



*Holy Saviour*  
Parish Primary School

*Vermont South*

## **A-Z Guide for Parents**

### **Absence**

If your child is away from school please send a message via our school bag app to inform us of your child's absence and the length of time they will be away. Please remember it is your responsibility to contact the school to inform if your child is going to be absent or late to school.

### **Assembly**

A school assembly is held each Wednesday afternoon at 2:30pm in the School Hall. Classes present an item on a rotational basis and led by our student leadership team

### **Book Club**

The school acts as an agent for Scholastic Bookclub who offer paperback books at reasonable rates. Catalogues are distributed approximately every six weeks, with a return date. Selection, if desired, should be returned to the school office Delivery is approximately 4-5 weeks.

### **BOUNCE BACK! stands for:**

**B**ad times don't last. Things always get better. Stay optimistic.

**O**ther people can help if you talk to them. Get a reality check.

**U**nhelpful thinking makes you feel more upset. Think again.

**N**obody is perfect – not you and not others.

**C**oncentrate on the positives (no matter how small) and use laughter.

**E**verybody experiences sadness, failure, rejection and setbacks sometimes, not just you. They are a normal part of life. Try not to personalise them.

**B**lame fairly. How much of what happened was due to you, to others and to bad luck or circumstances?

**A**ccept what can't be changed (but try to change what you can change first).

**C**atastrophizing inflates your worries.

**K**eep things in perspective, it's not the end of the World!

### **Buddy Program**

The buddy program is designed for Prep and Grade 6 students to develop a caring and supportive relationship. Students are given opportunities to participate in activities throughout the year which helps build rapport and connectedness.

### **Camp**

Children in Years 5 and 6 attend a school camp each year. The camp provides opportunities for teachers and students to get to know each other and to enjoy activity based educational camp experience.

### **Car Park**

For the safety and well being of all users, parents and family members are asked to observe the parking directions and restrictions in our car park area. The Parish car park (Sherwood Rise entrance) is restricted to those who have an appointment at the Parish Office or for Parish events only. As stated in the Parent Handbook, cars are not to be driven on the School property to drop or pick up children. There is ample on street parking around the school and also crossing supervisors on Highbury Road and Weeden Drive to ensure safe passage across roads and into the school. The safety and wellbeing of all children is our priority at Holy Saviour and the cooperation and patience of all users is paramount in ensuring this happens.

### **CDFpay**

We understand there are many times when you may need to provide cash to your child to pay for lunch orders, special events etc. But cash isn't the only option in today's world; which is why we want to make it convenient for you to make payments. We have introduced CDFpay, which is a cash-free solution for our lunch orders such as Bakers Delight and Subway and for special events such as Hot Dog Days, Father's Day stalls and free dress days. This solution is an online payment platform offered by the Catholic Development Fund Melbourne (CDF). We will be encouraging all parents to use this simple, cash-free platform in the future. Please be assured that we will not turn away parents/students who choose to pay via cash, however to ensure the success and drive the full benefits of this program we encourage your participation.

### **Child Safety**

Holy Saviour School is committed to the safety of all children in our school community. We believe all children have the right to be safe, happy and empowered. We support and respect all children, as well as our staff, families and volunteers.

### **Classroom lunch orders**

The school has a number of options for ordering lunches, Classroom Cuisine (Wed) and Subway (Fri). With Classroom Cuisine, orders are placed by parents online before 8:00 am to ensure same day delivery . To place an order or to view the service offered please visit: [www.classroomcuisine.com.au](http://www.classroomcuisine.com.au)

With Subway, orders are placed on a Thursday either online via CDFPay or through the school office.

## **Excursions / Incursions**

These take place in each year level of the school. They are seen to be an integral part of the school curriculum. It is expected that all children will participate in the excursion program. The cost of excursions/incursions is met by the Excursion Levy which is included in the general levy.

Parents will be informed of excursion details prior to the excursion taking place, and are asked to return permission notes promptly as absence of the note may necessitate children being excluded from the excursion.

