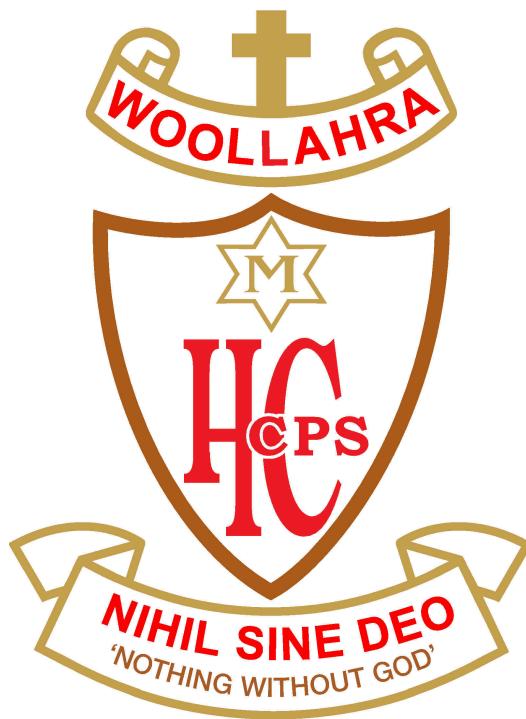


## Holy Cross Catholic Primary School Woollahra



### PARENT INFORMATION HANDBOOK 2026

## WELCOME MESSAGE

Dear Parents and Carers

I am very pleased to welcome you and your child as members of the Holy Cross community. I hope that your child will find it a place of friendship, joy, discovery and challenge. I hope that your association with the school will be a happy and rewarding time, as we work in partnership to cater for your child's needs and interests.

There are many great qualities that make Holy Cross a unique school; the warmth of the community, the dedicated and caring staff, the variety of opportunities provided and the way we learn. We are a welcoming school community that fosters relationships within our school and parish. Holy Cross Catholic Primary School is a wonderful place for students to grow and learn. As a staff we are committed to Catholic Education, we take pride in our professionalism and collegiality and ensure that the interests and passions of the whole child are nurtured. We are inspired by the charism of the Sisters of Mercy. By following their example, we are called to be instruments of God's love and peace.

I urge each and every parent to become involved in the life of the school and to make a contribution in whatever way you can. On many occasions throughout the years, opportunities will arise for you to show your support. I encourage you to take up this challenge.

The purpose of this booklet is to provide you with information about some of the school's policies and procedures, which may best assist you and your child settling into school.

We look forward to welcoming your child to our school community.

Yours sincerely

Kylie Brakel  
Principal

## HOLY CROSS SCHOOL PRAYER

Loving God,

Please help us to live each day,

Following our school motto '**Nothing Without God**'.

Help us to treat our friends, teachers, families and classmates with care, respect, peace and love.

Make sure we are all safe, respectful learners,

following the examples of Jesus and the Sisters of Mercy in all we do.

We ask this, through Christ our Lord,

Amen

## SCHOOL INFORMATION

Holy Cross Catholic Primary School Woollahra is part of a system of schools, Sydney Catholic Schools in the Archdiocese of Sydney. Holy Cross is part of the North Sydney-Ryde Harbour Network of schools.

## 2026 IMPORTANT DATES

### Term 1

**Staff Development Days (Pupil Free Days)** Tuesday 27 & Wednesday 28 January

**Years 1-6 commence:** **Thursday 29 January**

## FIRST DAY FOR KINDERGARTEN

Kindergarten will commence on Friday **30 January**.

From 8.20 - 8:45 am parents and children enter via the Fletcher Street gate and move to the Kindergarten classroom. You may like to take photos and spend time with your child. At 9.00am the P & F will host a 'Tea and Tissues' morning tea for parents. All Kindergarten students will finish at 3:10 pm.

## SCHOOL TIMETABLE

The gates open for students to begin to arrive at 8.20am.

|                   |   |
|-------------------|---|
| Morning Prayer    | 8.50am - Students gather for prayer on the playground in class lines. |
| Lunch             | 10.50 - 11.40am   |
| Lunch             | 1.40 - 2.10pm   |
| Classes Dismissed | 3.10 pm   |

## VISION & MISSION STATEMENT

**Ignited by the Holy Spirit, we celebrate learning for life, to make a positive difference in our world.**

At the heart of Holy Cross Catholic Primary School, we are inspired by the charism of the Sisters of Mercy. By following their example, we are called to be instruments of God's love and peace.

