



**HOLY TRINITY**

Catholic Primary School | Sunbury

**PARENT  
HANDBOOK**



**Holy Trinity Catholic Primary  
School is a successful  
community of learners inspired  
by the faith in Jesus' teachings.**

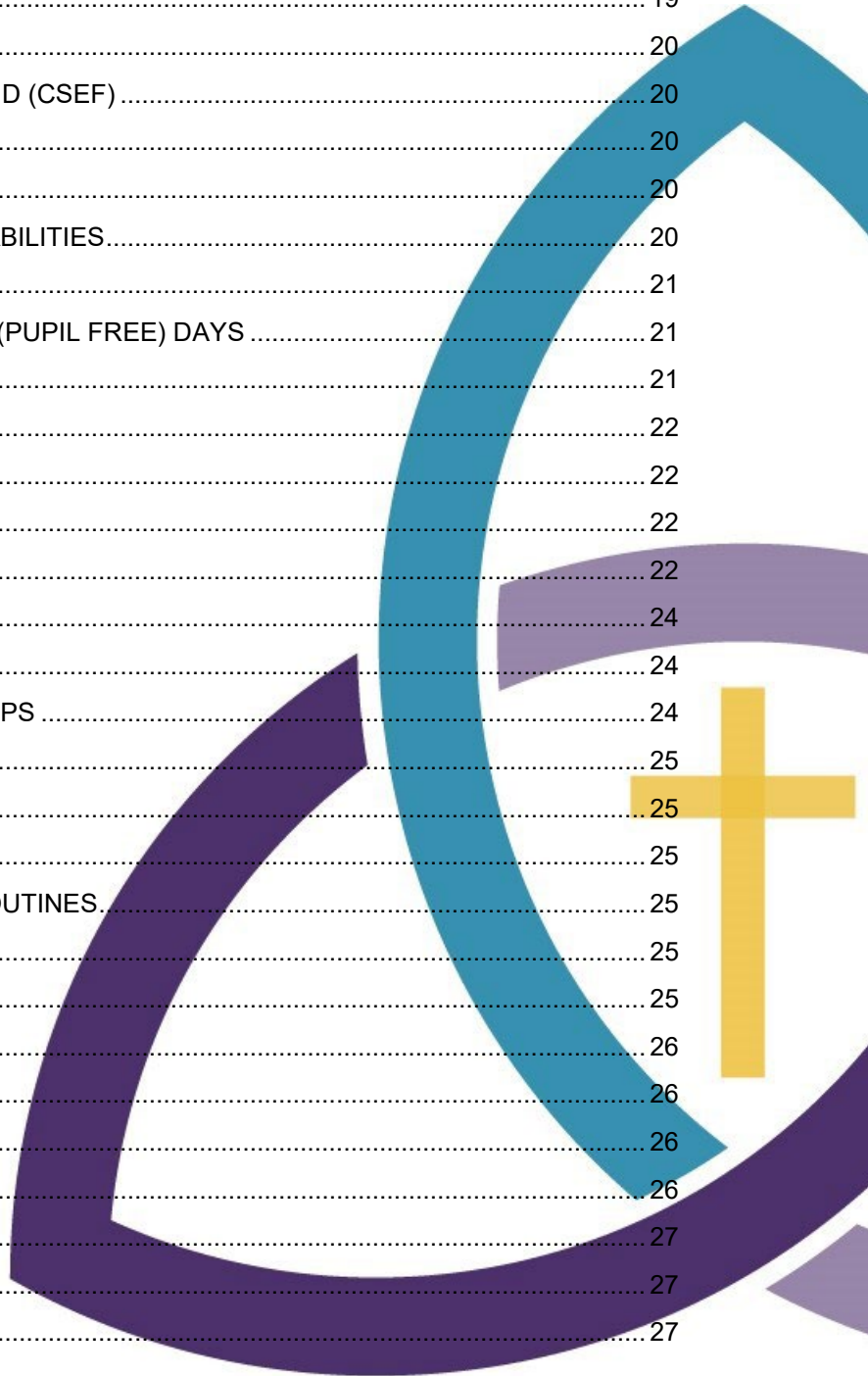
**We are empowered learners who  
are inclusive and adaptable,  
collectively shape the world  
around us for the good of all.**

**FAITH | HOPE | UNITY  
TOGETHER AS ONE**

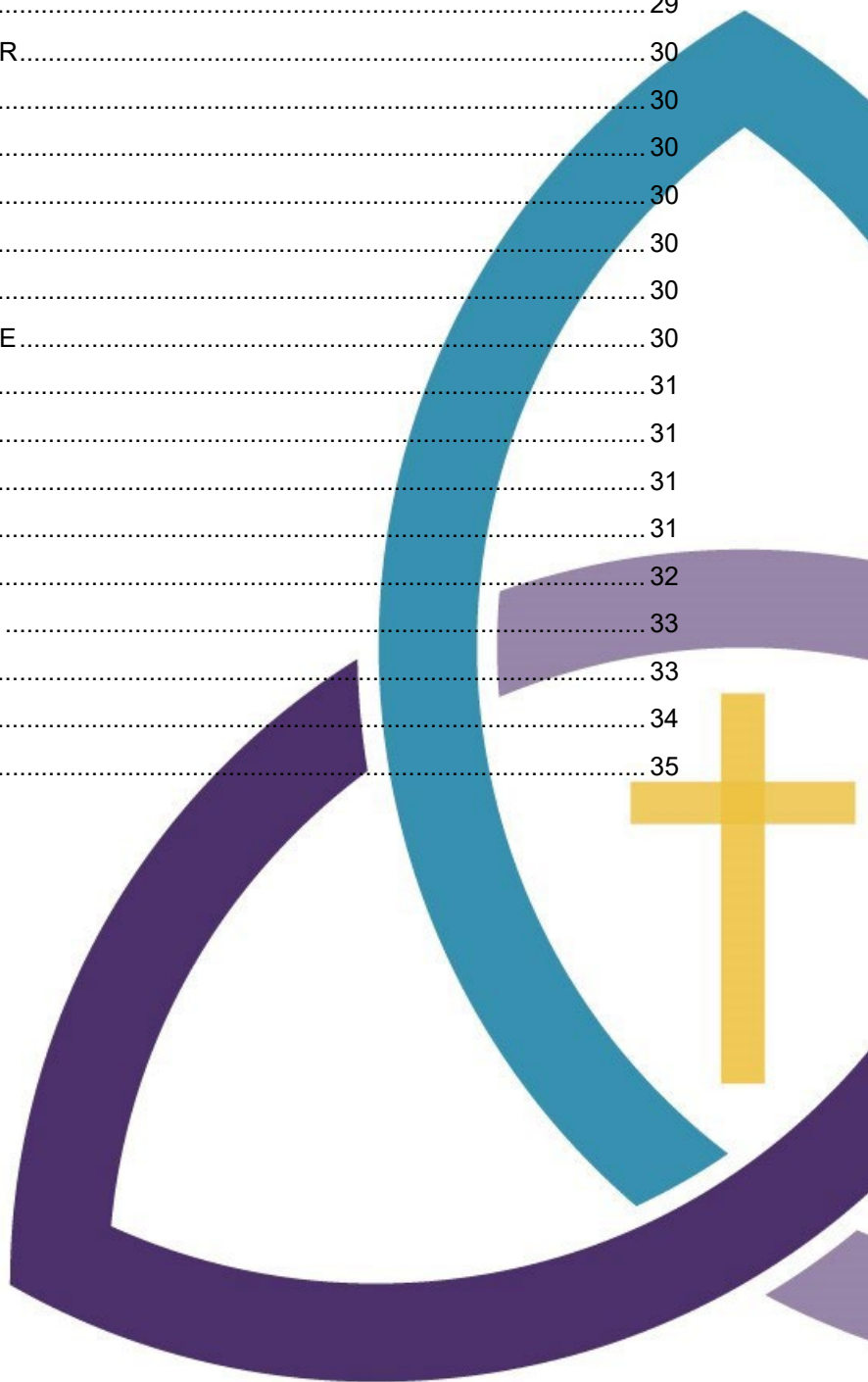
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# FROM THE PRINCIPAL

Dear Families

I warmly welcome you to the Holy Trinity Catholic Primary School community.

As a school, we look forward to working with you as your child commences their education journey with us. Holy Trinity is a school based on a strong sense of our Catholic identity and that forms the basis of all that we do here. The staff at Holy Trinity work hard to ensure that the wellbeing of your child and their academic achievement remain our first priority.

