

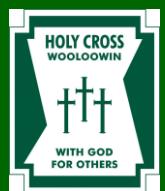
HOLY CROSS

PRIMARY SCHOOL



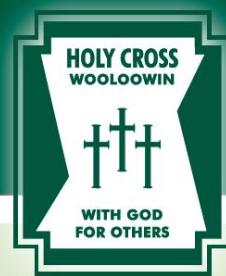
Parent Handbook

HOLY CROSS PRIMARY SCHOOL
WOOLOOWIN



HOLY CROSS PRIMARY SCHOOL - WOOLOOWIN

VISION & MISSION



VISION

Holy Cross Primary School is a Catholic learning community educating and transforming lives through the message of the Cross for the life of the world.



MISSION

Holy Cross is:

A Catholic School

- We live the Catholic story, tradition and teachings
- We live our faith through liturgy, ritual and outreach
- We live the values taught by Jesus

A Place of Diversity

- We value the intrinsic worth of each individual
- We provide a climate of challenge, risk taking and support
- We monitor the well-being of all

A Place of Learners and Learning

- We create diverse opportunities for all to learn
- We are engaged in learning
- We are proud of what we achieve

A Belonging Community

- We share and hold this common vision
- We are welcoming, safe and caring
- We have a happy and contented community

A Place where Quality Relationships abound

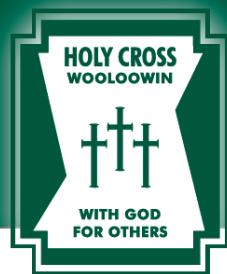
- We value the self worth of all members
- We strive to improve and grow relationships
- We create a supportive and safe environment

HOLY CROSS PRIMARY SCHOOL
WOOLOOWIN



HOLY CROSS PRIMARY SCHOOL - WOOLOOWIN

STATEMENT OF SPECIAL RELIGIOUS CHARACTER



Holy Cross School's Statement of Special Religious Character reflects both our traditional and evolving religious charisms.



In 1890, our parish school was founded by the Sisters of Mercy. Their commitment to serve others is still demonstrated today:

- by our desire to follow God through our actions
- through our service and outreach to all people in our community – families, staff, parish and friends
- by the Cross as a sign of hope and a constant reminder that we must give of ourselves for others
- with respect for individuality and diversity through a culture of inclusion
- in our dedication to learning and teaching in a safe, welcoming and happy environment
- through justice, mercy, spirituality and celebration
- through our Catholic faith fostered in our daily prayer and liturgical and sacramental practice.



Most importantly, life at our school reflects our school motto - **“WITH GOD FOR OTHERS.”**

**HOLY CROSS PRIMARY SCHOOL
WOOLOOWIN**



General Information

Address: 40 Morris Street
Telephone: Wooloowin QLD 4030
Email: 3857 2443
pwooloowin@bne.catholic.edu.au
Website: www.hcpswooloowin.qld.edu.au
Facebook: <https://www.facebook.com/HolyCrossSchoolWooloowin>
Instagram: [holycrossschoolwooloowin](https://www.instagram.com/holycrossschoolwooloowin)

Principal	Simon Mahaffy
Assistant Principal –R.E.	Michelle McClafferty
Primary Learning Leader	Daniel Owen
School Secretary - Administration	Alison Strong
School Secretary – Finance	Billie McKee
Office Hours	8am – 3:30pm Monday – Friday

TIMETABLE

Supervision begins:	8:10am
Morning Assembly:	8:40am
Munch and Crunch	9:30am
First Break:	10:50 – 11:20am
Second Break:	01:20 – 01:50pm
Final Bell:	2:55pm

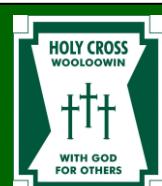
Holy Cross Catholic Community in Lutwyche Parish

Parish Priest:	Fr. Brendan Gormley
Phone:	3357 5793
Email:	Lutwyche@bne.catholic.edu.au
Parish Churches:	Holy Cross Church - Wooloowin; St Anne's - Kalinga; Holy Rosary - Windsor

Outside School Hours Care

Co-Coordinator:	Kyle Wood wooloowinoshc@catholicearlyedcare.qld.edu.au
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HOLY CROSS PRIMARY SCHOOL
WOOLOOWIN



POLICIES AND PROCEDURES

ABSENCE FROM SCHOOL

Attendance is a requirement of every student enrolled at Holy Cross. Please log into the **PARENT PORTAL** or **BCE CONNECT APP** to communicate your child's Absence e.g., sick leave - before 8.45am that day. Please state a reason for the absence when registering the absence. Students are not permitted to have regular absences from school, e.g., Swimming, dance, music lesson or to attend outside lessons and tutoring during school hours.