# MERCY

### **Mission**

Inspired by our school motto, 'Nothing without God', we are committed to the evangelizing mission of the Church by actively fostering and nurturing our Catholic faith, tradition and culture within the life of the school, parish and community.

### **Educating for the Future**

We promote excellence in teaching and learning by providing a dynamic and contemporary curriculum that caters for the diverse learning needs of students. We empower our students to be critical thinkers, problem solvers and lifelong learners, enabling them to utilise their gifts and talents and reach their full learning potential in a rapidly changing world.

### **Resourcing**

We recognise and embrace our call to stewardship through the provision of contemporary and innovative resources. We provide service through the employment of committed and dedicated teachers. We enhance the learning needs of our students by building the capacity of teachers and future educational leaders.

### **Community-Respectful Relationships**

Based on mutual respect and professional engagement, we foster collaborative and positive relationships with students, staff, parents, parish and the wider community, facilitating a positive environment for the well-being of all.

### **Yesterday, Today and Tomorrow**

Remembering the rich history of our school, we live out our Mercy values: *Compassion, Justice, Love, Respect and Care for All*. We implement innovation and change, focused on continually improving the quality of teaching and learning

## SCHOOL LEADERSHIP TEAM

The School's Leadership Team is a group of teachers responsible for the co-ordination and development of the school, under the leadership of the Principal. The Principal, Assistant Principal, Religious Education Coordinator, Instructional Specialist and the Curriculum Coordinators form the School's Leadership Team.

|   |                 |
|---|-----------------|
| <b>Principal</b>                              | Kylie Brakel    |
| <b>Assistant Principal</b>                    | Nada Luksic     |
| <b>Acting Religious Education Coordinator</b> | Amanda McLennan |
| <b>Instructional Specialist</b>               | Jodie Smith     |
| <b>Coordinator 1</b>                          | Natalie Israel  |
| <b>Coordinator 1</b>                          | Sarah Connolly  |

### SCHOOL OFFICE

**Office Hours** 8.00- 4.00pm daily. Email: [info@hcpswoollahra.catholic.edu.au](mailto:info@hcpswoollahra.catholic.edu.au)

**School Support Officers:**

Ms Karina Agius - Senior School Support Officer

Mrs Karina Dorman - Part Time School Support Officer

If calling regarding changes in travel arrangements for the day, please do so before 3.00pm and a message will be delivered to your child's class.

### SCHOOL/HOME COMMUNICATION

**Compass** is the main form of communication between home and school. News Feeds are sent out via Compass. It is essential that parents download the Compass App or access Compass through a computer to keep up to date with school events and information.

The school's **Newsletter** is published weekly on Wednesdays and sent through the Compass Platform.

Teachers utilise the **SeeSaw program** to share photos and class events.

Each term, teachers will send home a **class overview**. The overviews inform parents of the areas of learning focus in each Key Learning Area specific to that class /year and how parents can support classroom teaching and learning experiences.

If parents require an interview with either teachers or the Principal, you are requested to make contact with the school support staff through the office who will arrange an appointment for a convenient time. Parents are asked to provide some general indication about the purpose of the meeting or reason for concern. Teachers also have

commitments and meetings before and after school and therefore a mutually convenient time will be organised.

Teachers are not available for such meetings during class or lunch hours, or during assemblies, playground duty or staff meetings.

If a problem arises at school, please contact the class teacher in the first instance so that the matter can be investigated. Your child is our highest priority and we are eager to work with you in the best interests of your child.

**To send an email to the teacher, another staff member, members of the Leadership Team or the Principal please do so via [info@hcpswoollahra.catholic.edu.au](mailto:info@hcpswoollahra.catholic.edu.au) or phone 93693233.**

The school utilises **Social Media**, Facebook and Instagram to share good news stories with parents and friends. Please note, students whose parents have given permission for their child to appear in photos on the Sydney Catholic Schools Media Consent Form may be photographed for Facebook or Instagram.