## **First Aid**

All children who are sick at school are sent to the sick bay for their own care and welfare. A staff member will contact parents if children are not well enough to remain at school. The school has a policy of not administering drugs (e.g. Aspirin) or other medication without permission from parents. As part of our First Aid Policy, any child presenting to the sick bay after a head knock of any type must remain in the sick bay until parents have been contacted. Please note that any child not well enough to go outside at recess or lunchtime is not well enough to be at school.

The school's administration has a commercial arrangement with Healthguard First Aid to train and maintain the appropriate level 2 First Aid training for all staff. Healthguard advises us when this training needs to be updated and they offer appropriate Professional Development training on site after hours.

## **Hats**

School hats are compulsory in the first and fourth term. A "No Hat No Play" rule applies.

## **Health Regulations**

Ministry of Education and Health Department regulations apply in cases of infectious diseases involving exclusion from school. These guidelines are available from the school office and are printed in the School Newsletter.

## **Library**

The Library is the centre of the school's available resources, contributing directly to the child's learning experiences. The library houses a variety of resource materials: picture story books, fiction and non-fiction books, pictures and various audio-visual aids and equipment. All children are encouraged and expected to borrow books from the school library regularly throughout the school year. Parents are asked to encourage the borrowing of books by taking an interest in what their children borrow. To help protect books from being damaged it is expected that each child will have library bag. If library books are lost or damaged through carelessness, it is expected that the replacement costs will be met by the child/family concerned.

## **Lost Property**

Unclaimed property is held in the Lost Property Box which is located in the back entrance to the shared area. At the end of each term all un-named, unclaimed articles are directed to the Uniform Shop.

## **Mass**

School Masses are timetabled on Sundays and during school hours. Children are taken to Mass on special occasions. All families are expected to attend Sunday School Masses.

## **Meditation**

At Holy Saviour, meditation and mindfulness are practiced often, especially as part of Resilience Project lessons.

## **Music Tuition (Private)**

Our students have the opportunity to attend private music tuition in keyboard, drums and guitar. These take place on the school premises during school hours.

## **Operoo**

Operoo has an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care to children. It's an electronic version of the paper based forms you're always having to fill in for excursions, camps, enrolments, etc. It provides you the opportunity to update your child's medical information promptly and accurately while providing the school with instant access to the most current emergency information provided by you.

## **Out of School Hours Care Program**

At Holy Saviour we offer a before and after school program in a caring and homely atmosphere

Mornings- 7.00am- 9.00am

Afternoons- 3:30pm to 6:00pm and Early term dismissals.

The programs are outsourced . Contact the School Office for application forms.

## **Parent Participation and Involvement**

All parents are encouraged to be actively involved in the life of the school. Opportunities are available for participation in classroom programs, excursions, senior sport, school camp, school library etc., and as parent representatives on the Parish Education Board. Please also note that any parent volunteering in any capacity in the school must have a current 'Working with Children' check. These are free of charge and can be organised through the local post office. All registered parents with these checks are recorded on a school database.

## **Parent/Family Events**

- Liturgies- beginning/end of School year of, new term, important times in Liturgical year, Grandparents Day, Year level Sunday Mass and Morning Tea, daily parish Mass
- Numeracy Nights

- STEAM nights
- Cybersafety nights
- Wellbeing nights
- Sexuality education

### **Parent Newsletter**

The Holy Saviour newsletter is published fortnightly on a Friday during the school term. Our multi-page digital newsletter works on any device. Links to the newsletter are sent out via our Skoolbag App. We encourage parents to take the time to read the newsletter each week as it contains important information and upcoming events.

### **Parent Teacher Interviews**

Interviews are arranged at the beginning of the year and at the end of second term. These provide an opportunity for parents to discuss the progress of their children and any concerns that either teacher or parent may have. Teachers are available at other times to discuss your child's educational growth. However, parents are asked to telephone the school and make an appointment for an interview. This ensures that the teacher is available and that the interview is profitable for all concerned. The Principal is always available to parents to discuss the wellbeing of children. Appointments can be made by contacting the school's secretary.

### **Physical Education**

All children from Prep to Year 6 have a weekly P.E. lesson. Children are expected to wear sports uniform on their sports day. Children in Years 4-6 participate in the Waverley East Sports Association Competition against neighbourhood schools. Games are generally played on a Friday. Parents are encouraged to support school teams and to assist with supervision.