TRAVEL CAUSING ABSENCE FROM SCHOOL

Holidays should be taken during school holiday time where possible. Extended periods of absence have an impact on the academic and social / emotional wellbeing of a child. Parents requesting an absence from school for travel or family reasons are required to email the Principal stating dates and reasons for this absence. (This requirement does not include sick leave). Please note it is not possible to provide teaching to students who are away during school time on holiday.

LATE ARRIVALS/ EARLY DEPARTURES

Students are expected to be at school before 8.40am and remain for the day. Students who arrive at school after 8.40am and who depart before 2.55pm are required to report to the school office to sign in or sign out using the ALLE System and obtain a "late slip" or "permission to leave the school grounds".

Late arrivals and early departures can impact a child's academic and social / emotional wellbeing.

APPOINTMENTS

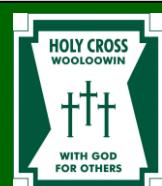
Please inform both the school office and your child's teacher by email, if your child is required to attend specialist appointments during the school day. Students MUST be signed in/out from school and picked up and dropped off at the school office on these occasions.

FOOD AND MEALS

Holy Cross is a 'nut aware' school. We ask that where possible you do not send items that contain nuts/nut products to school.

Students are provided with three eating breaks throughout the day – 'munch and crunch' (this is a fruit or vegetable snack eaten in class), first break and second break.

The school tuckshop operates every Wednesday. Ordering is via Flexischools and is required to be placed by 10am on the Monday prior.



BIRTHDAY CELEBRATIONS

Student's birthdays are acknowledged at our assembly at school. Parents are welcome to send in a birthday treat for the class if they wish. We just ask that it is something that can be easily distributed like individual cupcakes or water-based ice blocks (e.g., zooper doopers).

CLASS PARENT REPRESENTATIVE

Parents' participation is a valuable aspect of their child's education. Our P&F Association support the Class Parent Representative and communicate with the parent community via email regarding Social Activities support and other activities. The Class Parent Representative help to manage the year level What's App Group, which parents need to opt into if they wish to receive communication from the representative. Information regarding the role of the Class Parent Representative is available from the P&F.

DOGS

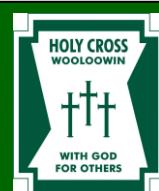
Dogs on or off leashes are NOT PERMITTED on school grounds at any time. This includes ALL Sporting and School events where children are present off campus e.g., Cross Country, School Athletics, etc. This is a health and safety procedure to avoid bites, etc. Service dogs are exempt.

ILLNESS OR INJURY AT SCHOOL

If a student becomes ill or is injured at school, the following procedures are followed:

- A minor injury (e.g., knee, small graze) will be treated at school.
- If a student becomes ill, they will be monitored at school. If the student's condition improves, they will return to class. If the illness becomes worse or the child isn't well enough to return to class, parents will be contacted to collect their child.
- If a student vomits at school, parents are contacted to collect their child immediately.
- If a student receives a head knock or bump, the student will be monitored for a period of time and parents contacted to inform them.
- If a student is sick or injured and isn't able to return to class, parents or carers will be contacted to collect their child.
- Students are required to stay home if unwell to focus on their recovery and avoid spreading illness.

Please make sure that **your contact details are up to date** so that you can be contacted easily in the case of injury or illness. Please make sure emergency contacts are also up to date. This can be done through the Parent Portal; BCE Connect App or via email to pwooloowin@bne.catholic.edu.au



MEDICATION

All medication to be administered (given) to a student by school staff must now be medically authorised by a registered health practitioner (doctor). This includes prescription medication, non-prescription medication (e.g. Panadol, Zyrtec (or alike), cough mixture, etc.) and natural medicine. A Student Medication Administration Request Form (issued by the School Office or downloaded from our School App or Parent Portal) must also be completed and returned to the office before medication can be administered.

Medication will then be administered by office staff and signed-off upon dispensing.

All medication must be in its original package/bottle with the dosage displayed and have a pharmacy label. The pharmacy label must have the child's correct name, correct dosage, correct method (e.g. swallowed, crush tablet, etc) etc. We are required to follow the exact instructions on the pharmacy label.

