10.30am to assist with preparing pancakes and serving them to students. If you are able to assist please contact the office.

PHYSICAL EDUCATION & HATS

It is compulsory for students to wear their school hat during PE lessons. If your child does not have a school hat they will not be able to participate in the lesson.

SPORTS VOUCHER

Sport vouchers have been distributed. If your child has not received one please visit 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.

UNIFORM NEWS...

The old purple polo shirts are no longer part of the school uniform. Uniform shirts are available from the office, $35.

PUZZLE MASTER #3

Puzzle Instructions:
This week is the 3rd 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. 3 is Tuesday, 21st of February.

Puzzle #3:
I hang or stand by a wall, run fast with hands but no feet at all.
What am I?

Full Name: ________________________
Year Level and Rm.: ________________________
Answer: ________________________
## Term 1 Calendar, 2017

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<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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<td>Week 3</td>
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<td>February</td>
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<td>5th Sunday</td>
<td>Homework Centre</td>
<td>Boys Choir Begins</td>
<td>Liturgical Dance begins</td>
<td>Junior and Senior Choir Begins</td>
<td>Mrs. Sellars &amp; Sport House Captains</td>
<td>BOARD MEETING</td>
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<td>Ordinary</td>
<td>begins</td>
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<td>6th Sunday</td>
<td>Happy Healthy Harold</td>
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<td>Ordinary</td>
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<td>2nd Sunday</td>
<td>Parent/Teacher Goal Setting 3-6pm</td>
<td>Parent/Teacher Goal Setting 3-6pm</td>
<td>Ash Wednesday</td>
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### LOOKING THROUGH THE WINDOW

**Physical Education, with Mrs. Sellars.**

I am very fortunate in my role at Holy Spirit to work with all students from Transition to Year 6 to teach Physical Education on Tuesday and Wednesday each week. Our students are provided a variety of activities that promote physical activity and health. Students are involved in activities from Blueearth Program as well as team sports. Students are given the opportunity to work individually and in partner and team games. Our weekly physical education lessons assist with student’s fundamental motor skill development, as well as encourage and foster team play, following rules, being fair and playing safe.

Darwin Region will again provide a variety of sporting opportunities for students from years 4-6 throughout the year. Our students will have the opportunity to participate in interschool (gala) days throughout the course of the year with support from our classroom teachers. For these events we rely on support from parents/carers to allow these events to take place also.

During Term One, Adelaide Crows Women’s team will be coming along to provide workshops for our students in Year 3/4 and 5/6. This will take place in scheduled PE lesson on Tuesday 7th and Wednesday 8th March. In addition, there will be a presentation at morning assembly on Friday 10th March.

We look forward to your continued support with Health and Physical Education at Holy Spirit. I thank all parents/carers for support in weekly lessons, interschool and after school events. Please ensure you continue to read newsletter for updates of sporting opportunities taking place.

Kind Regards,

Paula Sellars
Deputy Principal/PE Coordinator
**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 Sellers
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.

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/carers. Their priority is to support students achieving their potential.

**Positive Behaviour Update 3:**

**Blue Buddy Card**

*Blue Buddy Card* is a process/procedure in place for all classroom/specialist teachers to utilise when a student requires some reflection time away from their class. Where a student receives a *Blue Buddy Card* they are sent to their identified buddy class. For students receiving a *Blue Buddy Card* a down Class Dojo may be recorded. Through *Blue Buddy Card* students are provided:

- 5-15 minutes cool down time
- An opportunity to complete school work
- Time to complete Reflection Sheet

A copy of *Blue Buddy Card* has been provided to all through our newsletter. *Blue Buddy Card* is not available during Homework Centre (HWC) or Out of School Hours Care (OSHC) as these sessions take place before and after school hours. Where a student is required to have some time to reflect on behavioural choices; supervisors from centre/s will provide the time and space for students to sit and reflect on their choices. Supervisors from respective centres will keep parents/carers informed of this as the need arises.

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**PARENT /TEACHER GOAL SETTING SESSIONS**

Parent/Teacher interviews will be held between 3:00pm – 6:00pm on Monday 27th and Tuesday 28th of February. You can now book interviews at times that suit YOUR FAMILY BEST.

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and follow these simple instructions.