We believe that our Catholic identity is what makes us stand apart and we take pride in teaching and promoting the doctrine, traditions, and rituals of the Catholic Church. Our model of faith education includes building our students' awareness of social justice as a lens through which they can learn to view the world around them.

Holy Trinity believes in educating the whole person by engaging the intellectual, social, physical and religious aspects of your son or daughter's development. We will work hard to challenge our students across a wide variety of curriculum areas and extra activities, whilst differentiating our curriculum to recognise the needs of each individual child so that they can be the best they can be. Our Holy Trinity "Touchstones" are the learning dispositions that we believe every child should aspire to live in action as we believe thinking, learning and innovation can take place anywhere, anyhow, anytime; because we can...

**Have Integrity**

**Be Optimistic**

**Be Persistent**

**Be Creative**

**Be Collaborative**

**Be Reflective**

Our shared school touchstones focus on our expectations of attitudes and behaviours and are central to the life of our school and community.

We welcome you to a school that we are proud to be a part of and look forward to both you and your child enriching our community further. We are privileged to share in your child's learning journey with you as parents and I look forward to being a part of this journey with you.

Thank you for trusting us with the education of your child, we treasure the opportunity.

Krystine Hocking  
**PRINCIPAL**

# HOLY TRINITY

## OUR STORY SO FAR

Holy Trinity Catholic Primary School is the third Catholic Primary School in the Parish of Our Lady of Mt Carmel and opened in 2019 with an enrolment of 47 children in Prep to Year 5. Holy Trinity continues to grow in enrolments and caters for children in Prep to Year 6.

United by Baptism, the Sunbury Catholic Learning Community is committed to providing an innovative education that will inspire and empower all to achieve beyond expectations. Sunbury Catholic Schools will work together strategically to support, challenge and extend all members of our learning communities by embedding a shared pedagogical understanding and practice that meets students' individual needs.

## SCHOOL COLOURS

### Purple

This is our main school colour as it represents the 'Chocolate Lily Flower' that was found on the site before construction began and reminds us to be more like Jesus.

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### Teal

Although Teal is a mixture of blue and green and is often referred to as a welcoming colour and one of acceptance.

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### Gold

Gold was used to represent the divine presence of God and is only used for our cross. Our cross reminds us of the love Jesus had for us all and the importance of our faith.

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## OUR MISSION

At Holy Trinity we are committed to providing an environment where faith is nurtured through authentic relationships. We have a strong focus on social justice and creating students to become active agents of positive change and appreciation and understanding of others. We also recognise that each person is different, and we continue to love and respect one another, empowering all to achieve their true potential.

Our school is a vibrant place, providing a welcoming, positive learning environment. The values and spirit of Jesus guide the learning experiences, support the wellbeing of every child and encourage our children to be the best they can be. Therefore, we provide a curriculum that is engaging, stimulating, challenging and caters for a wide range of abilities and interests.

Ensuring the care, wellbeing and protection of each of our children and young people is paramount at Holy Trinity. All children have a strong sense of self, and this is nurtured by our caring and dedicated staff.

We are passionate about empowering and equipping students with the skills and dispositions to be successful and active faith citizens in our ever-changing world and as articulated in the Melbourne Declaration.

# EDUCATION IN FAITH

## DEMOCRATIC PRINCIPLES

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The Education and Reform Act 2006 requires all education providers to operate in a manner consistent with this set of Australian democratic principles. In accordance with the Education and Reform Act 2006, our school delivers curriculum programs and learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy.

This includes a commitment to:

- ❖ elected government
- ❖ the rule of law
- ❖ equal rights for all before the law
- ❖ freedom of religion
- ❖ freedom of speech and association
- ❖ the values of openness and tolerance

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## CATHOLIC ARCHDIOCESE OF MELBOURNE

As the governor and operator of Catholic schools in the Archdiocese of Melbourne, Melbourne Archdiocese Catholic Schools (MACS) is responsible for developing and formulating policies that ensure schools are aligned with the vision, mission and strategic direction of Catholic education.

Policies that apply to all MACS-governed schools are available on their website:

<https://www.macs.vic.edu.au/About-Us/Policies.aspx>

Further school-specific policies will be available to view in our on our website

<https://www.htsunbury.catholic.edu.au>





# TRADITIONAL OWNERS

Holy Trinity acknowledges the Wurundjeri people as the traditional inhabitants of the Koora Kooracup area (Sunbury).

Sunbury is the location of the Sunbury Earth Rings (Bora Rings) which are interpreted as Aboriginal ceremonial sites. The five prehistoric Aboriginal earth rings were an inspiration to the architecture when designing the heart of our school. Our Community Pavilion is designated as a gathering space, with the same diameter as one of the Bora Rings.

This helps to create an authentic link and connection with the traditional owners of the land and supports our community to pay our respects and learn about our Indigenous history.



# HOLY TRINITY HOUSE TEAMS

At Holy Trinity, each child is allocated a House Team which they will be in for their entire journey here at Holy Trinity. House Teams will gather to work on their individual foci and compete in House Team sports, gather House points from house team competitions and participation, in social justice activities. Each house has a specific social justice focus which is connected to the teams namesake.

## **Gallivan House (Green House)**

Fr John Gallivan was the first Parish Priest of Sunbury from 1911 to 1923, as well as serving the local community for over 45 years. As Parish Priest, Fr Gallivan built the addition of the bell tower to the church at Mt Carmel, to call parishioners to Mass and prayer. Fr Gallivan welcomed the Sisters of St Josephs to Sunbury and personally donated the land for the convent to be built on, which still exists today. Fr Gallivan died in June 1939 and was laid to rest at the Sunbury Cemetery. Fr Gallivan inspires us to make the world a better place, just as he made Sunbury a better place for his parishioners.



Gallivan House will work towards looking after the environment, especially in our local community.

### **Glowrey House (White House)**

Glowrey House is named after an amazing woman named Dr Sr Mary Glowrey (1887-1957). Dr Sr Mary Glowrey was an Australian born and educated doctor who spent 37 years in India, where she set up healthcare facilities, services and systems. She is believed to be the first Catholic Religious Sister to practice as a doctor. The Catholic Church has put Dr Sr Glowrey on the path to becoming Australia's second saint, after the canonisation of Sister Mary MacKillop in 2010.

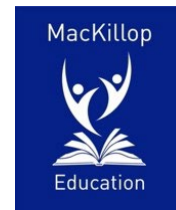


Dr Sr Mary Glowrey inspires us to make the world a better place just as she made the world a much better place by helping sick and needy people in India.

Glowrey House will work towards making the world a better place by promoting better health and wellbeing for all people, especially people in Sunbury.

### **MacKillop House (Blue House)**

Saint Mary MacKillop lived from 1842 to 1909. She devoted her life to helping the poor, old, sick and homeless. She was a teacher and a nun and became Australia's first Saint in 2010. As a teacher, Mary MacKillop opened a school in Penola, South Australia, for poor children who didn't have the money to pay to go to school. Once she became a nun, she opened many Josephite schools which provided free Catholic education.



Mary MacKillop also opened an orphanage in Adelaide for children who had no one to look after them and a house where poor people could stay.

Saint Mary MacKillop inspires us to be kind and to care for and help others in need.

The focus of MacKillop House is Education. We will work towards helping those who need assistance in accessing education and educational resources, not only locally but globally!

### **McIntosh House (Red House)**

Fr Kevin McIntosh has been the Parish Priest of Our Lady of Mount Carmel Parish, Sunbury, for the last 11 years. Holy Trinity Catholic Primary School was his dream and he has worked for the last six years to create our school. Fr Kevin wanted to create Holy Trinity because he saw the local area was fast growing and there was a need for another Catholic Primary School for the families in our community. Our house colour is red, recognising Fr Kevin's favourite football team, the Sydney Swans.



Fr Kevin wants to help grow and develop the community so McIntosh House has a strong focus on our local community. This includes helping different groups within the community such as the elderly, the sick, the disadvantaged, refugees and the Indigenous community. We want to work together with the community to help everyone to be safe, happy and connected as a community.

