



"To Live, To Love, To Grow In Christ"

HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

PROSPECTUS

2025

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

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 240 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 45 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 (3 -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.

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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:

- President - Father Dave Callaghan
- Executive Officer - Mrs. Paula Sellars
- Chairperson – Ms. Bianca Johnson
- Deputy Chairperson – Mrs. Sally Major
- Finance Officer - Mrs. LeeMian Chong
- Parents and Friends Representative – TBA
- Board Members :
 - Mrs. Jessica Harnett,
 - Mr. Blake Gilmore
 - Mrs. Methinee Intarapanya

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 and move to assembly or 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 Dismissal bell. Students to move to OSHC, Parent pick up and drop off, Homework Centre, or Gsell and Angelo Street gates

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.

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:	Paula Sellars
Deputy Principal:	Heidi van Bodegraven

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
OSHC	(08)8927 7011
Community of Learners	(08) 8927 1066
Canteen	(08) 8927 6189

Email:

School	admin.holyspirit@nt.catholic.edu.au
OSHC	oshc.hs@nt.catholic.edu.au
Community of Learners	col.hs@nt.catholic.edu.au
Principal	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.

OPTIONAL MUSIC TUITION

Keyboard Enrolment forms are available from the front office or can be downloaded from the school website:

<http://www.holyspiritnt.catholic.edu.au/student-well-being/classroom-notes->

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 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.

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 2:45pm. Staff have duties, meetings and responsibilities after 2:45pm. Families have a duty of care to their children after 2:45pm. The school provides an excellent After School Care Programme 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 two awards per week at the school assembly.

NEWSLETTERS, WEBSITE, CLASS DOJO, AND OPEROO

A newsletter is published (Week:1, 4, 7, 10) to Class Dojo and Operoo to keep you informed of school events.

These newsletters are also available on the website: www.holyspiritnt.catholic.edu.au

Operoo

The Operoo system makes it very easy for you to respond to an excursion, camp and other consent forms using your mobile phone, tablet or PC. It greatly reduces the burden on you to provide information that is repetitive. For example, it will allow you to keep your child's emergency contact and medical information up to date; so you don't need to repeat this information again whilst your child is at Holy Spirit School. It also puts you in control of this data so you'll always know what emergency contacts and medical information has been shared with the school. You don't need to do anything until you receive an email invitation from the school asking you to sign up for your Operoo account. After that, you'll receive notifications whenever there is an electronic form to complete.

Your child's information will only be visible by the relevant staff for your child and will be managed in accordance with our privacy policies. Details about Operoo's security and privacy procedures can be found here: <https://www.operoo.com/terms-policies-security/>.

Class Dojo

Class Dojo is a free app that allows sharing messages, updates and photos from your child's class and gives you a window into your child's day at school. Teachers can award "Dojo Points" to encourage positive classroom and school culture. You don't need to do anything until you receive an invitation from the school asking you to sign up

CANTEEN

The school canteen operates Friday (online orders only). There are no over the counter sales.

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 <https://quickcliq.com.au/>.

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

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.

OUTSIDE OF SCHOOL HOURS CARE

Before school care is available from 7:00am until 8:00am. After School Care runs from 2:35pm until 5:30pm. 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 online from the [school website](#). Government rebates apply. Holiday programmes 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.

ALLERGIES (ANAPHYLAXIS)

If Children at school have a severe allergic reaction to foods, a letter will be sent to the required year levels to inform at the beginning of each school year and periodic reminders will be included in the school newsletter. For some students any exposure to certain foods may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we ask that you do not send any products that contain these foods to school with your child that will be eaten in the classroom. If your child has eaten these particular foods before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

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.

BYODD – BRING YOUR OWN DESIGNATED DEVICE

The school laptop device programme is for students in years 3-6. Only devices ordered through *Edunet* are permitted at school. Students are not able to bring in their own devices from home as these are not connected to our school network.

This laptop device programme is an ICT solution where families purchase a designated (purchased through Edunet portal) personal technology device for students to use in their day-to-day classwork and to take home. The type of devices on the school portal are carefully selected by Holy Spirit Catholic Primary School, in consultation with NT Schools, Edunet and Area 9 and is a device which is compatible with the NT Schools Network.

