

Holy Trinity School

Family Handbook 2024

live life to the full



Welcome to Holy Trinity School. Holy Trinity has a rich history and an exciting future and is at the heart of the Church’s educational mission making connections between life, faith and culture. In partnership with the family, the school initiates teaching and learning activities in the Catholic tradition to nurture students' development in the areas of spiritual, emotional, intellectual and physical development. We seek to create a school community where all members feel welcome and valued. Having a sense of belonging to a community is essential for our wellbeing.

The teachings of Jesus Christ call us to live in relationship with others based on the timeless principles and values of honesty, trustworthiness, tolerance, inclusion, respect, responsibility and compassion so that ‘all may have life to the full’ (Jn 10:10). These principles and values underpin the ethos of our school.

This Information Handbook is designed to answer your many questions, to provide you with information about our school, and to share the joy and enthusiasm we have for the Catholic Education of all the students who attend Holy Trinity School.

If you have any questions about any aspect of the information contained in this booklet, please do not hesitate to see me.

JillyMrs Jillian Rainger

Principal

Our Vision

We are a Christ-centred, inclusive learning community committed to inspiring all to “live life to the full.”

Our Mission

A Catholic Professional Learning Community committed to improving the faith, learning and wellbeing of our students, staff, families and community.

Our Catholic Principles and Values

Primacy of God

Sanctity of Life

Fidelity in Relationship

Common Good

School Prayer

Holy Trinity, mystery of God

be present in our lives.

May the love of the Father protect us.

May the light of Jesus shine in us.

May the power of the Spirit inspire us to work together

so that all may have life to the full.

We ask this through Christ our Lord. Amen

History Of Holy Trinity

Holy Trinity School was officially opened and blessed by the Bishop of Armidale, Dr. Doody on Sunday March 31, 1963, before a crowd exceeding 1000. The Parish Priest at the time was Monsignor James Healey.

The architect for the building was Mr. Terence A Daley, a former Fulbright Scholar whose practice was in Sydney. The building was erected by Ben Wade and Sons, well-known local builders and was called at the time “a fine example of local craftsmanship”. The total cost was 80,000 pounds ($160,000) – 61,000 pounds for the actual building, the remainder for furnishings and equipment. The first buildings were the two-story block and the current library/food technology block. Together they comprised seven classrooms, a library, science laboratory, gymnasium, tuckshop, principal’s office and staff lunchroom.

The De La Salle Brothers, who already had a college in Armidale, were asked to staff the school. The first principal was Brother James Thomas who welcomed the 110 boys from fourth class primary to first form secondary on the first day, Tuesday, February 5 1963. Other brothers were Brother Bernadine Brell and Brother Arnold Lees. In 1966, three lay teachers joined the secondary staff. They were Mrs. Hayden, Mrs. Joan Hockey and Mr. Barry Slamon.

At the official opening, Monsignor Healy said that the next project for the Inverell Catholic community would be to build a secondary school for girls. At that time girls were educated up to the level of the Intermediate Certificate (Year 9) at Sacred Heart School (located where the new church and presbytery now stand). Within four years however, the secondary department was to become co-educational. Since 1964, the secondary girls from Sacred Heart had been coming by bus to Holy Trinity for science lessons so as to use the better laboratory facilities. In 1967, the move was complete with secondary girls attending Holy Trinity for all lessons. Three Sisters of Mercy joined the staff at this time. They were Sister Mary Thomas (later Sister Maureen Heffernan), Sister Mary Bonaventure and Sister Mary Christopher.

In 1968 a new block was built to house an Industrial Technology room and a new library. Once again, these extensions were totally funded by the Parish. In the early 1970s further accommodation was found necessary and with the assistance of a Commonwealth Government Grants, two science labs were built.

By this time Catholic education in Inverell was split between three campuses. Holy Trinity consisted of boys from Years 4 to 6, with the secondary department from Forms 1 to 4, co educational. The original Sacred Heart School catered for both boys and girls from Kindergarten to Year 3, while St. Mary’s on Ross Hill catered for girls from Years 4 to 6. During 1975, Sister Mary Vianney (Principal of St. Mary’s Ross Hill) and brother Vincent Keating (Principal of Holy Trinity) could see that Catholic education would be best served if all primary classes were taught on the one site.

The proposal was enthusiastically supported in the Parish, so timber buildings from Copeton Dam were purchased and converted into six primary classrooms. In 1976 all primary classes were moved to the Holy Trinity campus with Sister Vianney (later Sister Mavis) as Primary Coordinator. The two departments (Primary and Secondary) were administered separately but liaised closely.

At this time, plans were also being made to move the K-2 students from the original Sacred Heart School to Holy Trinity. The building of the infants’ department commenced in 1978. The six classrooms and the Administrative block cost $350,000, $110,000 of which was a grant from the Commonwealth Government. The new buildings were officially opened by Senator J. L. Carrick, Minister for Education, and solemnly blessed by Bishop Kennedy on February 11, 1979. Sister Mary Bernard continued as principal of the Infants’ Department. Thus by 1979, all classes from K to Year 10 were located on the one campus and Holy Trinity School as it is now was a reality.

More changes occurred at the end of 1978 when the De La Salle Brothers withdrew from the school. Mr Jim Doran was appointed, as the first lay principal of the Primary and Secondary Departments in 1979. The concept of a central school from K-10 had been developing and in 1981 Mr Laurie Breen was appointed principal of the whole campus.

Also in 1981, building commenced to replace the old Copeton Dam buildings in the Primary Department. Eight new classrooms, a Primary Co-ordinator’s office, AV room and an upgraded canteen block were constructed at a cost of $350,000 of which the Commonwealth Government contributed 80%. The classrooms featured concertina doors in adjoining rooms, while the AV room provided tiered seating and special lighting for use in drama, assemblies and liturgies. The 185 students from Years 3-6 moved into the new rooms in September 1982. The buildings were officially blessed by Bishop Kennedy and opened by Mr Ian Sinclair on November 28, 1982. In 1987, further renovations provided a new library where the old gymnasium once stood.

Mr Breen retired at the end of 1987 and was replaced by Mr Tim Newberry in 1988. During his time as principal, Mr Newberry was responsible for considerable upgrades to the facilities at Holy Trinity, the most notable being the provision of multi-purpose hall, opened in 1991. This provided facilities for musicals, liturgies, assemblies and indoor sports. Other improvements included the provision of extensive ICT facilities, air conditioning of classrooms, office extensions, upgrades to the school oval and Infants playground and beautification of the front school grounds. These improved facilities, combined with an excellent standard of education contributed towards a steady increase in school numbers, necessitating the building of two new classrooms in 2003.

In 2005, Mr Tim Newberry retired after being Principal for 17 years. Mr Newberry was replaced by Mr David McNeale. Holy Trinity continued to grow under the stewardship of Mr. McNeale and the Science Laboratories were renovated in 2007.

Plans were initiated for a new Industrial Technology and Food Technology block, a Performing Arts Centre and Library and ICT classroom. The refurbishment of the Administration block, the old Library block, which has become classrooms and offices and the Primary Office, which is now the Student Support classroom, completed the development.

In 2009, Mr McNeale resigned to take up a Principalship in the Townsville Diocese and Mrs Val Thomas was appointed as Principal from 2010. Mrs Thomas had previously taught at the school from 1980 to 1985.

The building project began in May 2010 with a Turning of the First Sod Ceremony and was completed in the second semester of 2011. The Agriculture Plot was improved in 2011 with renewed fencing, drainage and an equipment upgrade.The K-2 classrooms will be refurbished in 2013 providing Holy Trinity with excellent facilities for K-10. In 2014 the Sapphire Schools Agriculture Trade Training Centre was opened at the Agriculture Plot. In 2015 Mrs Jillian Rainger, a former student, was appointed Principal. In 2023 Holy Trinity School celebrated its 60th year. Two statues were commissioned for the front lawn of John Baptiste de La Salle, founder of the de La Salle brothers and Catherine McAuley founded of the Sisters of Mercy. The first founders day was celebrated.