# OUR LADY OF MOUNT CARMEL PARISH

Our school invites and supports students to discover God's presence in their daily lives. Within a Gospel-centered environment, students are challenged and supported to understand themselves and the world in which they live through a world view founded in Scripture and in the traditions of the Catholic community – its stories, its worship, its experiences and its teachings. Religious education is at the centre of the Catholic school curriculum, and is reflected in a visible Catholic symbolic culture and active sacramental and liturgical practice. Religious education explores students' life experiences in the context of Church teachings and tradition. Participation in religious education is compulsory for all students in all of our schools.

The religious nature of Holy Trinity permeates all aspects of school life. Children participate in Religious Education lessons within the context of a Faith Inquiry approach. Through this approach the children are exposed to Catholic Social Teachings in a real and relevant context.

## PRAYER AND LITURGY

The children participate in daily prayer in their classrooms and in whole school prayer at assemblies. They have the opportunity to celebrate class masses and to participate in school Masses throughout the year. Parents are always welcome to attend. Our sacred space provides an opportunity for prayer, reflection and meditation at all times throughout the day.

## SACRAMENTS

The Sacramental program is conducted for Years 3, 4 and 6. The Sacrament of Reconciliation is conducted for children in Year 3, the Sacrament of Communion for children in Year 4 and the Sacrament of Confirmation for children in Year 6. All Sacraments take place at St Anne's Church in the Our Lady of Mt Carmel Parish. Sacramental Family workshops, as well as Sacrament dates will be advised each year.

## FAMILY INVOLVEMENT

Opportunities are provided for parents and families to strengthen their faith life through participation in liturgies, information sessions and workshops.

## OUR LADY OF MT. CARMEL PARISH

Parish Priest: Rev Denis Stanley

Telephone: 03 9744 1060

Email: [sunbury@cam.org.au](mailto:sunbury@cam.org.au)

Office Hours

Mon – Thurs 9am to 1pm

Fri: 9am – 5pm



# VICTORIAN CURRICULUM OVERVIEW

Learning and Teaching at Holy Trinity centres on supporting each student to access knowledge, understanding and skills that provide a foundation for successful and lifelong learning and participation in the community.

The curriculum at Holy Trinity is in line with the Victorian Curriculum. It outlines what is important for students to learn and develop during their time at school. We use these standards to plan programs for learning, assess student progress and report to parents. We make every attempt to integrate the curriculum to maximise this learning. The critical and creative thinking, ethical, intercultural, personal and social capabilities are embedded across all subject areas.

Each child at our school is unique and has their own gifts, talents and areas of challenge and develops at their own rate. The staff at Holy Trinity create a contemporary teaching & learning environment that enhances student's capacity to be lifelong learners. Student learning is matched to their needs and development enabling them to experience success and develop into confident learners.

We aim to cater for each child's educational needs through the following 4 steps:

**Assessment:** Assessment is an important and continual part of the teaching and learning cycle. We formally test each student in the areas of math, reading, writing, speaking and listening at regular intervals throughout the school year. Teachers also continually monitor student skills throughout each term by using a variety of assessment techniques. The information which is gained is then used to plan for student learning. These assessments and teacher observations form the basis of reports for parents.

**Analysis:** All the data gained from the formal and ongoing assessment is analysed by our staff to identify specific areas of need for each child.

**Data Driven Teaching:** The identification of the areas of need from the data analysis are used to tailor the curriculum so that your child's needs are met individually in a differentiated manner.

**Celebrating Success:** Each child is encouraged in a safe environment and given opportunities to experience success throughout each learning area. Celebrations of learning form a pivotal part of nurturing success where teachers, parents and students share the achievements of the students. Holy Trinity share children's learning through the SeeSaw app.

## **ENGLISH**

At Holy Trinity, English, which includes reading, writing and oral language is central to the learning and development of all our students. We strategically plan for, and work towards creating confident communicators, imaginative thinkers and informed citizens, that are able to transfer skills and strategies learned to any context. We are passionate about preparing our students to reach their full potential, so that they can engage and actively participate in their local and global community. It is through interrelating the Language Modes of: Speaking and Listening, Writing and Reading that this is achieved.

Planning for student learning in Literacy is an important part of what makes our program so successful. Teachers meet regularly with the school Literacy Leader to strategically analyse data and plan accordingly to ensure all student needs are met and student engagement is high. This collaboration and sharing of expertise ensures that no students needs are overlooked.

Each day students are engaged in 2 hours of explicitly planned Literacy, where students engage in focus groups and learning experiences that are targeted to their needs, whether it be individually, in small groups or as a whole class. Students are actively engaged in the learning process as they are working towards achieving their goals. Here at Holy Trinity we value the teacher, student, parent triad of communication and relational trust, we are a team, working together for improved outcomes for our children. We welcome all families to help in classrooms to support teachers in delivering quality English programs to our students.

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## **MATHEMATICS**

Our Mathematics program has a strong focus on the individual student, their strengths and areas of need. Through ongoing, strategic assessment these strengths and needs for each individual student across the Mathematics curriculum are identified and planned for by the classroom teachers who meet regularly with the Mathematics Leader.

We also focus on explicit and targeted teaching of the skills and knowledge required to be mathematicians and that all students are challenged each and every lesson. We believe in a balanced curriculum with a focus on mental arithmetic and number skills as well as developing our students' problem solving and thinking skills around all mathematical concepts.

Each day students are engaged in 1-1.5 hours of explicitly planned Mathematics lessons, where students engage in focus groups and learning experiences that are targeted to their needs, whether it be individually, in small groups or as a whole class. Students are actively engaged in the learning process as they are working towards achieving their goals.

## **NAPLAN**

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN tests the skills that are essential for every child to progress through school life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- ❖ Reading
  - ❖ Writing
  - ❖ Language Conventions (spelling, grammar and punctuation)
  - ❖ Numeracy
- 

## **ICT**

Children in all year levels have access to information and communication technology (ICT) including Chromebooks and iPads with Internet access. The children engage in a variety of technology programs including Lego Robotics, Beebots and coding software. Our technology programs provide students with experience and skills that are essential for success now and in the future.

We are committed to preparing our students for the world we know now and the one that our students will be living and working within in time. The school will work towards being well resourced in this area and is fully networked.

Children in Grade Prep - 2 will have access to an iPad to support their learning. Children in Years 3- 6 will have be assigned a Chromebooks which will be used to support our learning programs. Cyberbullying programs and safe use of ICT are incorporated into our programs and heavily monitored at school.

All students enter into an agreement regarding the safe use of all technology in our school. The Acceptable User Policy & Student Contract is sent home at the beginning of each year. Each student and parent/guardian is required to sign the Policy and return it to school.

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## **TARGETED SPEECH PROGRAM**

Our school is pleased to welcome Speech Pathology for Schools (SPS) to work collaboratively with our school to improve student outcomes by providing holistic school-based speech pathology services.

SPS will be onsite at the school to work with students, plan with teachers, train staff, deliver social skills groups and develop programs to our schools specific needs.



# VICTORIAN SPECIALIST PROGRAMS

Holy Trinity Catholic Primary school offers a broad and engaging curriculum. The children have weekly lessons with specialist teachers covering the following areas:

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## **VISUAL ARTS**

Our Visual Arts program provides a platform for expression of self using the arts, capitalising on and building on students imagination and flair.

All students from Prep to Year 6 are asked to have an art smock or an “old shirt” for these learning experiences.

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## **PHYSICAL EDUCATION**

Physical Education and being physically active is very important for all children. Our Physical Education program offers students the opportunity to not only be physically active today but the opportunity to teach skills and behaviours conducive to maintaining physical activity for a lifetime. All children participate in a sequential skills development program. In addition to weekly classes with the Physical Education specialist, class teachers reinforce skills through outdoor activities.

The benefits of physical education in schools are far-reaching, including both increased student physical health and better academic performance.

We promote engagement for the students in physical activity at the school level through Physical Education classes. Our major emphasis is participation, enjoyment, development and sportsmanship.

Senior School students are also involved in inter- school sports and have the opportunity to participate in regional sporting events.

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## **LANGUAGE OTHER THAN ENGLISH (LOTE) - ITALIAN**

At Holy Trinity Catholic Primary School, the aim of the Italian specialist program is to create an environment where children can acquire language skills through relevant and enjoyable activities to:

- communicate in the Italian language;
- connect the language to everyday situations;
- broaden vocabulary related to topics of interest, and;
- make connections with and understand the relationships between language, culture and learning.

Each week, the children are allocated an hour of Italian which is led by a specialist teacher. In these planned and focused sessions, the children will further their skills of listening, speaking, reading and writing, to foster an appreciation of the Italian language and culture.