#### SCHOOL HOURS

|                           |   |
|---------------------------|---|
| Gates open (Fletcher St): | 8:20 am                                   |
| School begins:            | 8:50 am (gates on Fletcher St are closed) |
| Lunch:                    | 10:50 - 11:40 am                          |
| Recess:                   | 1:40 - 2:10 pm                            |
| Dismissal:                | 3:10 pm                                   |
| Gates close (Fletcher St) | 3:30 pm                                   |

#### BUDDY PROGRAM

Students in Kindergarten are given a Year 6 buddy as part of our wellbeing program. This buddy system supports the Kindergarten children in their first year of school as well as providing leadership opportunities for the Year 6 students. This program continues in Year One with the Year 5 students being a buddy for the Year 1 students.

#### LIFE IN KINDERGARTEN

The first year of school is vital in setting the foundation and love of learning necessary for the educational journey ahead. At Holy Cross, we ensure that each child feels valued, happy and safe in their new school environment.

Students are encouraged to discover new learnings with enthusiasm and confidence. The wellbeing and development of each child is paramount with the children's social,

emotional, academic, physical and spiritual needs being catered for.

Each child will become aware that they and others are unique, with special gifts from God that are greatly valued. They will learn acceptance and appreciation for the different gifts that we all have to offer. Together they will form a class of friendship and grow in trust and respect.

We encourage you to arrive on time. On the first day of school parents may take their child into the Kindergarten classroom and stay with them until 8.50am when the music to commence school starts. A morning tea will be provided from 9.00am for parents.

Don't linger. Your presence may distract from this new and fascinating world and can often distress your child. Letting go can be hard, but don't let your doubts or nervousness dampen your child's enthusiasm. If **you** have a positive attitude and look forward to the first day of school, your child will probably do the same.

### **How to Prepare your Child for School**

- Talk to your child about school as a place where he/she will meet new friends, learn, play games, sing and create.
- Speak to your child in a positive way about school.
- Give your child simple jobs around the home. This will help to foster confidence in the performance of small independent tasks.
- Read to your child every night and encourage them to take interest in good literature.
- Practise putting on and taking off the school jacket or jumper.
- Teach your child how to put on and do up shoes and shoelaces.
- **Label clearly, with full name, all possessions your child will take to school e.g. raincoat, hat, jumper, bag, lunch box, plastic drink bottle etc.**
- Send your child to school on time each and every day.
- Encourage your child by admiring work when it is brought home. Give the paintings and a place of honour for a few days.

### **KEY LEARNING AREAS**

The Key Learning Areas are:

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. Creative and Practical Arts
6. History/Geography
7. Personal Development, Health and Physical Education

## RELIGIOUS EDUCATION

At Holy Cross Catholic Primary School, we acknowledge that parents are the first Religious Educators of their children. The teachers work closely with the parents and the wider parish community in educating and leading the children to be nurtured in the Catholic faith. We recognise the importance of the Religious Education Program being an integral part of teaching and learning and the importance of partnership between family, school and Parish.

The Religious Education curriculum for schools in the Archdiocese of Sydney is used at Holy Cross and the supporting texts 'To Know Worship and Love' are implemented from Kindergarten to Year 6. The class teacher informs parents of the units of study each term and student textbooks are sent home every term.

### SACRAMENTAL PROGRAMS

The sacraments of initiation are Baptism, Eucharist and Confirmation. Catholic children receive the sacraments of First Reconciliation, First Eucharist and Confirmation during their primary years. At Holy Cross, children are prepared for the Sacraments as part of a class program as well as participating in the Parish Sacramental program. They receive the sacraments in the following years.

- **First Reconciliation (Year 2)**
- **First Eucharist (Year 3)**
- **Confirmation (Years 5 or 6)**



### School Masses and Prayer Celebrations

School Masses and Prayer Celebrations are celebrated at a whole school level. Parents are notified in the weekly newsletters when Prayer Celebrations or Masses will be celebrated. Parents are invited to whole school Masses and liturgies.

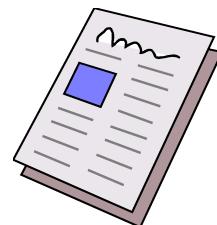
Children who have received the Sacrament of Reconciliation have the opportunity to receive the second rite of Reconciliation as part of their class once a term. This is arranged with the Parish Priest, Father Mirko.