Staff Information

Address: Moore St P.O. Box 618 Inverell NSW 2360

Phone:(02) 6722 4066

Fax: (02) 67 222116

Email: @arm.catholic.edu.au

Internet Site: www.holytrinity.nsw.edu.au

Parish Priests: Father Paul Chandler

Principal:Mrs Jillian Rainger

Assistant Principals:

K-6 Mr Shayne Smith (Leader of Pedagogy)

7-10 Miss Kim Bailey (Leader of Curriculum)

Religious Education Coordinator: Mrs Mary-Jane Guest (Leader of Curriculum 7-10)

Leader of Data and Digital Technologies: Mr Peter Ehsman

Leader of Student Learning: Mr David Koch

Leader of Pedagogy: Mrs Cathy Koch K-6; Mrs Christine McLachlan 7-10

Literacy Coach: Mrs Carrie Watchirs 7-10

Leader of Pathways: Katherine Townsend

Mrs Trish Dal Santo – Early Stage 1 Leader and K-6 Sports Co-ordinator

Miss Carmel McCosker – Stage 1 Leader

Mrs Cathy Doyle – Stage 2 Leader

Mrs Terri-Lea Selig – Stage 3 Leader and K-6 Sports Co-ordinator

Mr Anthony Gaias – Stage 4 Leader

Mrs Angela East – Stage 5 Leader

Blake Uebergang – 7-10 Sports Co-ordinator

Chaplain:Mrs Sharon Hollis

Counsellor:Mr Kyle Gill

Librarian:Mrs Toni Fraser

Inclusion Support Teacher: Mrs Carole McNeil and Mrs Renee Stewart

Teaching Staff

K-6

Mr Peter Baz

Mrs Trish Dal Santo

Ms Jaide Daniels

Mrs Robyn Ditchfield

Mrs Madeline Devlin

Miss Courtney Fleming

Mrs Aimee Gaias

Mrs Samantha Gleeson

Mrs Cathy Lane

Mrs Casey Lea

Miss Carmel McCosker

Miss Kate McCosker

Mrs Tania Moore

Mrs Katrina Morris

Mrs Erin Muggleton

Mrs Elissa Murphy

Mrs Terri-Lea Selig

Mrs Chloe Smith

Mr Shayne Smith

Mrs Renee Stewart

Mrs Laurelle Wales

Mrs Amanda White

Ms Mary-ann Wilson

Mrs Christine Zell

Secondary:

Miss Kim Bailey

Miss Claudia Cush

Mrs Claudia Dolbel

Mrs Angela East

Mr Peter Ehsman

Mr Anthony Gaias

Ms Alana Goldman

Mrs Helen Hardy

Mrs Malynda Hiscock

Mr Jack Jeffery

Mr David Koch

Miss Kristina Majetic

Mrs Veronica McCormick

Mrs Christine McLachlan

Mr Matthew Pye

Mrs Jane Taylor

Mrs Kathy Townsend

Mr Blake Uebergang

Mrs Carrie Watchirs

Mr Sam White

Ancillary Staff:

Office Manager/Principal’s Secretary:Mrs Cathy Dyer

Financial Officer: Mrs Dee Delaney

Administration Officers: Mrs Emma Bourke, Mrs Cherie Felton and Mrs Anna McCudden

Library Assistant:Mrs Sharon Hollis

Science Assistant:Mrs Kate Irwin

Food Tech Assistant:Mrs Gabe Adams

Industrial Tech Assistant:Mr Brett Higgins

Canteen Manager:Mrs Gabe Adams

Canteen Assistant:Mrs Anna McCudden

Aboriginal Education Assistants: Mr Harrison Boney and Miss Tegan Higgins

Education Assistants:

Ms Sarah Brockway

Miss Gabby Campbell

Ms Liz Fuda

Mrs Madlen Heap

Mrs Rachelle House

Mrs Kate Irwin

Mrs Maddi McCosker

Mrs Tiana Relf

Mrs Michelle Swadling

Miss Britt Turner Conley

Mrs Jessica Van der Merwe

Mrs Heather Williams

ICT Assistant: Mr Gianluca Cabitza

Grounds and Maintenance: Mr Brett Higgins Mrs Cherie Felton

Agriculture Assistant: Mr Ian Townsend, Mr Wayne Squire

Cleaners: Mrs Margy Mitchell, Miss Kaitlyn Townsend and Mrs D

**Aboriginal Education**

Indigenous students are supported by Aboriginal Education Assistants who enhances learning opportunities in the classroom and out on the playground.

Throughout the year a number of focuses on Indigenous culture occur. These include Harmony Day, NAIDOC Week and the CSO Retreats Warraymalaya and Wii Gaay and offer opportunities for Aboriginal students to help all members of our school community to gain a greater understanding and appreciation of Aboriginal culture.

Holy Trinity is involved in local Aboriginal activities and celebrations. As well as taking part in community activities, the school invites members of the local Aboriginal community to events and to share their culture with indigenous and non indigenous students.

All these activities help support the Indigenous perspective in our curriculum and build a spirit of reconciliation within the school community. Mr Harrison Boney and Miss Tegan Higgins are our Aboriginal Education Assistants.

#### Absences from School

Regular attendance at school is essential if students are to maximise their potential.

Schools, in partnership with families, are responsible for promoting the regular attendance of students. While parents are legally responsible for the attendance of their children, school staff, as a part of their duty of care, monitor part or whole day absences.

Parents are responsible for:

* enrolling their children of compulsory school age in a government or registered non-government school or registering them with the NESA for home-schooling;
* ensuring that their children attend school regularly;
* explaining the absences of their children from school promptly and within seven days to the school;
* taking measures to resolve attendance issues involving their children.

The roll is marked by teachers each morning before classes begin. Any student arriving at school after the first bell must report to the office to be marked as "Late". Failure to follow this procedure may result in a student being marked absent on the roll. Appointments for students during the school day are discouraged. Any student leaving during school hours must be signed out at the office by a family member.

Families are required to explain a student's absence within 7 days. This can be done by telephoning the school office, replying to the COMPASS SMS by email sent by office staff or by letter to the school office. The principal or authorised member of staff will undertake all reasonable measures to contact families promptly concerning an unexplained absence. Contact with the family may be made either by telephone, letter, or email. If an absence is not explained within 7 days, the roll cannot be amended and the absence remains unexplained.

Principals may decline to accept as satisfactory an explanation for an absence and parents advised in writing of this decision and the reason Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Where principals have concerns about medical certificates being produced for absences, they can ask the parent to request that the doctor write on the certificate the statement "this child is unfit for school" with specified dates included. Where principals have ongoing concerns, they can request the parents "consent to contact the doctor. If the request is denied, or if the principal is still not satisfied with the reason for absence, they can record the absence as "unjustified".

When a student is going to be absent for more than 10 school days a formal application of leave must be made by filling out the Extended Leave form available at the Front Office.

Mrs Cherie Felton is our Attendance Officer.

#### Accidents at School

If a student has an accident requiring medical attention while at school, expenses are covered as usual by Medicare and/or private family Health Insurance if applicable.

Holy Trinity School has in place CCI Child Care - 24 hour Accident Insurance cover for students. Details can be obtained from the School Office. The School has a blanket Ambulance Policy that covers students requiring an ambulance from School to hospital or if on excursion or at sport, to the nearest hospital. Any additional transportation costs are the responsibility of the student's family.

#### Allergies and Anaphylaxis (see Medication section)

#### Altar Servers

Students of Catholic faith can volunteer to be an altar server. They must have received the Sacrament of First Eucharist. Students and their families must be committed to this service. The students are trained for this role by a priest or by Mrs Guest. These students also assist at school Eucharistic celebrations.

#### Anti-Bullying and Safe and Supportive Learning Environment

The school follows the Diocese of Armidale Anti Bullying Policy and procedures. Holy Trinity promotes a restorative approach and, as a Catholic school, aims to keep members of the community in right relationship. A copy of the policy is available on the CSO website www.arm.catholic.edu.au or from the school office. Students who are teased or harassed can obtain support from class teachers, secondary pastoral care teachers, our Chaplain, the Assistant Principals and Principal. Please contact the school if you have any concerns that your child may be having difficulties.