Under the new rules we are also **not permitted to cut tablets at school**, so if your child is taking a medication that is $\frac{1}{2}$ of a tablet these must be cut by the pharmacist and packaged into a Webster (blister) pack.

We must also receive all medication in its original packaging, we cannot accept loose tablets, or sleeves of tablets or pre-cut / crushed tablets.

ALLERGIES AND ASTHMA

Anaphylaxis Students must provide an up-to-date ASCIA Action Plan signed by the treating doctor / practitioner along with an EpiPen's prior to the student commencing school each year.

Asthma Students must provide an Asthma Action Plan signed by the treating doctor. Asthma puffers and spacers are to be clearly labelled with student's name and come with a pharmacy label. All medication must be current and not expired.

Replacement EpiPens and any other medication must be provided to the school before they expire. It is the responsibility of the parent to keep track of expiry dates.

MOBILE PHONES AND DATA ENABLED SMART WATCHES

Below are procedural guidelines for students who bring mobile phones to school:

- All mobile phones are to be kept in the front office. Phones are to be turned off prior to handing in and will be stored in the front office during the school day. Students can collect their phones at the conclusion of their school day.
- Students are not permitted to use their mobile phone during school hours.
- Students waiting to be picked up after school and under the supervision of a teacher are to only use mobile phones to communicate with carers via text message or phone call.
- Mobile phones are not to be used to take photos or video whilst on the school premises.
- Any misconduct with mobile phones will be dealt with according to the Holy Cross Behaviour Management Policy and in partnership with parents.
- Smart Watches are not to be used to text or call during school hours. Data should be disabled during school hours.

- The method of communication between students and parents/carers during school time is via the front office.
- Mobile phones / devices are sent in at their own risk, the school accepts no responsibility for loss or damage to devices.

PARENT AND SCHOOL COMMUNICATION

There are various forms of communication between home and school. These include:

- Fortnightly school newsletter
- Class blogs / emails/ updates
- Parent / teacher interviews
- School Facebook page
- Parent Portal and the BCE Connect App
- Email

We ask families to read the regular communication so that you are up to date with what is occurring at school.

Parents can also contact teachers via:

- Email (best for short notes, messages and updates) – please allow 24 hours for a reply.
- Telephone- message can be left with the front office and the teacher can return the call outside of class time.
- Appointments – specific meeting time set to meet face to face.

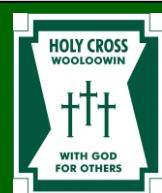
If you have a concern in the first instance, please contact your child's class teacher. If further follow up is required a member of the school Leadership Team can be contacted. If you have a concern about another student, we ask that you do not approach the family directly but raise this with a member of the school Leadership Team.

Under the government legislation and to promote the health, safety and wellbeing of our employees all Brisbane Catholic Education school have implemented the Right to Disconnect practices.

Staff of Holy Cross Primary School have the right to disconnect from work and not respond to, or engage with, work related communications including emails, texts, telephone calls, messages, video calls or other messages outside 7:30 am – 5:00pm Monday – Friday.

Staff can be required to connect and/or respond outside of the designated span of hours, for:

- public emergencies;
- critical incidents;
- receiving information about expectations for the start of school terms or return from leave;
- where potential harm to others may otherwise result; or
- where it may be necessary to comply with legal obligations.



PARENT/TEACHER CONFERENCES

Teachers are willing and available to meet with parents to discuss your child's learning and progress. It is desirable to arrange a meeting date in advance, in order to give the teachers time to prepare for a meaningful discussion. Teachers are unavailable for consultation during school hours as they are teaching and may not answer emails until after school. Parent/Teacher Online program is used for formal parent/teacher interview appointments (these occur in Terms 1 and 3). It may not be possible for teachers to speak with you before or after class without an appointment due to class preparation and prior meetings.

For further information and details please see our school website – Addressing Parent Concerns.

PARENTAL CONCERNs

If as a parent, you have a concern regarding your child or with something that has happened at school you should:

- Have your child explain the issue that is concerning them (where appropriate)
- If there appears to be a problem or you would like further information, please make contact with the class teacher to book an appointment to discuss the matter.

For further information about addressing parent concerns or our complaints management process please visit our website or click on this link [Addressing Parent Concerns](#).