## KEY LEARNING AREAS

It is a Government requirement for the implementation of the Australian Curriculum. All Government and non-Government schools are required to follow the syllabuses set down by the NESA (New South Wales Education Standards Authority) which will incorporate the Australian Curriculum. The areas of study are called Key Learning Areas

(KLAs). Catholic Schools have an additional program in Religious Education, which permeates and integrates into the whole school curriculum.

Many of the Key Learning Areas integrate. However, learning outcomes are specific to each Key Learning Area. Children progress through stages of development. Within each stage, there are different levels. Progression through levels and stages is measured by attainment of learning outcomes. Although individual students develop at different rates, NESA has benchmarks for where they expect most children to be working towards and achieving at a certain age and year level. More information is available for parents on the (NESA) New South Wales Standards Authority website.



The stages are as follows:

**Early Stage 1 (Kindergarten)**

**Stage 1 (Years 1 and 2)**

**Stage 2 (Years 3 and 4)**

**Stage 3 (Years 5 and 6)**

## SMARTWATCHES AND MOBILE PHONES

Mobile Phones and Smart Watches must be switched off at the beginning of the school day and placed in the classroom container to be sent to the office. At the end of the day, the container is returned to the classroom for collection by students. Students are not permitted to call or text their parents during the day. All communication is to go through the office.

Students must follow the Student Acceptable Use of Technology Agreement at all times while at school.

## PHYSICAL EDUCATION PROGRAMS AND INTER-SCHOOL SPORT

### PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION PROGRAM (PDHPE)

A specialist Physical Education program is taught by our specialist PE Teacher twice a week. Children are to wear their sports uniform on Tuesday, Wednesday and Thursday in 2026.

### SWIMMING PROGRAM AND SWIMMING CARNIVAL

A swimming program will be held in Term 4 for children in Kindergarten to Year 6. Qualified Instructors will be provided at the University of New South Wales Aquatic Centre.

## **REPRESENTATIVE SPORT PATHWAYS AND GALA DAYS**

Students in years 3-6 have the opportunity to attend a variety of interschool sport gala days with the focus being on fun and skill development. Students who excel in specific sports may have the opportunity to participate in the representative pathway for this sport. The school holds an Athletics and Swimming Carnival each year.

## **SYDNEY CATHOLIC SCHOOLS AMADEUS MUSIC PROGRAM 2026**

In 2026, Holy Cross will continue to implement the Sydney Catholic Schools Amadeus Music Program. Amadeus is a comprehensive, high-quality Kindergarten to Year 6 music program that is implemented across all of Sydney Catholic Schools. The program will be taught by qualified music specialists. Amadeus provides all students in Years 3-6 with a string, woodwind or brass instrument to learn.

## **EXTRA CURRICULAR ACTIVITIES**

There are a variety of extracurricular activities offered at school and these are advertised in the newsletter. These activities are not included in the School Fees and occur before school, at lunch or after school.

Activities include:

- Chess lessons
- Art lessons
- Soccer Club
- Basketball
- Netball
- Spanish lessons
- Public Speaking
- Dance
- Keyboard

## **EXCURSIONS/INCURSIONS**

Class teachers organise excursions to enrich learning in particular Key Learning Areas. Excursion details and consent is sent through Compass. It is an expectation that all children will participate.

Child Protection Legislation requires that parents complete Sydney Catholic Schools training for volunteers each year if they wish to be a parent helper.

## **SPECIALIST CURRICULUM TEACHERS**

### **TEACHER LIBRARIAN**

The Teacher Librarian's main role is to provide support to teachers in the implementation of quality learning, which integrates learning across the curriculum. The teacher Librarian plans and collaborates with teachers, enabling students to deepen

their learning through the development of research skills etc. Students also borrow books from the Library each week.

#### **SPECIALIST PHYSICAL EDUCATION TEACHER**

A specialist Physical Education Teacher provides Physical Education lessons for students Kindergarten to Year 6. Each class has two Physical Education lessons each week.

#### **SPECIALIST CREATIVE ARTS TEACHER**

All students will have a weekly Creative Arts lesson (Art/Music/Dance/Drama)

#### **AMADEUS INSTRUMENTAL PROGRAM**

Each child will be taught an instrument from Years 3-6 by music tutors and will perform in ensembles or bands.