### **Playground Supervision**

The playground is supervised at all times by a teacher(s). Before school supervision commences at 8:40am and concludes after school at 3:45pm. Children still on the premises at 3:45pm are required to wait in the Administration corridor until collected. Children that have not been collected from the office by 4:00pm will be sent to After School Care at the parent's expense.

### **Playgroup**

Open to all Parents, Grandparents and Carers of babies and Pre-schoolers. Tuesday mornings 9am to 11am during school term in the Wellbeing Hub. It's a great opportunity to come along, relax and have a cuppa with other parents while the children are playing. BYO Child's snack, Morning Tea and Coffee supplied, Gold Coin Donation.  
All enquiries to Kimberly on 0411 178 676

### **Restorative Practices**

Restorative practices assist young people to become aware of how their behaviours impact other people. At Holy Saviour we try to see instances of 'wrong doing' as opportunities for learning. We aim to work with children in circles to help restore and rebuild relationships after harm has occurred. Within this process we work on building empathy and understanding which are vital life skills which students can take with them beyond their formal years of schooling.

### **Sacraments**

The children are prepared to receive their Sacraments through a home based program which is supported by the school and led by the Parish. Children receive the Sacrament of Reconciliation (usually Grade 3), followed by the Sacraments of Eucharist (usually Grade 4) and Confirmation in later years. For details regarding the Sacraments please go to the Holy Saviour Parish website and / or call the Parish office on 9401 6340

### **Social Justice Initiatives:**

- St Vincent de Paul (Food Drives, etc)
- Caritas/Catholic Missions- recognising and supporting their work
- Red Day- affirming the rights of Freedom of Belief for all peoples

### **Skoolbag App**

Skoolbag is an electronic communication tool that you will be able to receive the school newsletter, access the school calendar, lodge absences and receive important information when required. It is recommended that all parents download this free app from the App Store.

### **Staff In-Service Days**

The school is entitled to close for teacher in-service days on 6 days per year. Advance notice is always given.

### **Student led lunch clubs**

Students are given opportunities to lead lunch clubs focussing on their own interests and hobbies- these include areas in art, digital technologies and aerobics.

### **Student Wellbeing**

The school has both pastoral care guidelines and a discipline policy which provide for the welfare of each student based on the logical consequences approach.

The school's leadership team constitutes the Wellbeing group who are responsible for monitoring the wellbeing of all students. The school also employs a Wellbeing and Learning Diversity Leader. Any parental concerns regarding student wellbeing should be directed to the classroom teachers, Principal (Mr Steve Evans), Learning Diversity Leader (Mrs Carly Corcoran).

## **Swimming**

The swimming program is compulsory for all students. Qualified instructors at the conduct swimming lessons, from SwimWorld Glen Waverley. The swimming development program's goal is to nurture, encourage and motivate, which gives a sense of achievement and leads to personal growth and a lifetime love of water.

## **Uniform**

The children at Holy Saviour are very proud of their school. The purpose of the school uniform is to identify each student as a member of this community, and thereby to establish a common bond. The parents and staff together believe that wearing a simple school uniform enhances this feeling of belonging. The wearing of uniforms establishes attitudes of pride and cooperation and adds to the tone of the school. Parents are urged to ensure children wear their uniform and take pride in their appearance. During First and Fourth terms the school hat is a uniform requirement.

New uniforms can be purchased from Primary School Wear (PSW) in Mount Waverley. Information about uniforms and a catalogue list can be found here. (also link to uniform policy)

We also offer second hand uniforms through the school.

## **Wet days and days or extreme heat**

On days of extreme weather conditions, the school curriculum is adapted so that pupils are engaged in school activities appropriate to the weather. Pupils are not dismissed early. On wet days and days of extreme heat during recess and lunchtime children will remain in their classrooms and engage in quiet activities of their choosing. Two adjoining classrooms will be supervised by one teacher.

## **Whitehorse Council**

Holy Saviour includes the Whitehorse City Council's Environmental Education Program run by Council officers and a team of volunteers. The program provides environmental and sustainability education for local schools, pre-schools and a diverse range of community groups.