STUDENT SAFETY-BEFORE & AFTER SCHOOL HOURS

No child should be left unsupervised on the school grounds at any time. Supervision offered by the school begins at 8.10am each day. All students who arrive at school before 8.10am must be enrolled at Outside School Hours Care. Supervision after school concludes at 3:20pm and students who cannot be picked up before this time need to be enrolled into Outside School Hours Care. Children not enrolled at Holy Cross including siblings attending kindy or Pre-Prep, must not be left unsupervised by parents on school grounds at any time.

SUN SAFETY

All students are required to adhere to Workplace Health and Safety Guidelines in the use of sun protection while at school. This is achieved by wearing a school hat when outdoors. Sun-safe swim wear is compulsory for students during the swimming season as well as sunscreen application. All students are required to wear their school hat at all times while outdoors. No play can occur in outdoor areas without a hat.

VISITORS

All visitors, parent helpers and contractors are required to report to the School Office on arrival for signing in. Visitors should only be on school premises while conducting school business.



VOLUNTEERS AT SCHOOL

In the interest of student protection, volunteers are required to complete the mandatory online Student Protection and Code of Conduct course available from BCE. A link to this course can be found on our [website](#). At the completion of this training the volunteer must return the certificate of completion to the school office. Volunteers must sign in at the school office on each occasion and obtain a visitor badge / lanyard. **This training must be completed annually.** For non-biological parents or custodial grandparents, a Volunteer Blue Card is also required. The State of Queensland has a strict 'no card – no start' policy which means volunteers cannot commence until their Blue Card has been provided to the school. **Under new legislation parents may require a Volunteer Blue Card if they are volunteering in an activity that their own child is not participating in.** Please contact the school office for further details or clarification.

SCHOOL SPORT TEAMS / HOUSES

Holy Cross has 3 houses named after key people associated with the school's charism. They are Ambrose (red), MacKillop (gold) and McAuley (green). At enrolment students will be assigned a house, and siblings will be assigned the same house as their older brother/sister.

LITURGIES

Our school places a high degree of emphasis on the religious life of the school. Whole school and class masses are celebrated throughout the term. Parents are invited to attend their child's class mass and any whole school mass celebrated during the school year.

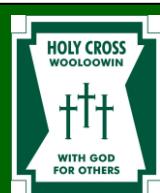
CURRICULUM

The teachers at Holy Cross plan, teach, assess and report on The Australian Curriculum learning areas:

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences
- Digital & Design Technologies
- Languages
- The Arts
- Health and Physical Education

All students also participate in specialist lessons for The Arts: Music, Visual Arts, Italian (Yrs. 3-6), Health and Physical Education and swimming classes.

Private tuition for Instrumental Music (Year 3 and above) is available at an additional cost. Enrolment forms can be obtained from the office.



HOMEWORK

Homework provides students with an opportunity to review and practise work that has been covered during the school hours. Students will experience a variety of methods in completing homework during their primary schooling. Homework can vary from completion on a daily basis or weekly set homework that requires the student to plan their homework on a regular basis. With this method students need to be encouraged by parents not to leave the completion of their homework until the night before it is due. If a child is unable to complete homework parents are requested to send in a note or email to the class teacher. We encourage parents to allow opportunities for their children to read each night.

REPORTING TO PARENTS

Student academic reports are provided to families twice a year. Parent/Teacher interview opportunities will be available throughout the year. These opportunities are also supported by the use of a range of work samples which provide evidence of learning and progress.

LEARNING ENRICHMENT AND SUPPORT

At Holy Cross we provide enriching and active learning experiences for our learners. Teachers regularly monitor the progress of students to inform their teaching and learning.

For students who may be experiencing difficulties with their learning or those who are continually achieving above their expected year level, there is a collaborative approach between the class teacher, Support Teacher- Inclusive Education and the School Leadership Team to meet their learning needs. This team is able to:

- Engage in planning discussion to identify opportunities for curriculum differentiation
- Explore possible and appropriate screening and testing to gain further insight to the student's learning profile
- Facilitate reasonable extension or support options in collaboration with the teacher and parents

This team works in collaboration with families and other specialists as required (e.g. Guidance Counsellor, external professionals) to ensure the best outcomes for students.

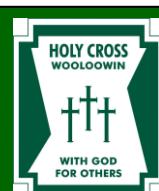
If parents have a concern regarding their child's learning or progress, please make contact with the child's teacher in the first instance to discuss. The teacher will then be able to suggest next steps or follow up.