#### **SPECIALIST STEM (SCIENCE TECHNOLOGY ENGINEERING MATHS) TEACHER**

From 2026 a specialist STEM teacher will co-teach the science curriculum with the classroom teacher.

#### **POSITIVE BEHAVIOUR FOR LEARNING**

Behaviour Management reflects our pastoral approach to working with students and their families. The school follows the SCS Student Wellbeing Policy. Responsible student behaviour is essential to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment.

##### **Our Guiding Principles**

- Quality relationships maximise learning
- Clear expectations help create a positive learning environment
- There is always the chance for restoration, to be reintegrated with our beliefs and values
- Community is lived by working together to solve problems.

At Holy Cross we believe “Everyone at our school has the right to a safe and respectful learning environment.” Students are given the opportunity to participate in identifying what this means for them and others in all aspects of their life at school.

##### **Our School Side Wide Positive Behaviours For Learning Include:**

- Respect and Care for Ourselves
- Respect and Care for Others
- Respect and Care for Learning
- Respect and Care for the Environment

Holy Cross has introduced wellbeing initiatives into the school including:

- **School Wide Positive Behaviours (SPBL)** for Learning Awards
- The **Lauren Julian Kindness Award** which is presented to one child each term who demonstrates kindness and care towards others.
- **Wellbeing Week** each term which enables staff and students to enjoy a week without homework and to experience some wellbeing activities.
- **URSTRONG Friendology Curriculum**
- Behavioural consultant and child/family counsellor - Saskia West

### **FRIENDOLOGY CURRICULUM**

URSTRONG's Friendology Curriculum is about helping children develop strong friendship skills. URSTRONG is a proven, skills-based program that teaches kid-friendly concepts, strategies, and language to help children build and nurture healthy friendships. Parents can sign up for a free parent membership to help support the program at school. This is a K-6 program.

### **PARENT/TEACHER MEETINGS**

Formal opportunities are provided at the end of Term 2 and Term 4 (when needed) for parents to discuss their child's progress with the class teacher. However, parents are welcome to make arrangements at other times to meet with teachers. If you wish to speak to the class teacher please arrange an appointment through the school administration office. Please remember that teachers have a duty of care to the children and do not have the opportunity for lengthy discussions at classroom doors or at assembly or whilst lessons are being conducted.

Teachers also have commitments and meetings before and after school and therefore a mutually convenient time will be organised.

Teachers are not available for such meetings during class or lunch hours, or during assemblies, playground duty or staff meetings.

If a problem arises at school, please contact the class teacher in the first instance so that the matter can be investigated. Your child is our highest priority and we are eager to work with you in the best interests of your child.

### **MUFTI DAYS**

At times the school will hold mufti days as part of our outreach program. Children are allowed to wear casual clothes for the day, in exchange for a gold coin donation. Enclosed shoes and a hat are necessary items on mufti days.

## ASSESSMENT AND REPORTING TO PARENTS

Reporting to parents on the progress of their children is a high priority at Holy Cross and is an integral part of our school's strategic plan. We evaluate each child's progress by the collection and analysis of data from a variety of sources. We believe that our reporting system gives parents a more detailed understanding of their child's progress. The Assessment strategy is a focus in the school, which aims to provide ongoing data to address students' learning needs.

Throughout the year, teachers report to parents regarding their individual child's progress through **parent/teacher meetings, the Seesaw Online Program and written reports**. Parent/teacher Interviews are held at the end of Term 2 and parents may request an interview at the end of the year. Written school reports are sent home at the end of Terms 2 and 4.

## HOLY CROSS REPORTING PRACTICES

### Term 2

- Semester 1 Reports
- Parent/Teacher Interviews

A formal Parent/Teacher interview will be held for parents at the end of Term 2. A written Report will be sent home to parents BEFORE the interview for parents to prepare for the conversation.

### Term 4

- Written Reports
- Parent/Teacher Interviews (upon request)

## STANDARDISED TESTING

The following standardised tests are administered to students.

### NAPLAN LITERACY AND NUMERACY TESTS - YEARS 3 & 5

NAPLAN Tests in Reading, Spelling, Grammar, Punctuation, Writing and Numeracy are given to students in Years 3 & 5. All students in Australia participate in these tests.