**Assemblies**

Assemblies are held in Primary on a weekly basis and in Secondary once a fortnight. The school community gathers for special occasions during the year. Times are advertised in the newsletter.

#### Behaviour Management and Pastoral Care

Holy Trinity follows the CSO document “Living Well, Learning Well” which outlines our philosophy on student wellbeing and academic care.Our procedures utilise a restorative approach and foster the development of self-discipline and tolerance in all aspects of life.

This is promoted through the:

* development of attitudes of responsibility;
* provision of skills and techniques to achieve self-control;
* inclusion of students in the formulation of suitable consequences and goals.

**School Behaviour Expectations**

Students are expected to adhere to the school’s standards for:

* Behaviour, dress and discipline
* Application to course work and study
* Participation in school activities
* Respect for people and property
* Observance of Rules for Living - I am safe; I am valued, respected and cared for, I am a learner
* Participation in faith practice and worship

**Bell Times and School Hours**

Staff supervision in the playground commences **at 8.30am** and students should not be in the school grounds before this time. After school supervision concludes when the last bus leaves at approximately **3.45pm.** All students must be collected by this time.

**Infants and Primary:**

Classes commence 8.55am

Lunchtime 11.40am - 12.10pm

Recess 1.10pm - 1.55pm

Classes conclude 3.20pm

Sport is held on Friday.

**Secondary:**

The secondary timetable consists of six fifty minute periods per day.

Classes commence at 8.50am

Roll Call 8.50am

Period 1 9.00am

Period 2 9.50am

Short Break 10.40am

Period 3 10.50am

Recess 11.40am

Period 4 12.00pm

Period 5 12.50pm

Lunch 1.40pm

Period 6 2.30pm

Classes conclude 3.20pm

Sport is held on Thursday afternoon. Lunch is at 1:10 on Thursdays.

**Bicycles/Scooters**

The law requires that students must be over the age of 12 years to ride a bike

unaccompanied. Bikes and Scooters may not be ridden inthe school grounds, but must be walked from the Moore Street entrances to the bike racks/classroom and vice versa in the afternoon. The bike rack area is out of bounds at all other times.

**Book Club**

The school participates in Scholastic Book Club so that the students may have access to interesting books, suited to their age and interest at a reasonable cost. A catalogue and order forms are sent home with the students once a term. There is no pressure to purchase any books.

Please assist by:

* + - returning the order form by the date specified
    - sending money and order forms to the class teacher in a sealed envelope marked Book Club and with the student's name, class, and the amount of money marked clearly on the outside.
    - Payment online is preferred

Please contact Mrs Toni Fraser our Librarian if you have any questions.

#### Bus Travel

Students in Kinder to Year 2 are eligible for free bus travel (please note that some visa restrictions apply for overseas students)

For students in Years 3 to 10 to be eligible for free bus travel they must either live outside a 1.6 km radius of the school, or be more than 2.3 km direct walking distance from the school. A bus form must be completed by parents before students can commence bus travel. (Forms are online and information is available at the School Office.)

Parents are asked to contact the appropriate bus company for details of their child's bus number, pick-up and drop-off location and bus times. Bus passes are collected from the bus company.

If a student ceases to travel on a particular bus, parents/carers are asked to notify the school office promptly. New forms must be completed for change of address, or when the student progresses from Year 2 to Year 3.Parents, whose children experience difficulties whilst travelling on the bus should contact the Bus Company concerned to begin with.

Free travel is only given to those children who travel between school and home. Government regulations have determined that overseas students on some visas are not eligible for free bus travel. Information can be obtained from bus companies or the Principal's Secretary.

Bus Procedures

At the conclusion of the school day, K-2 students gather at the front office and are escorted to the Bus Bay by the supervising teacher. Primary and Secondary students are to leave their classrooms and assemble in the designated Bus Bay areas. In an orderly manner students move to the kerbside and alight their bus as instructed by the supervising teacher.

Code of Conduct for School Students on Buses

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

* Wearing seatbelts if provided at all times
* Respect the needs and comfort of other passengers (e.g. no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking, except water, unless the bus operator gives written permission)
* Give up seats to all adult and disabled passengers
* Adhere to the law that bans smoking on buses
* Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
* Keep arms, legs and head inside the bus
* Refrain from attracting the attention of the driver except in the case of an emergency Respecting Property
* Ensure that buses are not vandalised
* Report any vandalism e.g. graffiti and window
* Show travel passes or tickets to the driver on boarding and when requested
* Use the travel pass only for its intended purpose
* Keep the pass for your own use- passes must not be lent to other students or borrowed from others.

Disobeying these rules may lead to the withdrawal of school bus travel passes.

**Students must always carry their bus pass.** Remember - a **Bus Pass** is a privilege not a right.

#### Bus Companies:

Cavanaghs Bus Service 67223598

25 Brissett St

McCosker's Bus Service 67210021

9 Wyndham St

#### 

#### BYOD

#### Students in Year 8-10 bring an iPad to school. There are no specific requirements except that it is to be an Apple iPad but we do recommend as much storage as you can afford and a latest edition. iPad’s can be purchased from local retailers or online. On our school website under Education Services, there is a link to a BYOD service provider. You are able to purchase through this site as well.

#### Canteen

The Canteen is open during breaks every school day. Orders for lunch are placed online via <https://www.spriggy.com.au/>. Students can purchase snack food at snack and recess. Secondary students can also purchase food at 10 minute break.

The canteen relies on **volunteer helpers**. Families who can assist are asked to contact the Canteen Manager to be placed on the roster. All volunteers must sign into the school at the office each time they come in to assist and provide their WWCC or fill in a Declaration Form if applicable.

The canteen menu is available on Spriggy Schools.

Please contact our Canteen Manager Mrs Gabe Adams.

#### Centacare Counsellor

A Centacare counsellor is provided at Holy Trinity and is available for consultation by students, parents and teachers. Further details are available from the class teacher, the Assistant Principal or the Principal. Mr Kyle Gill is our School Counsellor.

#### Chaplain/Wellbeing Officer

Our Chaplain supports the school on a part-time basis by providing comfort and support to students and staff, such as during times of grief, supporting students and staff to create an environment of cooperation and respect and being approachable by all students, staff and members of the school community. The chaplain may be contacted through the School Office. Mrs Sharon Hollis is our School Chaplain.

#### Change of Contact Details

It is important that parents notify the Office with any changes to their contact details. This includes email addresses and mobile phones.

#### Child Protection Legislation

Child Protection involves complex and sensitive issues. Child Protection Legislation includes a focus on sexual abuse including exposure to child pornography, physical abuse, psychological abuse, and neglect and domestic violence.

The Catholic Schools office has in place policies and procedures to ensure that schools, including Holy Trinity, can be protective, positive and safe places where children sense they belong and can succeed. Diocesan documentation relating to Child Protection and further links can be found on the Catholic Schools website at www .arm.catholic.nsw.edu.au

#### Children Leaving School/Parking Around the School

Children needing to leave the school during school hours are sent to the Office where families must sign them out. Families must wait for students at the office and are not permitted to visit classrooms without prior arrangement with the classroom teacher. Students must be signed back in at the Front Office when they return to school. Families are asked, where possible, to try to make appointments **outside** school hours.

Families collecting students after school are asked to meet them at the "kiss and drop" area adjacent to the Administration Centre (parents must wait in their cars as this is not a parking area, the Front of the school or in the adjacent Mather Street where a teacher is on duty until 3.30pm. These are the only designated safe areas for the students.

Families are not permitted to park in the school car park, bus zones or private driveways.

**Parking Around the School and Kiss and Drop Zone Regulations**

**No Stopping –**



A driver must not stop on a length of road or in an area to which a No Stopping sign applies. Between the times mentioned, motorist who park between the no stopping signs will be issued with a traffic infringement notice totalling $311.00 and two demerit points. This includes stopping and dropping off/picking up your children in these zones. You cannot stop in these zones for any reason (except for a medical emergency)

**Bus Zone –**



A driver must not stop in a bus zone between the mentioned times.