1:1 DEVICE PROGRAMME

Students in Yrs.Prep-6 experience the latest in digital pedagogy in their classroom through the use of our 1:1 Device Programme. High speed Wi-Fi connection exists throughout the entire school to ensure learning anywhere, anytime for all students.

Holy Cross purchases the 1:1 iPad and maintains the device through a Tech Levy charged on the school fees.

Holy Cross has a school wide Safe Use of ICT Procedure, which is updated and communicated to families annually. Students are taken through this procedure annually and students in Years 3-6 will also sign the agreement along with their parents.



EXTRA CURRICULA

Each year Holy Cross School will identify a number of extra curricula activities for students that will be offered either before or after school. This can include areas such as sport, visual arts, drama or STEM. Information will be sent to families each term about the offerings and how to enrol. There is an additional cost involved to participate in these activities.

MUSIC, PRIVATE TUITION, BAND & VOCAL LESSONS (Year 3 and up)

Our school has a strong commitment to music, private tuition for various musical instruments and to the development of an Ensemble. Parents are encouraged to consider providing their children with the opportunity of learning to play a musical instrument. The school also provides opportunities for children to join the school choir. We have a junior choir comprised of all Year 3 students and a Senior Choir which is composed of volunteers from Yrs. 4-6.

HEALTH & PHYSICAL EDUCATION

Health and Physical Education is a valued aspect of the curriculum. There is a strong emphasis on skill development through a physical education program based on fine and gross motor skill development. Students are involved in inter school competitive sports, including zone athletics, swimming and cross country.

SWIMMING

Holy Cross students take part in swimming lessons annually from Prep to Yr. 6. All students are instructed by qualified swimming instructors at an off- site swimming pool.

* Yrs. 3-6 – Swimming lessons Term 1

* Prep – Yr.2 – Swimming lessons Term 4

* Our whole school carnival is held in Term 4 each year. Children must wear a swim cap, a rashie, bathers, goggles and sunscreen at all times in the pool.

TENNIS

Tennis instruction is available from Fancutts Tennis Centre. Lessons are conducted after school hours on our tennis court. Information regarding details of these private classes (including pricing) will be provided at the beginning of the year and information is available from the school office and from the tennis coach.

EXCURSION AND INCURSION INFORMATION

The excursion levy is paid at the beginning of the year and covers excursions and incursions, (except camp) for all classes throughout the year. Parents are informed in advance of any offsite excursion to be undertaken by their class and are asked to complete a permission form via EdSmart slips for each excursion.

Parent volunteers may be required at times to attend excursions and teachers will advise. Volunteers must have completed the BCE online training prior to volunteering. Toddlers are not permitted to attend school excursions.

Supervised visits to our Parish Church are part of our on-campus curriculum and therefore permission forms are not required for these activities.



SCHOOL CAMPS

Students in Year 4 attend a 3-day, 2-night camp which focuses on activities such as team building and challenges. Students in Senior Primary also attend a camp which will be a 3-day, 2-night camp that will focus on the student's leadership development and skills.

LIBRARY RESOURCE SERVICES

The library has an accessible range of books and resources. The library is open to students at different lunch breaks. Access to online and eBooks is available through the "Sora" App. Students engage in weekly borrowing and the library is also opened at lunch breaks on Tuesday and Wednesday. Every year our school celebrates Book Week (August). This is an opportunity to celebrate literature and literacy as a whole school.

LOST PROPERTY

All unnamed and unclaimed items are placed in the lost property area located at Student Reception in the main office. All items that come to school, including uniforms should be clearly labelled with the student's full name for ease of identification. Please check your child's uniform regularly as names written in maker can fade over time.
Lost property is emptied at the end of each term.

SCHOOL ASSEMBLY

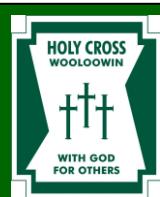
School assembly is held fortnightly at 2.15pm on Wednesday (even weeks). Assembly is led by our Senior students. Classes will take turn to present at assembly. Student awards are presented at our fortnightly assembly. Parents and Families are welcome to attend assembly.

SCHOOL NEWSLETTER

An eNewsletter is distributed to families fortnightly via email. The purpose of the newsletter is to keep you informed of the activities and events of our school community. We ask families to read this newsletter carefully.