Enter THIS school event code: 7ybru

Then follow these 3 simple steps:

1. Enter your details
2. Choose teachers
3. Choose times

When you click finish, your interview timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately. You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time, and change your interviews - until bookings close.

**BOOKINGS CLOSE MONDAY 27th OF FEBRUARY AT 9AM**

For parents that don’t have access to the internet at home, at work, at a friend’s house or on their phones, please contact the front office. Parents may send a note to school with the approximate times they require, or phone the school on 89 273 411. Interviews are strictly 10mins and spaces are limited. If you require more time, please contact your teacher directly to make alternative arrangements.

Parents can change their interview bookings, any time prior to the closing date, by re-visiting [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website, and using the event code. Remember to use the same name and email address, you used when you made your original booking. Parents wishing to change their interview times after the closing date, should contact the school directly on: 89 273 411

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**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.*

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**CHANGE OF ADDRESS**

Has your family recently changed your place of residence? Have you changed your phone number, place of work or postal address?

Please contact the front office with your updated contact details.
Community Notices

I would like to offer parents of kids at Holy Spirit an option of ordering **NUT, DAIRY, GLUTEN, EGG FREE cakes** at **discount prices** so you can send a birthday cake to the class that everyone can eat and no children are left out.

Also, the icy poles can get a bit boring plus they are full of refined sugar and artificial colours. The cakes I make are made with mostly organic ingredients and only natural sweeteners. Usually $55 but **$5 OFF** for Holy Spirit parents. Cakes can come pre-cut so no mess and cutting for teacher :)

The flavours available are:
- Cookies and Cream Cake (vanilla and milk chocolate creme)
- Jelly Tip Cake (vanilla, strawberry jelly made from fresh strawberries)
- Bounty Cake (dark chocolate and coconut)

Contact Petra:
Ph. 0449 783 783
Email: petrakepic@hotmail.com
School Board Nomination Form

Name of Nominee: ___________________________________________

Address: ___________________________________________________

Email: ___________________________________ Phone Numbers: ___________________________

Parent /Guardian of: ___________________________________________

Membership Type: ________________________________
(Please Tick)

- Parent Member
- Staff Member
- Community Member

Please supply a short paragraph outlining your reasons for nominating and the experience and interests you would bring to the School Board:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Criteria for membership:

- I possess an enthusiasm for and willingness to promote the mission of Catholic Schools
- I bring to the board my gifts and skills
- I desire to give service to the Holy Spirit School community
- I have an ability to work cooperatively and constructively with all members of the board
- I am prepared to undertake formation
- I have the ability to uphold confidentiality in Board matters
- I have sufficient time to devote to Board duties
- I am not bankrupt
- I have not been convicted in the previous five years of a serious crime
- I will not commit and act with intent to deceive or defraud
- I will not make improper use of information to gain material advantage either personally or for another person so as to cause detriment to the board
- I will not conceal, destroy or falsify record of the Board
- I will not commit fraud or false pretences
- I understand that the election to the Board is for a period of 2 years and for not more than 6 consecutive years.

Declaration

I do solemnly declare that the information I have provided is true and I understand that I am required to read the “Manual for School Board Members”, which outline my roles and responsibilities if I am elected as part of the Holy Spirit Catholic Primary School Board.

Signature: ___________________________________________ Date: ____________________
Cyclone Policy
Holy Spirit Catholic Primary School
Out of School Hours Care
Community of Learners

Rationale
The cyclone season runs from November 1st to April 30th of each year. On average two to three cyclones per season form in the waters surrounding the Northern Territory, including the Timor and Arafura seas and the Gulf of Carpentaria.

The number of cyclones that affect coastal areas vary every year and can differ in intensity. While the danger of a direct hit on an area from a severe cyclone is low, at least one category three or higher storm affects Territory waters most cyclone seasons.

Policy
Holy Spirit Catholic Primary School will be prepared before the start of the cyclone season for the possibility of a cyclone striking sometime in the following six months.

Cyclone advice is broadcast on all radio stations by the Bureau of Meteorology well in advance of a cyclone arrival. ABC Darwin is the primary station to listen to for most current updates. Early notices are referred to as Cyclone Watches and as the chances of a cyclone hitting increase, it will be upgraded to a Cyclone Warning.

- **Cyclone Watch**
  A Tropical Cyclone Watch is an advice issued every six hours when there are indications that gales or stronger winds are expected to affect coastal or island communities within 48 hours but not within 24 hours. It details the communities expected to be affected and gives a brief estimate of the cyclone’s location, intensity, severity category and movement.