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## **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**

Students experience learning opportunities in the areas of Design & Technologies and Digital Technologies in a specialist setting. This program is run as part of our specialist program.

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# ADDITIONAL LEARNING OPPORTUNITIES

## LIBRARY

Each class is timetabled to visit the library each week for library immersion and to borrow books for reading. We ask that parents help to reinforce library rules which we have in place.

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## EXTRA CURRICULAR PROGRAMS

Holy Trinity Catholic Primary School offers a diverse range of co-curricular, support and extension activities aimed at enriching student's learning. These may include:

- ❖ Camp
  - ❖ House Team Activities
  - ❖ 'Buddies' program
  - ❖ Choir
  - ❖ Sustainability Programs
  - ❖ Transition programs
  - ❖ Lunchtime activity clubs
  - ❖ Private Music Program – The Music Bus offers weekly private music lessons here at Holy Trinity. The Music Bus offers modern and rock-style courses in Keyboard, Drums, Guitar, Singing, Ukulele and Rock Band, using well-known songs to engage students at all ability levels. Classes are conducted in small groups.
  - ❖ This program is at an extra cost to those families wishing to take up this option. Visit <https://www.themusicbus.com.au/> for more information.
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## HOME LEARNING

Learning at home, in context and with loved ones, promotes and enhances the learning that takes place in school. It strengthens home-school links, providing the opportunity for parents to support students with their learning in a safe, context appropriate and creative way.

We encourage reading every day and the practice of number knowledge and counting, this is supported by the school daily in classrooms. We strongly believe that family driven activities, inspired by student interest, are the most effective and provide rich opportunities for home learning.

Engaging and rich tasks such as:

- ❖ Cooking, measuring, reading recipes
- ❖ Gardening, planting, waiting and observing seedlings grow
- ❖ Building: Lego, robotics, etc
- ❖ Assisting with shopping, calculating and estimating
- ❖ Writing lists, stories and cards
- ❖ Reflection on the learning that has occurred at school and sharing thinking
- ❖ Family prayer time.

If your family is away from school on an extended holiday, please note that school based learning tasks will not be provided. A leave form is also required to be completed if your child is away from school on an extended holiday.

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## EXCURSIONS AND CAMPS

Excursions (visiting venues outside the school) and incursions (held at school) are organised throughout the year to enhance the teaching programs and learning experiences for the children. All children are expected to participate in these educational activities. Parents will be provided with information about forthcoming excursions through the level and school curriculum communication. The cost of these excursions is included in the curriculum levy. Closer to the time of the excursion you will be given information in writing informing you of the details of the excursion and your consent will be sought. Children who do not return permission forms will not be able to participate in the excursion.

Children generally wear their uniforms on excursions as it promotes the image of our school in the community and makes the children easier to locate in a crowd.

### Camp Program

- ❖ Grade 5/6 Camp (2 nights/3 days)

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## INTERSCHOOL SPORTS

School sport offers the school community opportunities to build a strong identity and culture of excellence. Holy Trinity is a member of School Sports Victoria and is a member of the following organisations within SSV:

- ❖ Northern Metropolitan Region

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## ENRICHMENT PROGRAMS

Children also have the opportunity to participate in a number of programs such as:

- ❖ Australasian Problem Solving Mathematical Olympiads
- ❖ Gateways
- ❖ Prime Ministers' Spelling Bee
- ❖ Premiers' Reading Challenge



# CHILD SAFETY

Holy Trinity Catholic Primary School is committed to the care, safety and wellbeing of all students at our school. Holy Trinity's Child Safe policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Child Safe Standards as set out in Ministerial Order No. 1359. This Policy applies to school staff, including school employees, volunteers, contractors and clergy. It should be read in conjunction with the following related school policies and procedures:

1. PROTECT: Identifying and Responding to Abuse – Reporting obligations
2. Child Safety Code of Conduct
3. Reportable Conduct Policy.

At Holy Trinity Catholic Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel (CECV Commitment Statement to Child Safety). We are committed to providing a safe environment for all students and young people and will take active steps to protect them against abuse. Holy Trinity's Child Safe Policy is available on our website [www.htsunbury.catholic.edu.au](http://www.htsunbury.catholic.edu.au)

The safety of students and staff is paramount. All parents and visitors are required to report to the School Office when visiting the school. If working as a volunteer, the School Office will provide you with a temporary identification tag and you must sign in and out using our electronic sign in/ out system. All exit doors and gates are locked between 8.50am and 2.45pm. The only entrance to the school during these times is through the School Office.

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## **POLICE AND WORKING WITH CHILDREN CHECKS**

It is compulsory for all parents working and volunteering with children to have a Working with Children Check. Working with Children Checks can be accessed and processed through any Post Office. These are free for volunteers however it is up to each individual parent to complete the forms required and have them processed.

We strongly recommend that ALL families obtain a WWCC.



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## **CUSTODY ARRANGEMENTS**

Please inform the school about any custody requirements it is necessary for us to know. If we do not hear otherwise, we presume that both parents have access to the children.

A court order or legal document must be given to the school notifying them of the arrangements. Please also let us know if there are any changes to these arrangements.

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# OPERATIONAL INFORMATION

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## **ASSEMBLIES**

School Assemblies are held throughout the year and all parents are welcome to attend. As we are a growing school, our assemblies take place in the school yard. Notice about the school assemblies will be placed in our fortnightly newsletters and communicated through our COMPASS App.

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## **PARENT/TEACHER COMMUNICATION**

Parents can ask for an interview at any stage of the year to discuss the progress of their child. It is essential that parents make an appointment with their child's teacher to ensure adequate time can be given to the discussion.

Parents are welcome to send a note to the teacher, telephone or send an email. Teachers are not available during class time, but a message can be left at the School Office and your call will be returned.

Teachers are not available for interviews with parents on Tuesday or Wednesday afternoons, as they are required to attend Staff Meetings and Professional Learning Team meetings. Please allow 24 hours for a teacher to return any communication.

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## **ACADEMIC PROGRESS REPORTING**

A Melbourne Archdiocese Catholic School designed report on your child's progress is available at the end of Term 2 and Term 4 via the COMPASS portal. In addition to this, SeeSaw App is a digital portfolio of work that is published on a regular basis to complement the information contained in the written report.

If at any time throughout the year you wish to discuss any matters with the teachers, please request this directly to the teacher via email and they will schedule a time to meet with you.

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## **PARENT/TEACHER/STUDENT LEARNING CONFRENCES**

Holy Trinity conducts Parent/Teacher/Student Learning Conferences for all classes on two occasions each year, and a third by request. These interviews are a vital means of communication between parents and teachers, and we strongly encourage all parents to attend.

Interviews held during Term 1 are an opportunity for parents and teachers to meet. These meetings enable parents to share information about their child with the teacher and are advertised via the school newsletter and the COMPASS app. Interviews are held at the end of Term 3 to discuss the children's progress.

All Parents are expected to attend these meetings. If required, Parents can request an interview at the end of the school year. They should make contact with the classroom teacher and negotiate a suitable time when this interview can take place.

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## **SCHOOL LEADERSHIP TEAM**

The school Leadership Team is comprised of the Principal, Deputy Principal and staff with positions of leadership. The team meets weekly to ensure that the vision and direction of the School is reflected in its daily practices and across all facets of school life. The leadership team works strategically to develop and sustain a culture of continuous improvement.

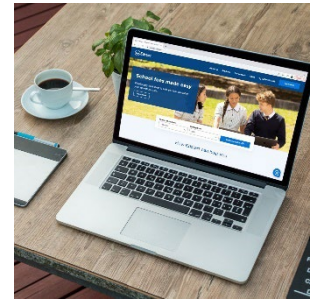
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## EDSTART

Holy Trinity has partnered with Edstart to make managing school fee payments easier for our families. With the aim of providing additional flexibility with fee payments, we are transitioning families to Edstart Plus. From 2024, the school will no longer be accepting school fees directly.

With Edstart Plus, Holy Trinity families will have access to more options with regards to school fee payments, including:

- ❖ Pay weekly, fortnightly, monthly, termly or annually by selecting the schedule that works best for you
- ❖ Ability to choose your preferred day for when payments are made
- ❖ Spread your school fee payments over a full 12-month period
- ❖ Include all additional charges such as capital fees, levies, excursions and camps
- ❖ Option to pay via direct debit, debit/credit card or BPay
- ❖ Adjust your payments at any time There are no fees or charges for using Edstart Plus for your Holy Trinity school fees, and having an Edstart account will not impact your credit file or your credit rating.