SCHOOL CALENDAR

A calendar of events is accessible from the Parent Portal and BCE Connect App. This calendar is updated regularly as new events are scheduled.



HOLY CROSS SCHOOL PARENTS & FRIENDS ADVISORY GROUP

The P&F Association represents the parents and carers of all students attending Holy Cross School. It aims to promote a spirit of friendship and cooperation within the school community. It is a means by which parents can become actively involved in the life of the school and participate in the educational, spiritual, and personal development of their children.

One of the main tasks of the P&F Association is the co-ordination of parental involvement in social, special projects, fundraising activities and the bi-annual Festival within the school community.

The P&F Association holds regular meetings. The P&F executive team consists of a President, Vice-President and Secretary.

PARENT PORTAL – COMMUNICATION

BCE Connect is the preferred option for communication access at Holy Cross. To log into the APP, use the same username and password as the Parent Portal. The App will enable you to stay logged in for up to a year.

BCE Connect, is now available to download from Google play store or Apple App Store.

The school communicates with parents using the following digital technologies:

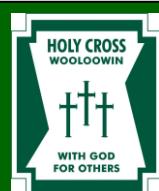
- BCE Connect App for iPhones and iPads - please go to the App store and download the free BCE Connect App.
- Facebook and Instagram– Holy Cross Primary School Wooloowin
- School website – www.hcpswooloowin.qld.edu.au
- Parent Portal – To access the Parental Portal please go to our school website and click Parent Portal under the quick links tab and follow the instructions
- Parent Teacher Online (P.T.O) – Parent Teacher Interview booking system through the Parent Portal
- Announcements on the Parent Portal
- SMS – School to Parent text messaging (for unexplained absences and emergencies).

These digital methods of communication enable parents to have current calendar dates, event information, messaging, enrolment information and school news at their fingertips.

SOCIAL MEDIA

Holy Cross takes media consent seriously. Prior to starting school, all families of students enrolled at Holy Cross are required to complete a Media Consent Form. Any child who does not have PUBLIC Media Consent will not be featured on our school Facebook page, newsletter or School website.

Parents are asked to not take photos of any students other than their own. Please do not post photos of students other than your own on your social media accounts, this includes students in the background of photos.



PARENT ENGAGEMENT IN SCHOOL ACTIVITIES

Your involvement in school activities can demonstrate to your child your interest in his/her education. The following are some ways in which parents can help:

- Listen to your child and respond positively about school activities
- Assist teachers by helping in the classroom as requested
- Assist in the tuckshop
- Become actively involved in the P&F Association
- Volunteer as a Class Parent Representative
- Assist other parents with working bees, social functions and fundraising activities
- Read the School Newsletters thoroughly
- Attend class/school Masses and liturgies
- Attend Parents & Friends Meetings
- Like, share or comment positively on our Social Media page
- Complete surveys and feedback requests

ROAD SAFETY

Our school is committed to the safety of students. This commitment includes road safety. Our drop off and pick up zone is located on Morris St, directly in front of the school. We ask that if a child has to cross the street that they do so in the company of an adult for safety purposes.

Parents are encouraged to participate in the 'pick up' and 'drop off' program in Morris St. If you are using the drop off / pick up zone, please note:

- It is one way on the school side of Morris St only
- Students must be able to independently get in and out of the car and not require adult assistance (this is to keep the line flowing)
- Students can only enter the car from the kerbside

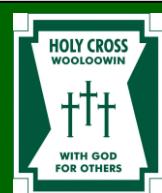
Parents are also able to park in the Church carpark and walk up to the school to collect students.

Morris St is the only supervised pick up area at the end of the school day.

Students are welcome to ride their bikes and scooters to and from school. Bike storage is provided near the main office building. Helmets and a focus on road safety is expected. Students must dismount from bikes and scooters and walk them through the school grounds.

CAR PARK SAFETY

Parking is located in the Parish carpark on Morris St or street parking in the designated zones. Please follow street signage as council patrols the area regularly. Please be mindful of our neighbours and do not park over their driveways.



SCHOOL FEES AND OTHER PAYMENTS

SCHOOL FEE POLICY

Holy Cross School aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student.

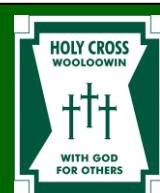
Fees and Levies collected at Holy Cross School are used for the following purposes which are aligned to the Vision and Mission of the School.