- **Cyclone Warning**
  A Tropical Cyclone Warning is an advice issued every three hours when there are indications that gales or stronger winds are expected to affect coastal or island communities within 24 hours. As well as information provided in a watch advice, warning advices also inform of expected maximum wind gusts. Forecast of heavy rainfall, flooding and abnormally high tide are included where necessary.

When a cyclone is under radar surveillance close to the coast, hourly advices may be issued. The Bureau of Meteorology has an area devoted to cyclones on its website and this is an important source of information.

Tropical Cyclone Outlook statements are issued daily by the bureau at www.bom.gov.au/weather/nt/cyclone/
These present three-day outlooks on possible tropical cyclone development in the region and surrounding areas. Please note that Bureau of Meteorology (BOM) also has an app which can be downloaded onto phone/tablets.
Tropical Cyclone Information Bulletins are issued every six hours if a tropical cyclone exists within the Territory region, but is not expected to threaten any coastal or island communities within the next 48 hours. Bulletins include the cyclone’s name, current location and its forecast movement.

**Catholic Education Northern Territory Cyclone Plan**

Where a cyclone is imminent, with the possibility of school closure, the Director of Catholic Education will advise Principals of their respective schools. Where this occurs staff will be notified following procedures and parents/carers informed. All members of school community will be reminded to listen for updates and notifications through local radio.

If and when conditions deteriorate after the Cyclone Warning, school closures will be announced on local radio and television. If no further deterioration occurs, school closure will not occur.

Holy Spirit Catholic Primary School will be directed from Catholic Education Office; we will not decide independently to close the school.

In the event of Darwin being placed on a Cyclone Warning overnight, follow the advice provided on local radio. The cyclone information update number is 1300 359 211.

Parents/Carers are permitted to collect children if they are concerned before an official school closure has been announced. (*Where children are collected early they are to be signed out by parent/carer from their respective learning area (front office, COL or OSHC).*

If parents/carers are unable to collect children themselves, they must advise who will do so to our staff. (*All parent/carer contact details, including current emergency contact details to be provided to our front office).*

In the event of a cyclone being imminent during Vacation Care/Community of Learners, same procedures apply as identified above. Local media is the best way to be kept informed of updates and procedures in place.

**The safety of everyone is paramount during cyclone season:**

- Children are not permitted to leave the classroom/learning areas unless accompanied by an adult.
- Children are to be collected from school by parent/carer or authorised adult. Collection must be documented with students being signed out from front office or respective centre (COL or OSHC).
- No child is permitted to leave school grounds until collected and signed out by parent/carer or authorised adult from their respective centre (front office, COL or OSHC).
- Parent/carer contact details, including emergency contacts to be provided to front office and kept up to date.
- Students still remaining an hour after official notification will be gathered into a central point (staffroom) where staff executive will supervise and phone parents/carers awaiting their collection
  - Where official notification has been identified and informed through school/media it is imperative that all students are collected within this hour. (*Where the warning warrants immediate evacuation (within the hour), students and staff will move directly to Cyclone Shelter).*
- Children are not permitted to leave the school on their own following the issue of a warning and they are to remain in the care of parents/carers until the all clear is issued by the Bureau of Meteorology and notification issued by Department of Education.

*Please ensure our front office has current contact details for all students*
Procedures
Holy Spirit Catholic School procedures are consistent with normal processes used by schools in the Darwin Region.

Preparation of Cyclone Season
School staff will prepare for the cyclone season each October by:

- **Cyclone potentially threatens before the beginning of the school day**
  - At times the Department of Education may decide to close schools prior to the school day beginning if a cyclone is within striking distance of Darwin. This information will be widely communicated through local media. School community members should listen to the radio if a cyclone warning is possible
  - When the Department of Education or the NT Government closes Government Schools, Catholic Education NT will automatically follow the course advised. Principals in their respective schools will be informed by Director of Catholic Education, NT. This information will then be shared with school community.
  - The purpose of this prior notice of school closure is to avoid the problem of having students in school during a time when a cyclone or adverse weather could affect the operation of schools during that day.