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## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) on the first day of the school year you will receive \$150 per child towards the Student Sport Levy, Excursion/Incursion Levy or Camp Levy.

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## CONCESSIONAL SCHOOL FEES

Concessional School Fees are available to families who experience financial hardship that meet the eligibility criteria in the Holy Trinity Catholic Primary School Concessional Fee Policy. Contact the school office for more information.

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## ENROLMENT/SCHOOL TRANSFERS

Parents are requested to inform the school as soon as possible of any child transferring to another school. This should be done in the form of an email noting:

- ❖ the intended last day of school of the student; and
- ❖ the intended school the child will be transferring to. The new school will send a Transfer Note once your child has begun attendance there.

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## ENROLMENT FOR STUDENTS WITH DISABILITIES

Holy Trinity Catholic Primary school is an inclusive school community open to parents who seek enrolment for a student with a disability. This is possible when it's in the best interests of the student and the school community, and where special services or facilities can be reasonably provided by the school

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## DAILY TIMETABLE

Supervised School Hours are from 8.30am in the morning to 3.20pm each day. Please ensure your child arrives at school no earlier than when supervision begins.

If you need to drop off your child earlier please contact Big Child Care, our Before School and After School Care provider.

Office hours 8.30am – 3.45pm.

The school day is divided as follows:

<b>Music</b>	<b>8:35am – 8:40am</b>
<b>Bell</b>	<b>8:40am</b>
<b>Learning Session 1</b>	<b>8:40am – 9:40am</b>
<b>Learning Session 2</b>	<b>9:40am – 10:40am</b>
<b>Recess Bell</b>	<b>10:40am</b>
<b>Learning Session 3</b>	<b>11:20am – 12:20pm</b>
<b>Learning Session 4</b>	<b>12:20pm – 1:20pm</b>
<b>Lunch Bell</b>	<b>1:20pm</b>
<b>Learning Session 5</b>	<b>2:00pm – 3:00pm</b>
<b>Dismissal Bell</b>	<b>3:00pm</b>

Children are required to be at school no later than 8.40am to prepare themselves for the day. The school gates are opened and active supervision begins at 8.30am, therefore please note that children arriving prior to this time will be unsupervised.

When the music begins at 8.35am children are to line up at their designated areas until their teacher arrives to take them to class.

Children are dismissed from their classes at 3.00pm. Teachers will be on duty until 3.20pm. If you need to collect your child before the end of the day you must notify the office so that this can be recorded. Please be mindful of break times when you need to collect children. **CANTEEN**  
Our school canteen is operated by Jude Fina Foods and is open on Wednesday, Thursday and Fridays. All orders are placed through an App called QKR!, a free app you can download to your smart phone or device. Drinks and snacks can be purchased over the counter during recess and lunch.

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## CURRICULUM SCHOOL CLOSURE DAYS (PUPIL FREE) DAYS

Holy Trinity staff participate in a number of Professional Development Days (School Closure student free days) throughout the year. Parents are notified of these days through the school's newsletter.

OHSC may be offered by our provider Big Child Care for most of these Pupil Free days.

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## EATING

Students eat their lunch and recess snack outside under the supervision of the staff on yard duty. Students must have their own lunch boxes and drink bottles clearly labelled and **MUST NOT SHARE FOOD** with others due to the fact that many of our students have food allergies.

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## LOST PROPERTY

Children are encouraged to take personal responsibility for their own belongings. To assist your child to do this, we ask that you mark each of their belongings clearly with the child's name. If a child has lost something they can check the lost property box located in the front office.

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## OUT OF SCHOOL HOURS PROGRAM

This program is serviced by Big Childcare and operates each day. Before School program is run 6.30 - 8.30am daily and the After School program runs from 3.00- 6.15pm Brochures and further information are available at the school office. Bookings can be made by booking online at [www.bigchildcare.com](http://www.bigchildcare.com) For enquiries please call 1300 273 162.

All families are encouraged to register (no charge) their children so that children can easily access the program in case of emergencies. Please note that all families are eligible for government rebates when using the program.

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## NEWSLETTERS

Each fortnight a newsletter is available outlining important events happening in the school. The newsletter is available electronically through the COMPASS App.

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## UNIFORM

A uniform dress code reinforces in students a pride in their own appearance, instills recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

All children are expected to wear the school uniform. The uniform provides flexibility with a range of mix and match items. The Summer uniform is worn during Terms 1 & 4 and the Winter uniform in Terms 2 & 3. However, the unpredictability of Melbourne's weather and suggest that children wear the uniform that best suits the weather conditions at the time. All children also wear their Sports Uniform on Fridays and one other day, that will be communicated at the beginning of the year.

As a SunSmart school we have a sun protection policy that meets the Cancer Council of Victoria criteria. It is compulsory that all children are required to wear their hat from late August until the end of April. Please note: **No hat – play in the shade.**

The uniform can be purchased from: Noone Uniforms  
Noone Imagewear has a shop on the grounds of Salesian College, Sunbury, located as you enter the College driveway on the left-hand side, directly after the Gatehouse Cafe. Free parking is available.

Shop 1 Macedon Street Sunbury Vic 3429  
Telephone: 03 9740 4831  
Email: [salesian@noone.com.au](mailto:salesian@noone.com.au)

Uniform Shop trading hours are as follows:  
Monday 8.00am – 12.00pm  
Wednesday 8.00am – 12.00pm  
Friday 9.00am - 12:00pm and 1.00pm – 5.00pm





Noone Imagewear now has a fast and convenient way for you to shop for the Holy Trinity Catholic Primary school uniform online. It is an expectation that any items worn to school are purchased from the Noone uniform shop.

Your assistance is required in making sure that your child is dressed appropriately, cleanly and in particular, that they are wearing black school shoes not runners to school. Runners can only be worn to school with sports uniforms on sports days. All students with shoulder length hair need to have it tied back.



### Art smocks from Smart stuff

Smart stuff is a local company that makes art smocks with ethical accreditation. Art smocks are a great idea to protect your child's uniform when they are working on art and craft projects. These art smocks are not a part of the school uniform but an addition offering for your piece of mind.



Smart Stuff are offering you the opportunity to buy one of their art smocks for your child. All smocks have the soft feel of fabric but feature an extra thick front panel to protect their clothes from paint and glue.

With long sleeves and soft ribbing at the neck and cuffs, they are easy to use by children of all ages and Smart stuff guarantee they are hard-wearing. The smocks are available in generous sizes and samples of the sizes are in the school office.

The cost of each art smock is \$25.00. This is a special price that is cheaper for Holy Trinity families to buy through the school rather than directly from Smart stuff. For Holy Trinity, we have a black art smock with purple sleeves.

## POSITIVE BEHAVIOUR MANAGEMENT

Holy Trinity Catholic Primary School uses a Positive Approach to Behaviour Management. Positive Behaviour for Learning (PBL) is a whole-school framework that promotes positive behaviour across a school and helps schools develop safe and supportive learning environments. Introducing modelling and reinforcing positive social behaviour is an important component of a child's educational experience. PBL works on the assumption that we cannot assume that children know how to behave. Children must be explicitly taught the behaviours we want them to demonstrate. Behaviours need to be taught, modelled, practised and rewarded.

The PBL framework ensures all children are explicitly taught the expected behaviours and establish clear and consistent boundaries. Staff take a proactive, preventative approach to ensure all students receive the appropriate level of support to help them to be successful at school. Student outcomes are monitored so identified children can receive additional support when needed, and a minority of children can access intensive support to enable them to engage successfully at school.

At Holy Trinity we demonstrate the values to be safe, inclusive and respectful in all areas at all times.



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## STUDENT LEADERSHIP

At Holy Trinity we are committed to ensuring every student feels valued and has a 'voice' within our school community. There are a number of opportunities for children in Year 4- 6 to be elected to leadership roles and play an important role within our school life. Opportunities are provided for students to be actively involved in decision making. These opportunities include: school leaders, house leaders, as well as Mini Vinnie Leaders.

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## PERPETUAL AWARDS AND SCHOLARSHIPS

At Holy Trinity we are fortunate to be able to value the contributions of people within our community through a number of awards and scholarships.

Touchstone Award – Awarded to the Year 6 student who has displayed the Holy Trinity Touchstones consistently, in all places at all times.