The dropping off and picking up of children in these zones during the mentioned time is prohibited. A fine of $311.00 and two demerit points apply.

**No Parking – This rule applies to our Kiss and Drop zone between the hours of 8:00-9:30am and 2:30-4:00pm**



A driver of a vehicle must not stop on a length of road or in an area to which a No Parking sign applies unless the driver is;

1. dropping off, or picking up passengers or goods
2. does not leave the vehicle unattended (vehicle unattended means that the driver can leave the vehicle however the driver cannot be any more than **3 metres** from the closest point of the vehicle)
3. completes the dropping off or picking up of passengers or goods, and drives on as soon as possible (generally in a 2 minute time frame)

The No Parking rule is simple. Between the time mentioned, drivers cannot leave their vehicles in these zones and walk into the school to collect their children. If you park in these zones between the times listed, you must remain in or near your vehicle (**within 3 metres).** Motorists detected breaching these road rule signs will be issued with a traffic infringement notice totalling $311.00 and two demerit points.

**Safety and good manners in Kiss and Drop….**

* Students should exit their vehicle on the left-hand side closest to the curb
* Students can enter or exit their vehicle in any parking bay along the kiss and drop zone – you do not need to be in the front parking bay for your child to hop out
* If there are gaps in the parking bays you are able to go around parked vehicles and use those vacant parking bays
* Move out of the left lane/parking bays when your child has hoped out or in so others can come into the parking bays
* Please be mindful that the line of cars can stretch down Moore St towards NECOM and they are lining up – try not to push in!

**Communication from Home to School**

The involvement of families with all aspects of their children's education is encouraged. It is therefore important that parents are familiar with the communication channels that are in place at the school and feel comfortable in accessing them.

Pastoral Care -Families are encouraged to discuss matters pertaining to student pastoral care and wellbeing with the class teacher in the Primary Department or the Pastoral Care teacher in the Secondary Department. This includes playground and classroom matters. It is always best to address issues before they escalate and teachers will appreciate early notice so that appropriate actions can be taken quickly to resolve the situation.

Student Learning - Questions about learning and teaching, classroom work ethic and academic progress are directed to the class teacher in the Primary and the Subject teacher in the Secondary Department.

Serious Pastoral or Education Matters - If the teacher considers it necessary, he/she will involve the Assistant Principal in the matter. This may include seeking advice or passing the matter on for resolution.

In the case of a very serious matter, a family may request an appointment with the Assistant Principal or Principal directly.

Religious Education or Sacramental Programs - Matters related to the Religious Education Program should be referred to the Religious Education Co-coordinator.

Serious Child Safety Issues and Pastoral Care Issues, Difficulty with Payment of Fees, Custody and Legal Matters -

Very serious issues such as Child Protection or safety issues must be raised immediately with the Principal, who also deals with matters around difficulty paying school fees, enrolment and departure of students and legal matters such as custody and child access. The Principal, often with the Assistant Principal, may become involved in other matters that have been unable to be resolved with the class teacher. To arrange an appointment with the Principal, please contact the School Office.

Matters Unresolvable at a School Level - matters that cannot be resolved at the school level may be referred to the Catholic Schools Office in Armidale.

The school community values the opportunity to discuss important matters with parents and encourage the use of these communication channels. If a parent is unsure about whom to contact, the School Office can always provide direction and advice.

Matters can only be resolved if the school is made aware of them - discussion outside the school will never be productive or helpful because it cannot lead to a collaborative solution. The Principal and staff are committed to working with parents to provide advice and feedback and to resolve issues.

Meetings with Class Teachers, Assistant Principals and Principal can be arranged by phoning or emailing the school or sending a note requesting an appointment.



Family Conferences

Family Conferences are held during Terms 1 and 3.

PermissionNotes

Permission is needed from families if:

* a student is absent from school (reply to SMS text, COMPASS, phone call to the Attendance Officer at the school will also be accepted)
* a student needs to leave the school grounds
* there is a change of address or transport arrangements
* a student needs to take medication
* a student is not in the correct uniform
* the student is taking part in school excursions.

Consent via COMPASS

Families will be sent alerts and emails in regard to events and activities that require consent via COMPASS. Please check your emails regularly and provide consent via this medium.

**Communication from School to Home**

Communications channels include:

What’s on this week @ HTS

This flyer is placed on Compass, Facebook and a paper copy sent home each Monday.

The School Newsletter available electronically weeklt on Tuesdays. Families are asked to read these carefully and keep them for further reference regarding forthcoming events and dates. This is our main way of communicating with everyone at home. Newsletters are also available on the school's Web Site [www.holytrinity.nsw.edu.au](http://www.holytrinity.nsw.edu.au), COMPASS and Facebook page.

Compass App

1. Search for “Compass School Manager”

iTunes Apps Store - Android App Store - Google Play.

2. Search for Inverell (search for the town, Holy Trinity will bring up too many school results)

3. You will be asked to put in your individual login details.

4. You will then be taken to the homepage of the APP

5. If you haven't already logged into the parent portal on the internet, you will be prompted to update your email and mobile number.

6. Once you have completed all these steps school notifications will be sent straight to your phone.

Facebook Page

Information about school activities and photos are published on the school's facebook page at https://www. facebook.com/holytrinityinverell

School Calendar

A term calendar is published and is available on the website. Families are asked to keep this for a ready reference. Dates of activities not included are put in the newsletter each fortnight.

Notes will be sent at different times regarding specific matters and on many occasions these will require parents to complete permission notes to attend school functions, excursions etc.

Parish School News will be incorporated in the weekly newsletter

Class information: Some K-6 classes use the Class Dojo app for communication. Other classes use email.

**Complaints and Grievance Procedures**

The school follows the Diocesan Complaints and Suggestions Policy. A copy is available on the CSO website at www .arm.catholic.edu.au or from the school office. Resolution of concerns or complaints is a high priority at Holy Trinity so that a positive and harmonious relationship is promoted across all areas of school life. A restorative approach to concerns is utilised. Parents/carers are encouraged to contact the relevant school personnel to discuss concerns or complaints.

**Corporal Punishment**

Staff and volunteers in all schools of the Diocese of Armidale, are prohibited from using Corporal Punishment. Corporal Punishment is defined as the application of physical force in order to punish or correct a student, but does not include the application of force taken to prevent personal injury, damage to, or destruction of, property of any person, including the student.

**Custody Issues**

If students are subject to custody orders then a copy of these orders **MUST** be given to the school at the point of enrolment or at the time of issue.

**Enrolment**

This section is separated into three sections:

* Enrolment Policy and General Enrolment Process
* Specific Kindergarten Enrolments For The Following Year
* Specific Year 7 Enrolments For the Following Year

**Enrolment Policy and General Process**

The school follows the Diocesan Enrolment Policy and welcomes enquiries regarding enrolment from all parents/carers seeking a Catholic education for their daughter/son. Catholic children and children of other religions will be accepted if a vacancy is available and parents are prepared to subscribe to the philosophy of the school, as outlined in the school's Mission Statement.

Priority for acceptance of enrolment applications will be based on the following categories:

**1:** Families with students already in the School.

**2:** Catholic families residing within the Parish.

**3**: Applications from other Catholic families.

**4:** Parents who are ex-students of Holy Trinity School.

**5:** Other students.

Parents of students of other religions must understand they are committing their children to Catholic Education and that Religious Education classes are an integral and compulsory part of the curriculum for all students. There is a limited intake of other than Catholic Students provided that:

* the Principal and Parish Priest agree;
* there are vacancies;
* the student participates in all Religious Education programs;
* following an interview with the parents the principal is convinced that they are in complete agreement with the philosophies and practices of the school.

Children with disabilities may be enrolled (in accordance with procedures established by the Catholic Schools Office and published in a brochure included in the Enrolment package) provided that the school can offer adequate facilities and personnel to cater for the needs and development of these students throughout their education at Holy Trinity School.