- **Cyclone potentially threatens after the beginning of the school day**
  - In the event of an unlikely situation occurring where we need to close schools after a school day has commenced, there is a clear plan for this and it is set out below.
    - When a School Closure instruction is given by the NT Government during a school day, decisions will be communicated to Director of Catholic Education, NT and forwarded immediately to school Principals.
    - When a cyclone is imminent, the Principal will convene meeting with staff leadership as well as supervisors of Community of Learners and Out of School Hours Care. Information and required responsibilities will be directed during this time.
    - Announcements will be made on radio stations and parents/carers or other designated persons will collect students from their respective classroom/learning areas/centres.
    - In the event of children not being collected within one hour of school closure, students will proceed to the staffroom where a senior/executive staff member will be on duty. Arrangements will then be made for remaining students to be transported to nearest Cyclone Shelter. Where the warning warrants immediate evacuation (within the hour), students and staff will move directly to cyclone shelter.
    - Our closest emergency cyclone shelter is located at Casuarina Shopping Centre – undercover carpark
    - The office staff will stay tuned to local media for important updates. The progress of the cyclone will also be monitored on Bureau of Meteorology website (www.bom.gov.au – phone 1300 659 211)
    - Children and staff should not return to school until advised by the media to do so.
• **Cyclone potentially threatens during Vacation Care/Community of Learners**
  o Procedures remain the same as identified through policy. Our supervisors of respective centres will be kept informed of process and procedures.

**Scope**
The policy applies to all staff of Holy Spirit Catholic Primary School with special responsibility given to particular officers of the school including Principal, Deputy Principal, Assistant Director (COL), Out of School Hours Coordinator (OSHC), Groundsman and Administrative staff.

**Responsibilities**

- **The school Leadership team:**
  o Widely promoting the policy to Holy Spirit Catholic Primary School community, especially new staff and students and their parents/carers
  o Monitoring and evaluating the policy every three years (or as required) to assess progress on implementing objectives and action plans

- **Holy Spirit Catholic Primary School Staff:**
  o Being familiar with the policy and procedures, as well as their roles

- **Parents/Carers:**
  o Being familiar with and supporting implementation of the Cyclone Policy and Procedures
  o Ensuring that our front office have relevant and up to date contact details in the event of a cyclone

- **Students:**
  o Being familiar with the policy and procedures

**Evaluation**
This policy is flexible in nature to ensure it suits the context and the fluidity of the school environment. While flexible, adjustments made must be in consultation with Principal/Deputy Principal.
This policy will be reviewed as deemed necessary as part of the School Strategic Plan.

**Ratification**
This policy was ratified by School Board on Tuesday 8th November, 2016
Welcome to Term 1 of 2017. We would like to welcome all our new families to Outside School Hours Care and thank all the families for their support during the Holiday programme. The children enjoyed a lot of their favourites and new activities. They loved the science programme, cooking, Bike and scooter, First aid training, Competitions, Bubble sport, Archery, King Pin and Flip Out Excursions. We are looking forward to have fun filled activities for this term and the next holiday programme. We also want to remind parents that The Child Carers online portfolio is available where you can see photos and read our news and learning stories.

This is also one way to communicate to Team members and access our programme.

OSHC Staff
Mr. Simon Duffy—Director /Nominated Supervisor
Mr. Adam Darcey—Assistant Director / Certifies Supervisor
Mrs. Cherry Valenzuela— OSHC Coordinator /Educational Leader/Certified Supervisor
Mrs. Faye Ciubal—Early Childhood Educator/Certified Supervisor
Miss Kani Rasas—OSHC Assistant
Miss Monica Cole—OSHC Assistant
Mr. Samuel Berhane—OSHC Assistant
Miss Sabrina Ciubal—OSHC Assistant
Mrs. Julia Gaio—OSHC Assistant
Samantha Crimmings—OSHC Assistant

ACTIVITIES AT OSHC
**Home work Club will run every Monday and Tuesday from 2:45 to 3:15 in the little kids room. If you wish to use this programme please let the Educators know to remind your children to do their homework.
Week 4 - ASC Excursion to The Quarter, Casuarina
Week 5— Easter Holiday Programme is Out
Week 5 to 9 — Healthy Living NT / YOGA
Week 7—ASC Pyjama/Tent/Picnic Afternoon
Week 8— OSHC Fundraising garage sale
Week 9—Preparation for Easter Programme
Week 10—ASC Treasure hunt / Year 5 and 6 Excursion to Casuarina