Salesian College Scholarship – Awarded to a Year 6 student who will be attending Salesian College in Year 7 and has demonstrated a commitment to the Catholic ethos, dedication to school work, contribution to school community and is considerate of others.

Hume City Council Award – Awarded to a Year 6 student who demonstrates qualities of good citizenship.

Hawke Award - A community award presented to a student or member of the school community who has shown outstanding contribution to the school community.

The school has two perpetual trophies annually awarding the House Winner Shield, a House Team winning after a tally of points are accumulated for multiple activities throughout the year and a Sports Day Cup awarded to the overall house team winner of our sports day.

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## **PLAYGROUND SUPERVISION**

Teachers supervise students before school from 8.30am and after school until 3.30 pm. Any child not picked up from school by 3.20pm will be taken to the Aftercare Program (BIG Childcare), unless the office is notified that the parent is delayed and running late.

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## **ABSENCES AND LATE PROCEDURE**

Please notify the school via the COMPASS app and complete the ABSENT, LATE ARRIVAL, EARLY DEPARTURE FORM if your child is sick or otherwise absent from school, late arrival or early departure.

Alternatively telephone the school. To fulfill legal requirements, and as a courtesy, we ask that on their return to school, children give their class teacher a note from their parent, guardian or doctor covering the period of their absence. Children who arrive after 9.00 am will be recorded late and need to sign in at the office.

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## **EXTENDED ABSENCE**

If you plan to remove your child from school for an extended absence e.g. overseas holiday, please complete an application for exemption from school form which can be obtained from the school office.

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## **SCHOOL PHOTOGRAPHS**

School photographs are taken annually in Term 1. Reminders of the date are advertised through the school's newsletter and on COMPASS. Individual and family photos are available. Parents are asked to order and pay for the photographs prior to the day. There is no obligation to purchase.

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## **FIRE DRILLS AND EMERGENCY PLAN ROUTINES**

Fire drills and emergency plan routines are practised throughout the school year. The School's emergency Management Plans are located in the school Office and in each classroom. We ask parents to observe our late arrival or early departure procedures as they are vital to our Emergency Management plan & procedures.

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## **SCHOOL BOUNDARIES**

For safety reasons, once children come to school, they are never permitted to leave the school grounds – before or during school hours – unless parents notify the school.

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## **SUN SMART**

Parents are asked to send a note/email to their child's class teacher regarding early departures from school. Parents are required to sign their children in if they arrive late at school, or if they are leaving school early. This ensures that we know who is present at the school at all times.

As a Sun Smart school we have a sun protection policy that meets the Cancer Council of Victoria criteria. The purpose is to reduce student and staff exposure to ultraviolet (UV) radiation, to reduce sunburn and the risk of skin cancer. We encourage the wearing of sunscreen and sunglasses year round and enforce the wearing of hats from the beginning of September to the end of April (Term 1 and 4), in accordance with The Anti-Cancer Council guidelines.

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## **ACCIDENT POLICY**

Children at Holy Trinity Catholic Primary School are protected by a School Care Accident Policy, as part of the School Care Children's Accident insurance program through AON Insurance. This policy includes cover for school camps, school sports (including sports out of school hours, as long as they are organised by the school), travelling to and from school or school activities. It also includes any activity organised by or authorised by the school. This includes before and after school care, if organised by the school.

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## **ANAPHYLAXIS**

At Holy Trinity we have a number of students who have a severe allergy to dairy, nuts and nut products. We want to ensure our children have a safe environment in which to come to school. In classrooms, where a child has a nut allergy, we strongly encourage you to avoid sending any food containing nuts to school. In this way we can work together to minimise the risk for all children and a safe place for our children to learn at Holy Trinity.. We do we have a "no food sharing policy" unless for celebrations. Holy Trinity endeavours to make the school environment safe for all our students, and take all the precautions necessary for children with special health needs to be safe at all times.

Parents of children who are anaphylactic must notify the school. With parent permission, the photos of these children are displayed in the sick bay, as are the labelled EpiPens belonging to these children. Their photos are also in the small first aid bags carried by the teachers whilst on yard duty.

It is the responsibility of parents to ensure that all medication stored at school has not reached its use-by date. We check EpiPens on a regular basis and ensure that EpiPens are sent home with the child at the end of each school year.

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## **ASTHMA**

The school is an accredited 'Asthma Friendly School'. Asthma records are kept for each student in the School Office and must be reviewed and updated at the beginning of each school year. Children who need to use asthma medication are supervised and a record is kept of the time and dosage taken. This Asthma management plan must be signed by a General Practitioner.

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## **ILLNESS OR ACCIDENT EMERGENCY**

If a child falls ill during the day, all possible attempts will be made to contact a member of the family or the emergency contact nominated by you. If this is unsuccessful, and the child needs urgent medical attention an ambulance will be called. In cases of extreme emergency, action will be taken immediately and you will be contacted as soon as possible, that is, we may need to call an ambulance before calling you. We therefore encourage all parents to be members of the Ambulance Fund.

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## **HEADLICE**

Head lice can be contracted and transmitted readily. Infestation is of nuisance value only – there are no side effects other than scratching. Parents will be notified via a letter if there is an occurrence of head lice in your child's class.

A child with head lice can be treated one evening and return to school the next day. It is important that bedding and any other items that may have come into contact with the child's hair be treated with the solution. Every child entering our school, will be asked to sign a permission form to enable our staff to examine the children should there be ongoing infestation.

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## **INFECTIOUS DISEASES**

### **Chickenpox**

Exclusion from school until fully recovered or at least one week after the rash first appears Not to be excluded from contact.

### **Conjunctivitis**

Exclusion from school until discharge from eyes has ceased. Not to be excluded from contact.

### **Diphtheria**

Exclusion from school until receipt of a medical certificate confirming recovery from infection. Domiciliary contact excluded until investigated by the medical officer of health, or a health officer of the Department of Human Services, and shown to be clear of infection.

### **Hepatitis B**

Exclusion from school until recovered from acute attack. Not to be excluded from contact.

### **Giardiasis (Diarrhoea)**

Exclusion from school until fully recovered or at least one week after the rash first appears Not to be excluded from contact

### **Hepatitis (infectious Hepatitis)**

Exclusion from school until receipt of a medical certificate or recovery from infection or on subsidence of symptoms. Not to be excluded from contact.

### **Impetigo (School sores)**

Exclusion from school until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings. Not to be excluded from contact.

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## **COVID 19**

We take every precaution to minimise risk of COVID 19. We follow guidance set down by our governing body MACS. We ask families to exercise caution by:

- ❖ staying home if unwell;
- ❖ performing regular hand hygiene

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## **MEDICATION**

Occasionally some children require medication to manage short-term illness. In such circumstances, parents are asked to complete the MEDICATION AUTHORITY FORM located on COMPASS. Written permission for the medication to be taken is required. The school is unable to administer any medication without written parent permission and does not provide medications for student use. All medication administered by the school should be in its original packaging. All medication is kept at the office and administered to the child by the staff on First Aid Duty.

Some children need medication to control illnesses such as asthma, epilepsy, diabetes, anaphylaxis etc. In such cases, the school needs to be informed and a management plan documented and presented to the school for the child. Children with these illnesses cannot attend school without the appropriate signed management plans. Management plans, completed and signed by your child's doctor annually Medication must be provided on the first day of the school year.

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## **UNWELL**

School is not a good place to be if you are sick. Please keep your child home if they are unwell. We do not have the facilities to care for sick children for long periods and when they are unwell they are far more comfortable at home. It also helps to keep the spreading of illnesses to a minimum. The school needs to be notified if your child has an infectious disease.

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## SCHOOL ADVISORY COUNCIL

The School Advisory Council advises the Principal on important matters and is a support to the Principal and Leadership of the school in their decision making process. If you would like more information about MACS School Advisory Councils please refer to the following link: <https://governance.melbourne/sac-faq/>

The Board meets at regular intervals throughout the year. Their primary functions are:

- ❖ strong conviction and commitment to the ideals, beliefs & practices that are integral to Holy Trinity
- ❖ planning for the future and ensuring that the school can accommodate future school enrolments;
- ❖ developing school/community relationships and encouraging home/school interaction;
- ❖ supporting the school in practical ways,
- ❖ such as ensuring that the school facilities & equipment
- ❖ are maintained;
- ❖ ratifying school policy in conjunction with the Parish Priest, school staff & parents;
- ❖ seeing a wider understanding and support for Catholic Primary & Secondary Schools;
- ❖ promoting & supporting parent education;
- ❖ assisting the Principal in assessing priorities for spending; and
- ❖ each member takes on a role of advocacy, both within the school and wider community & that each member is thereby provided with professional development adequate to support them in this role.