The enrolment of students who are not permanent residents of Australia will be in accordance with government legislation and the requirements of the Catholic Schools Office.

The age guidelines for compulsory schooling, legislated by the State Government, will be adhered to.Where a family has students accepted for enrolment, the school accepts a commitment to provide an ongoing place for the students of that family provided that behavioural and financial arrangements, etc. are satisfactory to the school.

The school will attempt to ensure that closing dates for enrolment applications are made known through Prospectus materials and the school Newsletter. However, once the advertised closing date has passed, it may not be possible to service late applications. Some applications may be unsuccessful. Waiting lists may be developed and implemented when and where necessary.

The process for enrolling at Holy Trinity is as follows:

1. Parents/carers complete the Enrolment Form, which must be signed by both parents if they share responsibility for the students schooling.
2. Copies of the following documents are to be returned to the school, together with the Enrolment Form:

* Proof of student's residential address (rates notice, electricity account)
* Birth Certificate or identity documents
* Copies of family law or other relevant court orders
* Copy of Immunisation history statement
* Copies of Baptismal certificate and other sacramental documents (if applicable)
* Reports from previous schools (for Years 1-10)
* If the student is not a Permanent Resident a passport and visa is required

1. The Registrar will contact the parents/carers to arrange an enrolment interview with the Principal and Assistant Principal. Both the parents and the student attend this interview.
2. Parents/carers are usually advised by telephone of the outcome of the application. If the application is successful, an Acceptance Offer and commencement date is determined. A comprehensive Enrolment Acceptance Form is completed by all parties who are responsible for the enrolment of the student. This binds parents to the enrolment conditions, including the full and frank disclosure of all information relating to the child at the time of enrolment and the timely payment of fees.

Special arrangements are in place for students enrolling to commence at the beginning of the following year. They are as follows:

**Kindergarten**

Students applying for enrolment at Holy Trinity School are subject to the enrolment policy formulated by the Catholic Schools Office. This policy states:

* Children, who turn five years of age by July 31 during the year of enrolment to Kindergarten, may be admitted.
* Children, whose birthday occurs later than July 31 during the year of enrolment to Kindergarten, should only be considered in exceptional pastoral circumstances. In all such cases, the Parish Priest is asked to be involved in discussions with the parents, and the Catholic Schools Office should be informed prior to any decision being reached.

The Kindergarten Enrolment Process is as follows:

* Parents obtain the Prospectus at the Open Day in Term 2 and complete the Application Form, which is returned with the required documentation (as listed above).
* Parents are contacted by the Registrar to arrange a meeting time with the Principal early in Term 3. Parents and the child attend this meeting. Places are offered in early Term 3. The transition process commences in Term 4 and concludes in November with transition visits and a Parent Information Meeting.

**Year 7**

Holy Trinity accepts students from Catholic primary schools in the local area subject to vacancies. Students who wish to enrol in the Secondary Department must meet the enrolment criteria.

The Year 7 Enrolment Process is as follows:

* Parents obtain the Prospectus at the Open Day and complete the Application Form, which is returned with the required documentation (as listed above).
* Parents are contacted to arrange an enrolment interview with the Principal and Assistant Principal in Term 3. This is attended by parents and the student.
* Places for successful applicants are offered in Term 3. The transition process commences in Term 3 and is ongoing.

Other Year Groups

Students may be accepted in other year groups if vacancies exist. The enrolment process follows the steps included in the General Enrolment Section above.

Departure from Holy Trinity

Parents/carers are required to notify the Principal in writing of any intended student departure. Parents are required to complete a Student Departure Form. All outstanding fees are to be paid prior to departure and any school resources such as texts or library books returned.

It is a legal requirement that parents/carers of children under the minimum school leaving age of 17 provide Holy Trinity with the name and location of the school where their child has been enrolled prior to departure.

**Evacuation/Lockdown**

The School has in place evacuation and lockdown procedures as a part of the Critical Incident Policy. Regular drills take place so the students can become familiar with the processes outlined in the policy.

**Excursions**

Excursions are part of the teaching and learning programme and greatly benefit and enrich the student's education.

Families will be informed in writing prior to the excursion and for major excursions must return a permission note to the student's teacher before participating in the excursion.

Staff are accredited with CPR training and Risk Management strategies are developed for each excursion.

In order to participate in an excursion, a student must display responsible behaviour at all times throughout the year, as participation in excursions is a privilege not a right.

Major Excursions

Primary - students have the opportunity to participate in major excursions in the senior primary years.

Secondary - students will have the opportunity to participate in a major excursion in Year 8 and Year 9. In Year 10 students attend a Christian Living Camp at Copeton State Waters and participate in a Work Experience program.

**First Aid**

Only minor first aid will be administered by school staff. In cases of serious injury appropriate medical support and advice will be sought. (See also the Medication Section).

**Head Lice**

If students have head lice, it is suggested that parents:

* check all other members of the family
* shampoo with one of the preparations available from any chemist
* notify the School
* keep the student at home until all eggs have been removed
* keep long hair tied back
* impress upon the student not to play with one another's hair
* ask students not to share hats

**Health**

It is wise to keep the student at home if they are showing signs of illness before leaving for school. This is a good port of call for knowing whether to send your child to school:

* If you have to give your child Panadol or Nurofen for a fever today, they should stay home tomorrow.
* If your child has a hard cough, constant runny nose, sore throat or swollen glands they should not be at school tomorrow.
* If you have given them Panadol or Nurofen in the morning to get them “through the day” then they should not come to school
* If your child has vomiting and/or diarrhoea today, they should not come to school for 48 hours after symptoms have resolved.

This helps prevent the spread of illness to others. If your child is unwell at school we will contact you to collect them. It is important that the school has current records of phone contacts in case a student needs to be collected to go home because of illness or accident. Holy Trinity School follows and complies with all NSW Department Health guidelines in regard to COVID 19 and other communicable diseases. Families are informed of these protocols and expectations via all the normal communication channels. Below are common childhood illnesses that require specific treatment in relation to schools. When we are informed of these conditions we send home the latest fact sheet.

| **Condition** | **Exclusion of Cases** | **Exclusion of Contacts** |
| --- | --- | --- |
| Chickenpox | Exclude for 5 days after spots first appear and until blisters have formed  scabs and the child feels well. | Any child with an immune deficiency or receiving chemotherapy should be excluded for their own protection.  Otherwise not excluded.  Pregnant women should seek medical advice. |
| Cold Sores | Not excluded.  Carers of children with cold sores should not have contact with babies younger than 2 months. | Not excluded. |
| Conjunctivitis | Exclude until discharge from eyes has ceased. | Not excluded. |
|  |
| Cytomegalo Virus (CMV) | Not excluded | Not excluded  Pregnant women should seek medical advice. |
| Diarrhea | Exclude until diarrhea has ceased. | Not excluded |
| Diphtheria | Exclude until medical certificate of recovery is provided after two  negative throat swabs, the last at least 72 hours after stopping antibiotics. | Exclude family and household contacts until cleared by Public Health Authority. |
| Giardia | Excluded until treatment given and diarrhea has ceased. | Not excluded  Faeces testing are recommended if contact has diarrhea. |
| Glandular Fever | Not excluded | Not excluded |
| Hand, Foot and Mouth Disease | Not excluded  Cover blisters on hands and feet. | Not excluded |
| Hepatitis A | Exclude until medical certificate of recovery is provided, and not before 7days after onset of jaundice or illness. | Not excluded  See doctor for preventative immunoglobulin. |