### PAT MATHEMATICS AND READING COMPREHENSION TESTS

Students in Years 1-6 will sit the online PAT diagnostic tests each year.

### ARCHDIOCESE OF SYDNEY YEAR 6 RELIGIOUS EDUCATION TEST

All students in Year 6 sit for the Archdiocese of Sydney Religious Education Test.

### **UNSW ICAS COMPETITIONS**

The University of NSW ICAS competitions are available for the students. These tests are optional and are paid for by parents.

- English
- Writing
- Mathematics
- Spelling
- Digital Technologies

### **PARENT CONCERNS**

The Sydney Catholic Schools Parent Charter has been updated and is available [here](#). I would encourage parents to read through the Parent Charter as it provides a framework for the relationship between parents and our school.

### **School Process**

As outlined in the Parent Charter your child's classroom teacher is the first point of contact to discuss your child's learning, experiences at school, classroom routines or to raise a concern. If your concern cannot be resolved by the classroom teacher, members of the school leadership team are also available to meet with parents, prior to escalating the concern or issue to the Principal. The Sydney Catholic Schools Resolution of Complaints Policy outlines the process for raising a complaint, issue or concern to Sydney Catholic Schools.

### **PROFESSIONAL DEVELOPMENT OF TEACHERS**

Ongoing professional development opportunities for teachers are provided to keep teachers up to date with contemporary educational changes and developments in contemporary pedagogy. Weekly staff meetings, external professional learning and Staff Development Days are provided to give teachers opportunities to be involved at a school and system level of professional development.

### **STAFF DEVELOPMENT DAYS (Pupil Free Days)**

Staff Development Days are held nine times a year. Parents are informed in the newsletter at the start of the year when the staff development days will be held. On these days, the teachers work together as a staff to develop policies or are in-serviced on particular aspects of the curriculum. These days are pupil free days. Students are not required to attend school on these days. Parents are asked to provide their own supervision or enrol their child in the Vacation Care program on these days.

## WHOLE SCHOOL ASSEMBLIES

On Friday mornings at 8.50am, students in Kindergarten to Year 6 have an assembly in the Mercy Hall. Merit awards are presented at each assembly and birthdays are also recognised and celebrated. Parents are welcome to attend school assemblies.

## SECURITY AND PARENT VOLUNTEERS

All visitors, including parent volunteers are required to enter the school via the School Office. Volunteers need to sign in and out at the office. In case of emergencies, please follow the instructions of the staff.

## PARENT VOLUNTEERS

At times the school will ask for parent volunteers to assist in the classroom, on an excursion, at carnivals or events. Parents who wish to volunteer must complete annual training to ensure an understanding of Child Protection requirements for Sydney Catholic Schools. Processes for parent training are outlined in the newsletter.

## ABSENCE FROM SCHOOL

A child who isn't healthy cannot concentrate on school work. Childhood sickness can spread easily in the close school environment. **If your child is unwell, please keep him/her at home until completely well.** If your child becomes unwell at school parents will be called to collect their child from school.

Each morning the class teacher must mark a Class Roll through the online portal. This is a legal document that records the official attendance of all children in the class. If a child is absent from school because of illness or for medical appointments, parents must enter their child's absence and reason for absence through the Online Compass portal. Only full day absences are recorded in Compass.

If a parent wishes to take their child on a holiday during the school term, for less than 5 days, an email needs to be sent to the Office for Principal approval. **For holidays that are more than five days** an 'Application for Extended Leave' Form needs to be completed and approved by the Principal before leave can be taken. The school will issue a Certificate of Extended Leave to the parents if the leave has been approved.

When a child is on holidays during school time no homework or extra work is provided. Children are asked to read or keep a journal of their trip.

## LATE ARRIVALS OR EARLY DEPARTURE

Regular and punctual attendance at school is essential for children to develop good habits and for effective learners. The school day begins at 8:50 am and all students must be at school by this time.

Occasionally your child may arrive at school late or may leave early due to illness or an appointment. On arrival and departure parents are asked to use the Compass kiosk, at the front office to sign their child in/out. Parents are asked not to log partial absences on the Compass system as this needs to be completed by office staff. We ask that you limit the number of appointments during the school day. The school will make contact with parents if there are a high number of partial attendances as this impacts your child's learning.