Purchase and payment plans are available through the online portal:

<https://holyspiritps.technologyportal.com.au/>

It is a family's choice whether their child/ren participate in this programme.



**HOLY SPIRIT CATHOLIC
PRIMARY SCHOOL**

**PARTNERS WITH EDUNET FOR OUR
RECOMMENDED LAPTOP DEVICES**



**SCAN THE QR CODE TO
DOWNLOAD DEVICE GUIDE**

 **EDUNET 1300 338 638**

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 returned signed

School

- Purple polo shirt
- Black school shorts or skorts that are mid-length
- Dress that is mid-length, just above the knee (our dress is optional for girls to wear)
- School Black Jacket with logo
- Bucket hat with our logo – school black/purple reversible hat only
- Black shoes or runners (predominantly plain black, including laces)
- Socks – plain black (no markings)

Uniforms are available for purchase at the [CSF Gear](#) (Cricket and Football Shop), 1/422 Stuart Highway. Winnellie, NT. 0820

Jewellery

A wrist watch may be worn and a thin gold or silver chain with a cross but no other form of jewellery is permitted. Students who have pierced ears may wear one pair of 'sleepers' or 'studs' only. The school will exercise discretion in determining whether or not earrings are acceptable. We understand we have students wearing jewellery/bands that reflect their religious traditions, for this we approve with discretion. Smartwatches are not permitted.

Hair

Hair must be neatly groomed at all times and in a style appropriate to wear with the school uniform. Cuts, styles or colours which are extreme, or not a natural hair colour is not acceptable. The school will exercise discretion in determining whether or not a hairstyle is acceptable. Hair that is collar length or longer must be tied up at all times.

Hair must always be worn off the face, be neatly brushed and not hang down over the eyebrows or over the face. If ribbons, hair ties or clips are worn, they are to be black or purple only.

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 2025

(Fees are subject to change)

One Child	\$ 625.50 per term / \$ 2502.00 per year
Two Children	\$ 1212.25 per term / \$ 4849.00 per year
Three Children	\$ 1760.25 per term / \$ 7041.00 per year
Four Children	\$ 1998.25 per term / \$ 7993.00 per year

The amounts above include the levies below

Levies Break down	\$ 492.00	Books & Services (per child/per year)
	\$ 160.00	Excursion (per child/per year)
	\$ 300.00	Operational (per child/per year)

The tuition fee component is set by the Catholic Education Council each year.

Families have the option to pay in full during Term 1 and receive a 5% discount on the tuition fees only. The cut-off date for families to receive the discounted rate will be stipulated each year when school fees are invoiced.

Community of Learners *(fees are subject to change)*

One Child	\$ 500.00 per week	\$ 130.00 per day
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Effective January 2025

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

One Child	\$ 200.00 per week	\$ 40.00 per day
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Casual Bookings- bookings made less than 24 hours in advance will be charged \$50.00

Effective January, 2025

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

One Child	\$ 80.00 per week	\$ 16.00 per day
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Casual Bookings- bookings made less than 24 hours in advance will be charged \$20.00

Effective January, 2025

Vacation Care *(fees are subject to change)*

One Child	\$ 360.00 per week	\$ 100.00 per day
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Effective April, 2025

Child Care Benefits (CCS) apply for the above services

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 and will incur a penalty of \$10 per child per occurrence.

Termination of enrolment must be in writing (email accepted). If written notification is not given, enrolment will be terminated after 20 consecutive days of unexplained absence and that those 20 days will be included in the school fees

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 2025

Term 1	30 January – 04 April
Term 2	14 April – 20 June
Term 3	15 July – 19 September
Term 4	06 October – 12 December

Public Holidays 2025

Australia Day	January 27
Good Friday	April 18
Easter Monday	April 21
Anzac Day	April 25
May Day	May 05
King's Birthday	June 09
Darwin Show	July 25
Picnic Day	August 04
Christmas Day	December 25
Boxing Day	December 26
New Year's day	January 1