| Hepatitis B | Not excluded | Not excluded  If bitten through skin by carrier or in contact with carrier's blood, inform Public Health Unit and seek preventative treatment. |
| --- | --- | --- |
| Hepatitis C | Not excluded | Not excluded  If bitten through skin by carrier or in contact with carrier's blood, inform Public Health Unit. |
| Haemophilus influenza type b (Hib) | Exclude cases where there are susceptible individuals, especially young children until completion of treatment | Advise susceptible contacts (or parents/carers) of the risk of infection; counsel them to watch for signs or symptoms of Hib occurring within 14 days of exposure. |
| Human Immune Deficiency Virus (HIV) | Not excluded, unless moist skin lesions cannot be covered with waterproof dressing, or another infection occurs requiring exclusion. | Not excluded |
| Impetigo  (School Sores) | Exclude unless sores are covered with waterproof dressing, or another infection occurs requiring exclusion. | Not excluded. |
| Influenza | During flu outbreaks, exclude for 5 days after start of symptoms. | Not excluded. |
| Measles | Exclude for at least 4 days after the rash first  appears. | Immunised contacts not excluded. Unimmunised contacts are to be immunised within 72 hours of contact with the first case, or be excluded for a minimum of 2 weeks from the disease appearing in the last case, and as determined by the Public Health Authority |
| Meningitis | Exclude until well. | Not excluded.  Contact local Public Health Unit re need for preventative antibiotics for family and child care contacts |

| Meningococcal type C. | Exclude until advised by medical practitioner | Contact Public Health Unit who inform the Principal and provide a letter for distribution to parents of all children attending the school. |
| --- | --- | --- |
| Mumps | Exclude for 9 days after swelling first appears. | Not excluded. |
| Pediculosis (Head Lice) | Exclude until day after treatment is started. | Not excluded.  It may be advisable for all household contacts to be treated at the same time as the cause. |
| Poliomyelitis (Polio) | Exclude for at least 14 days after symptoms first appear, and until medical certificate of recovery is provided. | Not excluded. |
| Ringworm | Exclude until day after treatment is started. | Not excluded.  It may be advisable for all household contacts to be treated at the same time as the cause. |
| Rubella (German Measles) | Exclude for 4 days after rash appears. | Not excluded.  Pregnant women should seek medical advice |
| Scabies | Exclude until day after treatment is started. | Not excluded.  It may be advisable for all household contacts to be treated at the same time as the cause. |
| Scarlet Fever | Exclude until 24 hours of antibiotics have been given, and person feels well. | Not excluded |
| Streptococcal Infection | Exclude until 24 hours of antibiotics have been given, and person feels well. | Not excluded |
| Trachoma | Exclude until day after treatment is started. | Not excluded.  It may be advisable for all household contacts to be treated at the same time as the cause. |
| Tuberculosis | Exclude until allowed to  return by Public Health Authority | Not excluded  Household and childcare contacts may need screening. |

| Typhoid  And Paratyphoid Fever | Exclude until allowed to return by Public Health Authority. | Not excluded |
| --- | --- | --- |
| Whooping Cough (pertussis) | Exclude for 5 days after starting a 14 day course of antibiotics | Exclude close child contacts until they have commenced antibiotics.  Exclude unimmunised contact for first 5 days of a 14-day course of Erythromycin. Contact local Public Health Unit. |

#### Homework

For K-6 students homework expectations will be given at the beginning of the year.

In the Secondary Department, homework may be set by the KLA teacher and can consist of catching up on work, doing assignments, finishing class work, revising for tests and assessments. Homework may also include completing online tasks and activities.

It is the student's responsibility to ensure that assignments are completed and submitted by the due date. Failure of home based computer or ICT equipment will not generally be considered as a satisfactory reason for late submissions.

#### Immunisation

As part of the enrolment process parents are required to provide the school with a record of their child's immunisation status. In the event of an outbreak of childhood disease, Department of Health processes will be put into place. This may result in a student who is not immunised being excluded from school.

#### Information Communication Technology

ICT is an essential component in school education. All students have access to technology, either in the Computer Laboratories, the Library or within their classrooms. Students must abide by the Computer Code of Conduct.

#### Library

The school library is well equipped and resourced from school funds and Parents and Friends support. The Library is open for student use between 8.30am and 3.30pm. Mrs Toni Fraser is our Librarian. Mrs Sharon Hollis is the Library Assistant.

Kindergarten to Year 6 classes have set Library lessons each week. The students are encouraged to borrow books each week for home reading and should have a library bag for this purpose. Families are asked to remind children to return borrowed books to the class library box after use. Secondary students may visit the library during breaks and before and after school.

**Lost Property**

All clothing and articles should be marked clearly if your family name. If property is lost, families and students are welcome to look in the Lost Property Box located in the Front Office and Secondary Staffroom. Unclaimed clothing will be sent to the St Vincent de Paul Society at the end of the year.

#### Medication

In order to comply with government regulations the school is required to follow the procedures outlined below for administering any medications.

Medication should be sent to school in the container originally dispensed in, labelled with clear instructions, and handed into the Front Office, along with a form of authorisation signed by a parent. The link for this form can be found in the Newsletter.

Under Work Health and Safety regulations, the school is required to maintain careful records of all administrations of medication. The school is not permitted to administer over-the-counter analgesics (such as Panadol) to children without parent consent.

Parents are required to advise the school of any chronic illnesses or allergies (including anaphylaxis) at the point of enrolment or as soon as they are diagnosed so that management processes can be developed and published to all staff, if necessary.

Parents must advise the school immediately of any changes to medication or management of illnesses or allergies. Mrs Emma Bourke is our First Aid/Medication Officer.

For overnight excursions or camps, prescription or daily medication must be given to the authorised medical officer or teacher in a Webster pack with clear instructions.

#### Mobile Phones and Technologies

K-6 students are **not** permitted to use mobile phones or other technologies at school unless supervised by a teacher. 7-10 students must follow the procedures below:

Mobile phones are to be used ONLY after teacher permission is given.

● 7 - 10 students can ONLY use devices outside of the staff room and Room 7

(after permission has been given).

● Mobile phones SHOULD NOT be out on the playground or in classrooms.

● If a mobile phone is seen it will be CONFISCATED by the teacher until the

end of the day and stored in Miss Bailey’s office - this is where it is to be

collected at 3.20.

● iPADs and LAPTOPS are to be used in learning environments ONLY under

the direction of teachers. INAPPROPRIATE USE will result in

CONFISCATION as per mobile phones.

● HEADPHONES should NOT be worn outside of the classroom.

INAPPROPRIATE USE will result in CONFISCATION as per mobile

phones/iPads/laptops.

● Social media is NOT permitted at school.

● Taking photos and filming others without permission is NOT PERMITTED.

● SMART WATCHES are treated the same as mobile devices.

● These rules APPLY to sporting events and excursions.

● Mobile device use is allowed after 3.20 for AFTER SCHOOL

ARRANGEMENTS ONLY (social media, filming and photos, watching videos

and listening to music are not allowed until you have left the school grounds).

The school accepts no responsibility for the loss or damage of mobile technology items.

#### National and State Testing

All students in Years 3, 5, 7 & 9 sit for the National Assessment Program Literacy and Numeracy Testing (NAPLAN) annually in March. As a result of NAPLAN each student's level of achievement is reported against the agreed national benchmarks of student achievement. Information is available on the My Schools Website or the School Annual Report which is published on the Holy Trinity Website. Students are also given the opportunity to participate in State and National Competitions in a variety of other KLAs.

#### Parents and Friends Association

In cooperation with the Parish Priest, the Principal and the School Adisory Council the Parents and Friends Association assists in maintaining and improving the educational facilities of the School through fundraising and also plays a role in parent networking.

All parents are encouraged to become active members of the P&F, which meets on the first Thursday of the month in the Library. The time is advertised in the newsletter Further information about P & F and contact details for members of the P & F Executive is available on the school website or from the Office.

#### Family Helpers and Volunteers

Family support is one of our most valued assets. Support can be offered in such areas as excursions, swimming lessons, sports carnivals, the canteen, library, fundraising and working bees.

Due to Child Protection legislation all helpers and volunteers must follow the Working with Children requirements and report to the Office on arrival each time they volunteer at the school. A volunteer WWCC check is recommended for all parents and can be obtained at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> or they must fill in a Declaration form available at the Front Office.

#### Private Car Allowance

Some parents may be eligible for Private Car Allowance if they are required to drive their child more than 1.6km (walking distance) from the nearest transport pick-up point. Please contact the School Office for details.