# Holy Trinity School Advisory Council

### Chairperson



**Claudia Barriga**

Joined as a Council member in 2022

My name is Claudia Barriga and I have two children at Holy Trinity, Samuel in Grade 3 and Nicolas in Grade 5. I work in the field of Nursing Education.

I wanted to join the SAC as I have a strong sense of community. I care very much how our children thrive and how we create a safe environment where they can be their best. Having 5 children, I have been involved in school advisory committees in the past and have found it rewarding to be able to contribute to community development at school level and contribute to discussions around supporting our children to learn.

A little about me is that I was born in Chile and migrated with my family when I was 5 years old. Cultural safety and belonging is really important to me and my family. We moved to Sunbury almost 7 years ago, we love living in this great community, we are heavily involved with our local soccer team that takes up most of our spare time. Aside from that you'll find me in the garden, at a local market or in our kitchen cooking with all my children.

### Secretary



**Liam McAleer**

Joined as a Council member in 2022.

My name is Liam McAleer and I have a child, Henry, in Grade 1. I work for the Victorian Government in media and communications. Prior to this I worked in local government, and was also a newspaper editor and journalist for many years.

When I was growing up there wasn't a lot of opportunities for my parents to become involved with my school, which is why when I heard about the SAC I jumped at the opportunity to join. I think it's fantastic that parents have a voice and have the opportunity to work closely with the school's leaders to help create an environment that's going to get the best out of our children.

My wife Tony and I have lived in Sunbury for just over 10 years, after moving from country Victoria. Our son Henry is in Grade 1 and our daughter Poppy will be starting Prep in 2024. As a family we love getting out into nature, heading to the footy, or spending time at the river or beach. Tony also runs a small homecare business in Sunbury, which keeps us busy. We are relatively new to the Holy Trinity community but have really enjoyed everything so far. If you see me around the yard at drop-off or pick-up times and have something you think the SAC could help with, please come and say hi!

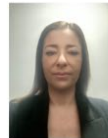
### Council Members



**Dan Barr**

Joined as a Council member in 2022.

Hello and Warrindje! My name is Dan, I'm a scientist and I work at RMIT in research ethics and integrity. We built a new home and moved to Sunbury in 2016. Our kids Philippa (Grade 3) and Lachlan (Prep) love going to school. As a member of the SAC, I hope to help with the development of our growing school community.



**Tara Day**

Joined as a Council member in 2022.

My name is Tara and I have my titles, the ones most dearest to me are the ones associated with my family, wife, mother, daughter. My son currently attends Holy Trinity and my daughter will commence Prep next year. This is my second year of volunteering as a member of the School Advisory Council at Holy Trinity.

I am an advocate for my children and believe a small village is required throughout their childhood years. All aligned to the same agenda: to provide guidance and support to ensure they grow into the young adults whom they desire to be. Being a member of SAC is my opportunity to support the community who is nurturing my child's (soon to be children) education.

My professional career is within the freight forwarding industry, which commenced over 16 years ago. Commencing as an operator to my current role within HR and compliance. Outside of work commitments, I take every opportunity to spend quality time with my family.



**Kim Raymond**

Joined as a Council member in 2022.

Hi, my name is Kim Raymond and I have a daughter Ivy, who is in Grade 3. I have been working as an Australian Public Servant for over 18 years.

I wanted to join and be part of the School Advisory Council to provide a voice and help shape and support working towards the vision and values of Holy Trinity Primary.

In my spare time I enjoy playing guitar, keeping fit and taking care of all our animals which is a passion I share with my daughter. I also enjoy entertaining and relax doing Lego or watching all things Star Wars.



**Sara Ojiambo**

Joined as a Council member in 2022.

My name is Sara. We joined Holy Trinity in the second half of the foundation year in 2019. I have two children who both attend the school (1st and 1st). It has been such a joy to watch the school community grow over the last 5 yr. As a result, I wanted to be a part of that growth for all the families present and future. I hope that my role within the School Advisory Committee will help strengthen the community's understanding of the school's vision and mission and MACS ethics. Please feel free to reach out should you have any questions about the role we serve on the committee.



**Matthew Taylor**

Joined as a Council member in 2022.

My name is Matthew Taylor and I have a child, Matilda, in Prep. I currently work in Primary Education.

As an educator myself, I have seen how valuable parent voice can be to a school and I know that without parent support, many functions of the school cannot reach their full potential. I wanted to join the SAC because as a lifetime member of the Sunbury community, I saw what a great community spirit Holy Trinity has already developed and I wanted to help to continue to grow and enrich opportunities for our children to grow as learners and as people in a positive and caring space.

I have lived in Sunbury all of my life and in fact went to the high school across the road in its first years. I am married to Katrina who is a Prep teacher and I have four children, Matilda is number 3 so there is another Prep enrolment in the wings for 2026! I am a leader in a Catholic school in the Western Zone and have been in Catholic education almost my whole life having attended St Anne's primary as a student and taught in Catholic schools for well over 20 years now. On the weekend, you can often find me just down the road at Langama Park as two of my children play soccer for Sunbury United or in the garden trying to keep one step ahead of the weeds.



## **PARENTAL INVOLVEMENT**

We value developing a school culture based on building relationships and family partnerships. We encourage community involvement and support in our school as we foster a love of learning for all. Parents can also help out and participate in the life of the school through: Library assistance, Parents and Friends Association and many other special school events. Information on all community participation programs will be available through the school newsletter.

To be a Parent Helper at Holy Trinity, you need to have attended the Childsafe Volunteer Workshop. It is essential that all parent helpers hold a current Working with Children's Check. Dates for the training will be published in the school's newsletter and on COMPASS.

This is an opportunity for families and the school to work together in the spirit of building community. Throughout the year, there will be opportunities for volunteers to contribute with school events and activities.

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## **PARENTS AND FRIENDS ASSOCIATION**

The school has an active Parents and Friends Association (PFA) who work to assist the school in providing the best possible environment for students through fundraising efforts and activities. As well as fundraising, the PFA work to bring the school community together through social activities. There are many ways that parents can support the work of the PFA, including volunteering to lead, prepare for or support events and fundraisers, donating goods to support the running of events and attending planning meetings. All parents are invited to be part of the PFA..

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## **FATHERING PROJECT – DADS OF HOLY TRINITY GROUP (DOHTs)**

Through a partnership with the Fathering Project, who recognise and promote the vital role that fathers, and father figures, play in children's lives, Holy Trinity has developed a Dads Group; The Dads of Holy Trinity (DOHTs). The Dads of Holy Trinity is run by dads and father figures, for dads and father figures – with support and resources from The Fathering Project. The group organises and hosts activities throughout the year, some for dads and father figures only, and others with the kids. The activities provide dads and father figures an opportunity to bond with their kids and connect with other fathers.

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## **GRADUATION**

Each December we celebrate the completion of Primary School Education for our Year 6 children. This is done through a special Graduation Liturgy and Ceremony at St Anne's Church where children proudly graduate in their full school uniform.

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## **BOOK CLUB**

At regular intervals, children may order books at reasonable prices through the Book Club. Participation is optional and children will bring home a catalogue and parents are able to order and pay online.

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## **BIRTHDAY CELEBRATIONS**

Birthdays are important and parents are welcome to send items to school on the child's birthday to share with classmates. If it is a treat, the treat must be something small, e.g. individually wrapped lollipops or chocolates etc and must be taken home. Please consider children with food allergies particularly food containing nuts.

As a staff we encourage parents to send along other items to celebrate their child's birthday instead of food items such as bubbles, small erasers etc

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### **CHANGE OF ADDRESS & PHONE NUMBER**

It is important that the school is able to contact parents or guardians at all times, particularly in the case of emergencies. Hence, parents must make sure they notify the School of any change of address or telephone number (home, work, mobile and emergency). At the beginning of each year the school requests all families to check and confirm the information that we have listed is correct and to make any necessary amendments. The school records will then be updated. Should your details change during the year please email [admin@htsunbury.catholic.edu.au](mailto:admin@htsunbury.catholic.edu.au).