### **ILLNESS AT SCHOOL**

Parents are reminded that emergency contact numbers are to be kept up to date. If your phone numbers change, please inform our school secretary so that our files can be updated.

### **CRUNCH AND SIP, LUNCH AND AFTERNOON RECESS BREAKS**

At Holy Cross, we encourage children to eat healthy lunches. We have a Crunch and Sip break at 10.00am for five minutes to encourage children to eat fruit and vegetables. The fruit and vegetables must be in an airtight plastic container and cut into small pieces.

We have an early lunch break from 10.50-11.40am and an afternoon tea break at 1.40-2.10pm. Children are to bring a packed lunch and fruit/healthy snacks for recess. Children will be required to bring their own water bottle. Bottle fillers and bubblers are available on the playground.

The school is allergy friendly as some students have special dietary requirements. This has been introduced to ensure the physical safety of students suffering anaphylactic reactions to foods including nuts or other food products. Parents are asked to ensure that students do not bring nut products to school. We also ask students not to share food.

### **CELEBRATING BIRTHDAYS**

We like to enable children to celebrate birthdays at Holy Cross. Birthdays are celebrated at weekly assemblies. Parents can supply small cupcakes/treats for the class. Parents who do not wish their child to have cake given to them due to medical or health reasons are asked to inform the class teacher. Parents are asked to ensure that students do not bring birthday treats that contain nuts to school.

### **ROAD SAFETY AND SUPERVISION OF STUDENTS AFTER SCHOOL**

In partnership with parents, Holy Cross is very concerned about the safety of the children. It is most important that the children are aware from an early age of all aspects of safety, road safety etc. If there are any changes in the normal going home procedures, please notify the teacher in **advance** by email.

In the interest of safety for all children, parents are requested to strictly observe rules regarding the school drop off and pick up zone in Fletcher St. Children who are waiting after school collect them in the car line are to wait on the seats near the gate. Teachers will be on supervision duty from **3.10 - 3.30pm**. If children have not been collected by this time they will be sent to the office and parents will be notified.

### **HOLY CROSS CARLINE PROCEDURES**

The Holy Cross carline operates via the Fletcher Street Gates.

**Before School Carline:** Carline drop off operates between 8:20 – 8:50am. **Please do not leave your car at any time and children should be able to depart your car without assistance.**

**After School Carline:** Carline pick up operates between 3.10- 3.30pm. Cars require the child/ren's name identified clearly on the windscreen. Drivers are asked to keep the pedestrian crossing clear at all times, **NOT** to park in the NO STOPPING zones and remain in their cars at all times. If your child is not available when you arrive, you may be asked to drive around the block. Parents are asked to use the pedestrian crossing at all times. A crossing supervisor works at the Crossing in Fletcher Street from 2.30- 3.35 and 8.00-9.00am

### **MEDICATION**

If your child is at school while on a course of medication, the medicine in its original container, with dosage instructions and written directions from you is to be handed to the school support office staff. Medicines are stored in the school office and are administered by the office staff. Office Staff will ask parents to complete an Administration of Medication Form prior to dispensing medication.

Anaphylaxis and Asthma plans are also kept in the office. Parents will be asked to update these regularly.

### **TOYS AND PRECIOUS POSSESSIONS**

No responsibility will be taken for children bringing toys to school. We would prefer that no child bring toys to school as they can get broken or lost.

### **ADDRESS CHANGES**

If your address, phone number or those of your nominated emergency contact changes, please email the Office of this information so our records can be updated. It is extremely important that you notify the school of any changes. It is distressing to a sick or injured child when we are unable to contact parents because our records show an incorrect telephone number.

## PARENTS AND FRIENDS' ASSOCIATION

The P and F Association meet once each term. The executive is elected each year and parents are invited to contribute to the various committees.. Elections for committee members will be held in Term 4 each year.

## CLASS PATRONS

Class Patrons are volunteer parents from each class whose main objectives are to increase the flow of information between home and school, communication between the P and F Association and parents, and to build community by supporting the efforts of the P and F Association. New Class Patrons volunteer at the beginning of each new school year.

## SCHOOL FEES

The Sydney Catholic Schools (SCS) Office sets the school fees for the year. Prompt payment of fees is appreciated. If payment is difficult at any time please contact the principal. Fees may be paid by installments on request.