#### Religious Education

Religious Education is taught in the context of a partnership between the home, school and parish. It is our task as Christian educators to help our children access the Word of God in the Scriptures, the Church's Tradition, and in their own lives and experiences. All children are involved in the spiritual life of the school and each department celebrates Prayer Celebrations (Infants) and Mass, at the Sacred Heart Church, on a cyclical basis. Each department also celebrates weekly Assembly Prayer.

Throughout the year the whole school community gathers together in the School Hall for the celebration of Ash Wednesday, Holy Week, Trinity Mass and the end of year Thanksgiving Mass. Families are always welcome at all celebrations. Mrs Mary-Jane Guest is our Religious Education Co-ordinator.

Sacramental Programs

Students are prepared for the Sacrament of Penance and First Eucharist in Year 3, Term 3 and Confirmation in Year 6, Term 2. Children must be baptised to be eligible to receive the Sacraments. Families are required to attend a Parent Information Meeting, which is held prior to the commencement of each preparation program. At the meeting the program is explained and parents are issued with an enrolment card. Parents must then present their child to Father James at one of the enrolment masses.

Non Catholic students and families wishing to be initiated into the Catholic faith are warmly encouraged to contact the Parish Priest, Fr Paul, at the Parish Office (02 67221103). Mrs Mary-Jane Guest is our Religious Education Co-ordinator.

#### School Advisory Council

The School Advisory Council is a parent advisory body consisting of elected members and six appointed members who serve the school community by:

* Assisting the School to fulfill its responsibilities in the provision of a Catholic education.
* Promoting the development of the school in accordance with the pastoral goals of the Parish and Diocesan policies and guidelines.
* Being a source of advice to the Principal and Executive, sharing in the decision making process and undertaking certain management responsibilities as outlined in the constitution.

The School Advisory Council operates according to the Diocesan Statement Roles and Functions of School Advisory Council in the Armidale Diocese. Details of Advisory membership are published on the School Website. The School Advisory Council meets twice a term. The Annual General Meeting of the Council is held in November each year and interested parents are invited to nominate for election.

**School Fees**

School Fees are set in Term 4 of each year and fees are charged to cover the day-to-day running costs of the school. School fees provide the majority of the school's annual income. Within the school fees is a levy for the provision of technology, building and maintenance of the school site which is payable by all families each term.

Fees are generally increased each year to reflect the increased costs in running the school. Every effort is made to keep fee increases to a minimum. Families are made aware of the school's expectation that all school fees are paid in a timely manner and families are required to commit to the payment of school fees at the time of enrolment.

School Fees are payable:

* by year in advance or
* by term
* by direct debit over the calendar year

All School Fees are payable **in** full by the end of each term. The due date appears on the fee statement.Details of the current School Fees are available from the School Office. A system of discounts is available for families who have more than one child enrolled at Holy Trinity. Families who have difficulty meeting these fees are asked to contact the Principal to discuss a special arrangement. All special arrangements must be renewed each year.

All families in signing the *Acceptance of Enrolment Agreement* have agreed to:

7.3 The school expects that all fees and charges will be paid promptly by the due date as indicated on the account, or as formally agreed with the School through the Principal.

7.4 Provision exists for flexibility in the payment of school fees and charges. The School needs to be informed if Parent/Carers are facing financial difficulties, which may impact on the payment of fees and charges. Compassion for, and support of families in special circumstances, will always be a priority.

7.5 The names and signatures of the Parents/Carers affixed to this Agreement Form indicate those who are responsible for the payment of all fees and charges associated with this enrolment.

The fees at Holy Trinity can be paid:

* In person by cash, credit card, EFTPOS at the Front Office by the due date.
* via CompassPay, please log into your Compass account
* via BPay using the biller code and reference number on your statement
* Please call the front office if you would like to make sure your payments will cover the total of the years account.

Please call the front office if you would like to make sure your payments will cover the total of the year's account. Please include your family name/invoice number as reference.

It is the Parents/Carers responsibility to:

· Adjust Direct Debit payments so the amount covers the annual fees

· Pay the fees by the due date.

· Advise the school of email address changes

· Make an appointment with the Principal to discuss any outstanding arrears or difficulties with payment of fees so alternative payment options can be implemented. Special arrangements are only made for one school year.

#### School Office

The school office is situated **in** the Newberry Centre (Administration Block) and is open from 8.30 a.m. until 4.00 p.m. Monday to Friday. The Office Manager is Mrs Cathy Dyer.

#### School Reporting

School reports are issued each semester. Government regulations require reporting of student achievement in each Key Learning Area using an A - E grading scale.

School Reports on the academic progress of students are sent home with the student in June and December. Parents are invited to meet with the class teacher at Family Conferences to discuss any concerns or to seek clarification after reports have been sent home. Families may also make an appointment to speak to the Assistant Principal or Principal about matters relating to reporting.

Teachers use a variety of common assessment tasks across the year group to ensure accuracy in their reporting. Teachers will contact parents if they have any concerns about a student's personal or academic growth.

#### Inclusion Support Department

The Holy Trinity School Inclusion Support Department is staffed by Inclusion Support Teachers and Education Assistants. The Department supports class teachers to meet the needs of individual students who have special learning needs. Mrs Carole McNeil and Mrs Renee Stewart are our Inclusion Support Teachers.

#### Staff Professional Development

It is Diocesan Policy that staff have six Professional Development Days each year. Two at the beginning of the school year and two at the end of the school year. Two are during the school terms. This is the most economical way to in-service staff and to keep them abreast of the latest educational matters. These days are Pupil Free Days and there is no school for students. Professional Development Days are well advertised in our School Newsletter to give families plenty of advance notice. Due to NESA curriculum reform in 2024 there will be an extra two pupil free days.

#### Sun Protection

The school has in place a Sun Protection Policy. Students are encouraged to wear the school hat for **all** outside activities and sunscreen is available for student use.

#### Transition Programs

All students are assisted in transitioning to their progressive class. Specific Kindergarten, Year 7 and Year 10 Transition Programs are implemented to assist children in developing familiarity and confidence in their new education environments.

#### Uniform

On accepting a place at our school families agree to adhere to:

“4.1 The School has a clearly enunciated uniform, presentation and grooming code. All students are expected to wear the uniform as designated and keep to the presentation and grooming standards. Parents and Carers are expected to support the School by reinforcing the uniform, presentation and grooming standards with the students.

4.2 Details of these requirements are provided at the time of enrolment and can be obtained from the School Office.

4.3 The School reserves the right to judge and legislate on any matter of uniform, grooming or presentation. Decisions of the School are final.”

The school uniform identifies the school within the community and develops a sense of school spirit and belonging within the student body. Uniforms identify our students for their own safety on and off-site and the health and safety of students when involved in school activities. Some specific uniform requirements, such as shoes, hair and jewellery, are directly related to student safety. The wearing of the correct school uniform is compulsory, and students are expected to arrive wearing it daily, ready to learn. Families are asked to ensure that each item of clothing is clearly labelled.

**Purchase of Uniforms:**

All items must be purchased from the School Uniform Shop, which is run by Alinta and is located next to the school canteen. Full details of the opening hours, requirements and prices are available on their website: [www.alintaapparel.com.au](http://www.alintaapparel.com.au). A paper copy of the uniform information may also be obtained from the School Office.

**Summer:**

Compulsory for Terms 1 and 4; optional with winter uniform until June 1 and from September 1.

*Girls*

HTS Primary tunic; length on or just above the knee

HTS Secondary tunic; length on or just above the knee

HTS Culottes and short sleeve blue blouse

HTS White socks

*Boys*

HTS Short sleeve blue shirt

HTS Grey shorts

HTS Grey socks

**Winter:**

Compulsory from June 1 until September 1; optional in Terms 2 and 3 with summer uniform

*Girls*

HTS Tartan tunic (K-2); length on or just above knee

HTS Tartan skirt (Year 3-10; length on or just above the knee

HTS Long sleeve blue blouse

HTS Long navy pants

HTS Crossover tie

Opaque navy stockings

*Boys*

HTS Long sleeve blue shirt

HTS Long grey pants; plain black belt if needed

HTS Tie

HTS Grey socks

**Sport:**

HTS Polo Shirt

HTS Sports Shorts

HTS Tracksuit

HTS Tracksuit Jacket

HTS White socks

PE (7-10)

HTS Sports Uniform or

Navy/black shorts and t-shirt or

HTS Year 6 t-shirt and/or Diocesan t-shirt with navy/black shorts

Swimming costumes must be modest and one-piece for girls.