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### **COMPASS APP**

COMPASS is an APP that can be downloaded on either an iPhone or android phone, to ensure that our school can quickly and easily communicate instant notifications, school newsletters, absentee and permission forms, photos, documents, events and more to our school community. Please ensure you download this app and log into Holy Trinity before your child begins school.



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### **COMPLAINT / GRIEVANCE**

Holy Trinity's aim is to provide clear, positive and fair processes that allow grievances to be aired and resolved in a timely and effective manner. Positive, clear and effective processes for resolving grievances between the school and community members assists in the building of strong relationships, dispels anxiety, and ultimately provides students with an enhanced learning environment. In the first instance you should always speak with your child's classroom teacher.

A copy of this policy is available on our website.

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### **MESSAGES**

If parents need to leave messages for their children, they are asked to contact the school office before 2.45pm to ensure the message is received by the child prior to dismissal. We cannot facilitate children speaking directly to parents on the telephone during school hours unless there is an emergency situation.

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### **NOTICES**

Often communication from the school requires a response from parents. When a reply is required, the note will be sent on purple coloured paper.

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### **OFFICE TUBS**

Children should place notices in the classroom office tub each morning during the administration time. The tubs are delivered to the office each morning and returned to the classroom at the end of day with notes for families.

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### **FEEDER SCHOOL TO SALESIAN COLLEGE**

Our school is a part of the Sunbury Catholic Learning Community. Being one of the 3 Catholic Primary Schools within the Sunbury parish, our school is a part of the priority parish schools for enrolment at Salesian College.





# TRANSITION TO SCHOOL

As parents, you will have the most important part to play in this process, but complete success can only be achieved where there is constant and close co-operation between a child's home and the school. The staff at Holy Trinity will work in partnership with you as are your child's primary educators.

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## PREPARING YOUR CHILD FOR SCHOOL

The first day of a new environment can present children with many situations which they have not previously encountered. They will have to make many adjustments and will need help in order to do this successfully. To facilitate a smooth transition to school, parents should spend some time preparing their children for school by using these simple steps as a guide.

- ❖ Help them to learn to recognise and write their full name.
  - ❖ Help them to learn their address and telephone number.
  - ❖ Teach them their birth date.
  - ❖ Give them opportunities of eating an individually packed lunch and tidying up after they finish.
  - ❖ Show them how to tie and untie their shoelaces, undo buttons and zips.
  - ❖ Make sure they know how to use the toilet independently.
  - ❖ Let them get used to washing and dressing themselves independently as much as possible.
  - ❖ Take them and show them the way to and from school.
  - ❖ See that they know how to cross a road safely.
  - ❖ Help them to see school as a happy place where there are friendly, caring adults to help them in times of need.
  - ❖ Check your child's bag each day for possible messages from school, and to remove any work that has been brought home. Perhaps such work could be displayed somewhere in the house for a short time.
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## Getting Ready for the First Day

*"The most important day of a person's education is the first day of school, not Graduation Day."*  
- Harry Wong -

- ❖ The first day of school is a big event. The following tips might help:
- ❖ Arrive on time!
- ❖ Leave cheerfully
- ❖ Discuss any fears about school before the first day
- ❖ Be positive and reassuring
- ❖ Being organised ahead of time will avoid any rush or panic on the first day. It's important that you arrive at School in plenty of time with both of you feeling as calm as possible.

## The Night Before

- ❖ Make sure that your child's uniform is together in one place. Ensure that any alterations have already been made and that the shoes have been worn around the house for a few days to 'wear them in'.
- ❖ Pack the schoolbag with the following items; art smock, library bag, lunchbox with play/little lunch, water bottle, and school hat.

- ❖ Organise lunch; It's a good idea to have talked about what your child would like to take to school to eat. This should include a piece of fruit, a snack or two, and a drink. It's important that your child has healthy food as this affects the ability to concentrate and learn.
- ❖ NAME every item of clothing, schoolbag, lunchbox and any other possessions clearly with their name.
- ❖ Make sure that your child has a good night's sleep.
- ❖ Get the camera ready and make sure you have plenty of memory to capture this momentous occasion

### On the Day

- ❖ Encourage your child to have a good breakfast. If they are very excited or fearful they may not feel very hungry, so try offering a healthy milkshake or some sliced fruit. If your child eats nothing, they are going to be very hungry by the time recess comes around.
- ❖ If your child has a friend who is also starting school, arrange to go together or to meet at the school. This will make them feel more confident about starting school and happier about you leaving when the bell rings!
- ❖ Make sure that you know where to take your child and the name of the teacher.
- ❖ Don't arrive too early. Hanging around in a playground full of excited older children can be scary. If everyone is ready early, you are better off filling in the time at home by reading a book.
- ❖ Prepare yourself for leaving your child at school. If your child sees you are upset or anxious, it will increase their anxiety. Be positive and matter-of-fact. Leave when the teacher asks you and do not hang around outside the door, windows or in the playground. There is plenty of time to be emotional once you're away from school.
- ❖ Let your child know where and when you will pick them up – and be on time.

### Parents to provide:

- ❖ A long sleeve art smock (old shirt) with your child's name on it OR you can purchase an art smock from the front office
- ❖ Spare set of underwear, socks labelled in a plastic bag in case of an accident
- ❖ A small healthy recess e.g. piece of fruit, health bar
- ❖ Suitable healthy lunch e.g. sandwich and fruit
- ❖ Brain food snacks e.g. fruit or vegetables (cut up)
- ❖ Headphones of your child's choice that stay at school (please avoid air pods)

### Parents to ensure:

- ❖ That their child is at school by 8.40am ready to go into class at 8.45am
- ❖ That their child knows who is to pick them up and where to wait
- ❖ That they read the newsletters and any other correspondence
- ❖ That all your child's belongings are labelled especially your child's school uniform, lunch boxes etc.
- ❖ That if you require your child to leave early or for an appointment you must go to the office to sign the early dismissal form
- ❖ If your child arrives late for school you must go to the office and get a late pass
- ❖ That only a small amount of money is given to spend at the canteen occasionally



## How To Help Your Child With Their Learning

- ❖ Read to your children every day
- ❖ Explore number facts e.g. play board games, identify odd and even numbers on the letterboxes
- ❖ Help with school programs, schoolwork brought home and excursions etc.

## Promoting Independence

Training for independence needs to start from a young age and is one of the best ways to promote self-confidence. When we teach students to do jobs for themselves we send them a powerful message that they are capable.

Some Ideas:

- ❖ Be alert to your children's readiness and willingness to do things for themselves. Avoid doing jobs for them. When children get the message that no one will do their jobs for them they will be more likely to help out
- ❖ Encourage your child to do routine household and family activities tidying their bedroom, picking up and cleaning up after themselves, putting their chair in, putting things back where they found them
- ❖ Encourage your child to be responsible for their school bag. They need to be able to pack and unpack their own school bag, carry their own school bag to and from school and place their bag on their hook
- ❖ Encourage your child to be responsible for their own personal property e.g. clothing, lunch boxes etc



# SCHOOL INFORMATION

Principal: Mrs. Krystine Hocking  
Email: [principal@htsunbury.catholic.edu.au](mailto:principal@htsunbury.catholic.edu.au)

Email: [admin@htsunbury.catholic.edu.au](mailto:admin@htsunbury.catholic.edu.au)  
Telephone: 03 8746 6464

Address: 145 Mitchells Lane, SUNBURY 3429  
Postal Address: PO Box 2060, SUNBURY VIC 3429

Website: <http://www.htsunbury.catholic.edu.au>

School App: Download COMPASS from App store or Google Play: Holy Trinity SUNBURY

Please stay informed in relation to Public Holidays, School Closure Days and Term dates via the COMPASS Portal

## Social Media Channels

Facebook: [www.facebook.com/htsunbury](http://www.facebook.com/htsunbury)

Instagram: @htsunbury



# SCHOOL LEADERSHIP TEAM



Mrs. Krystine Hocking  
PRINCIPAL



Mr. David Munslow  
DEPUTY PRINCIPAL /  
LEARNING & TEACHING  
LEADER



Ms. Kelly O'Neill  
LEARNING DIVERSITY &  
COMMUNITY ENGAGEMENT  
LEADER



Mrs. Danielle Thompson  
LITERACY LEADER



Mr. Michael Bairstow  
MATEHMATICS  
LEADER



Mr. Steven Hubbard  
MENTAL HEALTH &  
WELLBEING LEADER



Mrs. Persis McMahon  
RELIGIOUS EDUCATION  
LEADER