School Fees are billed annually by Sydney Catholic Schools with payment due within 30 days of the date of invoice. Fees can be paid in installments or over the first three terms. Payments of school fees can be made online via Compass (preferred method), eftpos or BPay. Please ensure email addresses are always current.

### School Based Charges

School based fees for 2026 are also included in the school fees.

## OUT OF SCHOOL HOURS CARE

Primary OSHCare is the out of school hours care provider for Holy Cross. Before School Care operates from 7.00-8.20am and AFter School Care 3.10-6.00pm. Vacation Care operates during the student vacation period.

## SCHOOL UNIFORM POLICY

The school uniform is to be worn at all times. Parents are requested to send a note explaining the reason why their child is not wearing the full correct uniform. Boys shirts are to be tucked in and all students are asked to take pride in the way they wear their uniform. All uniforms with the exception of shoes can be purchased through Pickles- the school uniform providers. **Joggers are to be worn only on sports days and must be predominantly white.** We ask that parents support the school Uniform Policy.

The **No Hat No Play** policy is implemented at Holy Cross and therefore the school hat is mandatory. Children without a hat will need to sit in the shade.

## **WINTER AND SUMMER UNIFORMS**

The Summer School uniform is worn in the first and fourth terms of each Year. The Winter School uniform is to be worn in the second and third terms of each school year. Dates for the change over of uniform are outlined in the school newsletter.

## **SECOND HAND UNIFORM SHOP**

A Second Hand Uniform Shop is available at the school. Parents are asked to donate any uniforms that are in good condition that are no longer needed to the uniform shop.

## **SCHOOL UNIFORM REQUIREMENTS**

| <b>Girls' Summer Uniform</b>  | <b>Boys' Summer Uniform</b>  |
|---|--|
| Girls summer dress<br>Brown school hat<br>White folded ankle socks<br>Brown leather shoes<br><br>Hair accessories: dress material headband<br>cardinal red or white headband, elastic<br>ribbons. | White short sleeved shirt with logo<br>Charcoal shorts<br>Brown school hat<br>Charcoal grey ankle socks<br>Black leather shoes             |
| <b>Girls' Summer Sport Uniform</b>  | <b>Boys' Summer Sport Uniform</b>  |
| Red/ Brown Polo shirt<br>Brown skort with logo<br>White folded ankle socks<br>Predominantly white sport shoes & laces<br>Brown school hat   | Red/ brown polo shirt<br>Brown shorts with logo<br>White folded ankle socks<br>Predominantly white sport shoes & laces<br>Brown school hat |

| <b>Girls' Winter Uniform</b>   | <b>Boys' Winter Uniform</b>  |
|--|--|
| Girls brown tunic<br>Girls white long sleeved shirt<br><br>School tie<br>Red school cardigan<br>Brown tights or knee length socks<br>Brown leather shoes | Boys long sleeved shirt with logo<br>Boys long charcoal grey trousers or charcoal<br>shorts<br>School tie<br>Red school Jumper<br>Charcoal grey socks<br>Black leather shoes |

| Girls' Winter Sport Uniform                         | Boys' Winter Sport Uniform                          |
|---|---|
| School red/brown polo shirt (short or long sleeved) | School red/brown polo shirt (short or long sleeved) |
| School brown skort or tracksuit pants with logo     | School brown shorts or tracksuit pants with logo    |
| White folded ankle socks                            | White folded ankle socks                            |
| School Red tracksuit jacket with logo               | School Red tracksuit jacket with logo               |
| Predominantly white sport shoes & laces             | Predominantly white sport shoes & laces             |

**Other requirements:**

- Brown school bag
- Red school library bag
- Red school excursion bag

**HAIRSTYLES**

Extreme hairstyles for boys or girls are not appropriate for school. Long hair should be tied back and fastened with clips or white or red ribbons. **Hair** beyond collar length needs to be tied up with a red tie. No other colour is permitted. Hair should be maintained in a neat style.

For safety reasons, children with pierced ears should wear stud earrings rather than hoop earrings. Students are not permitted to wear nail polish to school.

**LOST PROPERTY**

All articles of clothing must be marked clearly with your child's name so that it can be returned to the rightful owner.