There may be specific requirements for participation in some sports, such as shin pads, mouth guards and football socks.

**Outerwear:**

Can be worn all year

HTS bucket hat K-6 (compulsory)

HTS bucket hat or HTS cap 7-10 (compulsory for PE and sport, strongly recommended for outdoor breaks)

HTS Grey wool jumper

HTS Tracksuit jacket

HTS Fleece jersey (K-6)

HTS Hoodie (Year 7-10 only)

HTS Year 10 Jersey (Year 10 only)

**Shoes:**

All students are required to wear enclosed black leather or strong vinyl school shoes. Shoes should have substantial soles (ie, a thumb tack would not cause injury to the wearer). Shoes should have laces or a buckle or a similar mechanism. Riding boot style black boots are acceptable in early years. High-top shoes are not acceptable. Slip-on shoes such as ballet flats and canvas shoes are not acceptable. On sports days, students are required to wear supportive sports shoes. They should have laces or a similar mechanism.

**Please note:**

Any other articles of clothing worn under the uniform must not be visible.

Plain grey and plain white ankle socks (no logos or motifs) are acceptable except on formal school occasions, such as school representation and school photos.

**Presentation Requirements - Primary**

*Hair*

Haircuts should be neat and of natural colour. Unacceptable styles include but are not limited to: motifs cut into the hair, dreadlocks, cuts under Number 2 blades, rats tails and unnatural colours. Hair, which touches the shoulders, should be tied back for safety reasons. Hair accessories such as ribbons, scrunchies, headbands etc,, should be discreet and in the school colours of blue or white.

*Jewellery*

One pair of unadorned plain stud earrings in the lobe (no other piercings)

Simple chain such as a sacramental crucifix worn under the uniform

One bangle/bracelet

One ring

One watch

For safety reasons, students may be asked to remove jewellery for physical education and other practical activities; therefore, it should be kept to a minimum and preferably not worn on sports days.

*Nails*

Nails should be short and without polish.

**Presentation Requirements - Secondary**

*Hair*

Haircuts should be neat and of natural colour. Unacceptable styles include but are not limited to: motifs cut into the hair, dreadlocks, cuts under Number 2 blades, rats tails and unnatural colours. Hair, which touches the shoulders, should be tied back for safety reasons. Hair accessories such as ribbons, scrunchies, headbands etc should be discreet and in the school colours of blue or white.

*Jewellery*

Should be kept to a minimum

Unadorned plain stud earrings - no more than 3 per ear

A discrete nose piercing - stud only, rings not permitted

Simple chain such as a sacramental crucifix worn under the uniform

One bangle/bracelet

One ring

One watch

Other visible body piercing or tattooing are not permitted.

For safety reasons, students may be asked to remove jewellery for physical education and other practical activities; therefore, it should be kept to a minimum and preferably not worn on sports days.

*Nails/Makeup*

Makeup should be minimal and natural only.

Nails should be short and natural polish only (this also includes artificial nails).

Uniform is monitored regularly by class teachers, Pastoral Care teachers and the Leadership Team. A dated note from families is required if a student is not in the correct uniform advising when the uniform will be able to be rectified. This is to be given to the class teacher (Primary) or the Pastoral Care teacher (Secondary) in the morning. Where the school is able to assist, we will endeavour to help the student correct the uniform eg, provide an elastic hair band, provide a container for excess jewellery, and give a spare school outerwear garment.

Consistent infringement or major breaches will result in families being contacted and students may:

* Primary students without a hat will be asked to sit in the shade during break times
* Be asked to work from home until the issue has been rectified; students may return as soon as it is rectified
* Have privileges removed
* Be unable to represent the school or attend school events

The school will endeavour to work with families to keep the standard for uniform and presentation high. Please contact Mrs Rainger if you have financial difficulties in relation to uniform.

#### Volunteers, Visitors and Contractors Protocol

Visitors are all persons on school grounds, other than current students and employees of the school who have a good cause to be there.

Typical visitors to the school include members of the wider school community, prospective parents, prospective employees, volunteers, contractors, invited speakers and representatives of community, business and service groups.

If any person (whether or not originally a legitimate visitor) displays behaviour that indicates an intent to use physical force or power, threatened or actual, against a person, that either results in or has a high likelihood of resulting in either physical or psychological harm, that person shall be treated as a violent intruder and will be managed through our Violent Intruder on Grounds Policy.

**Volunteers & Volunteer Activities**

A volunteer is a person who works without payment or financial reward for schools. Volunteers make a considerable contribution to the school community by giving their time and sharing their skills and expertise with others. Examples of volunteer work within the school include: P and F, School Advisory Councillors, Coaches, Canteen helpers, Classroom helpers, excursion helpers. Holy Trinity is committed to providing a safe working environment for all our workers, students, visitors and guests.

It is our policy to:

* *Ensure the safety and welfare of all persons on school grounds;*
* *Implement procedures for management of visitors on school premises*
* *Ensure all staff who are arranging meetings with visitors request that they report to the main school reception (unless they are attending an organised event, or a meeting with a staff member has been pre-arranged at a specific location);*
* *Welcome the involvement of community members in providing assistance within the school;*
* *Provide all volunteers with a safe working environment;*
* *Provide appropriate support and/or instruction to volunteers to help them carry out their tasks at the school;*
* *Meet the requirements of all relevant legislation, particularly legislation that pertains to matters of workplace safety and child protection -* [*Child Protection - Working with Children Checks*](https://drive.google.com/file/d/1U20YISY-Dw8F5pkACZ8J1PWHh1IZXNsk/view)
* *Ensure that both students and staff are vigilant to the presence of unknown people on the school grounds;*
* *Implement adequate security procedures within the school.*
* *Implement procedures for dealing with violent intruders.*
* *Encourage staff with respect to dealing with visitors.*

**Visitor Procedures**

When visiting school grounds all visitors must:

* *Report to reception;*
* *Sign into Compass stating their name, position or company, purpose of visit and time of arrival*
* *Wear a badge or lanyard that clearly identifies them as a visitor; and*
* *Sign out of Compass when they leave the school premises, recording their time of departure.*

If visitors are carrying out child-related work, the school requires visitors to have applied for or hold a valid Working with Children Check. If they are a parent or grandparent of a student and they do not hold a WWCC then they are requested to fill out a Declaration form at the Front Office.

**Visitors Attending School Events**

Where the school holds an event which involves multiple visitors (such as parent teacher meetings or social functions), it is not practical or desirable for visitors to report to reception.

 In the event that the school holds an event, clear signage will be displayed at the entrances to the school and staff and/or student representatives shall be deployed to assist in directing visitors to and from the event venue.

**General Guidelines for All Volunteers**

Volunteers are required to:

* *Carry out tasks in a manner consistent with school expectations, including the maintenance of a professional, cooperative and confidential working environment;*
* *Take reasonable care for their own health and safety and ensure they don’t adversely affect the health and safety of others;*
* *Carry out tasks within the role assigned and not to perform duties they do not have the skills to undertake;*
* *Cooperate with the reasonable policies, procedures and instructions given by the school;*
* *Refer all student concerns or behavioural issues to the school;*
* *Notify the school as early as possible if they are unable to fulfil their volunteer commitment; and*
* *Report all workplace safety incidents or injuries to the school.*

Volunteers must not:

* *Work unsupervised with students unless they have been screened in accordance with the procedures for dealing with Direct Contact Volunteers set out below;*
* *Be involved in toileting students or assisting with change rooms/sick rooms;*
* *Encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms); or*
* *Display bullying or intimidating behaviours towards students.*