- Provide Teaching, Administrative, Classroom Support and Facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the School building program
- Maintain buildings, grounds and other facilities
- A P&F levy through the school fee account to support the initiatives of the parents.

Holy Cross is committed to providing support to ensure that enrolment is not compromised. Please contact the Principal or Finance Office for further information concerning the concession application process.

SCHOOL FEE LEVY & COLLECTION PROCESS

- 1) School fees and levies are charged on a term basis during the third week of the term in accordance with the School Fees and Levies Schedule (available on our website).
- 2) Fees are due to be paid within 14 days of issue of the Statement of Fees and Levies. The due date will be noted on the statement.
- 3) Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a) Extension of Time-If an extension is required, please contact the school finance office prior to the due date.
 - b) Payment Plans- Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.
 - c) Fee Concessions-In cases of financial hardship an application may be made for a fee concession.
 - i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
 - ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Holy Cross School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
 - iii) Concession application forms are available via the school finance office.
 - iv) All matters are dealt with on a confidential basis, with a focus on the dignity of the family.



4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.

- a) A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b) If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c) If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- d) Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will beat the family's expense.

AGREED PAYMENT PLANS

As mentioned in point 3b above, Holy Cross school offers families the opportunity to pay the school fee account by regular instalments over the course of the year.

All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year.

Any extensions to an Agreed Payment Plan must be negotiated with the Principal or Finance Officer. To establish an Agreed Payment Plan, please contact the Finance Office at Holy Cross.

LATE START ENROLMENT

New students entering Holy Cross Primary School after the commencement of any given term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

WITHDRAWAL OF ENROLMENT

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Library books, laptops and all accessories are to be returned to the school. Charges may apply if items are not returned. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

EXTENDED LEAVE / HOLDING AN ENROLMENT PLACE

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences, and the existence of student waiting lists.



WORKPLACE HEALTH & SAFETY

All members of the school community are expected to comply with directions given by our Workplace Health and Safety Officer while on the premises.

UNIFORM

Dress Uniform (worn by Year 2 – 6 children on Tue, Wed and Thurs.

- **Girls:** green/white check dress or green/white check shirt with green culottes
- **Boys:** green/white check shirt with black shorts
- **Winter-** the school jacket or pullover may be worn. Girls may wear school green coloured tights.

Sports Uniform (worn by Year 2 – 6 children on Mon and Fri and the Prep and Year 1 children 5 days per week)

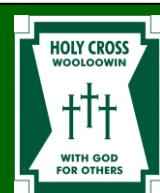
- **Girls:** Green sports shirt with green culottes
* Swimming: one-piece bathers, rashie vest & cap (not latex)
- **Boys:** Green sports shirt with black shorts
* Swimming: swim briefs / jammers / trunks, rash vest & cap (not latex)
- **Winter-** the school jacket or pullover may be worn

All children must wear the green school hat with school emblem, short white socks and **black (only) leather joggers.**

- All children are expected to wear the full and appropriate school uniform. On a number of special days, the children will be allowed 'free dress' to help celebrate the festivities. On these occasions, prior notice will be given to parents.
- The following jewellery is permitted:
 - A wristwatch (if a smart watch, data, messaging and call functions must be disabled during school hours)
 - A pair of sleepers or a pair of studs are the only earrings allowed.
 - Chain with a religious medal or cross
- Rings and bracelets are a potential safety risk and are not to be worn at school.
- Shoulder length hair should be tied back with a school colour tie.
- Dread locks, rats' tails, mullet, undercut, bowl cut, tracks, etc are not acceptable hairstyles at school. Hair should be of a student's natural colour.
- Make-up and nail polish is not permitted

POSITIVE BEHAVIOUR FOR LEARNING

Holy Cross is a Positive Behaviour for Learning school, which promotes the learning and teaching of behaviour to help students to flourish as learner and as people. Positive student behaviour is integral to all parts of school life. Learning becomes rich, real and relevant when students experience connectedness, feel valued and are safe.





HOLY CROSS SCHOOL Expectations



Be Safe



Be Respectful



Be a Learner



Our school approach to student behaviour includes:

- Teaching behaviour and personal and social learning in a curriculum context, through Learning Areas and/or the General Capabilities of the Australian Curriculum
- A consistent approach that has the support of the school community
- Effective teaching of expected behaviour and/or social skills
- Effective learning and teaching practices to engage students in learning
- A focus on positive relationships and mutual respect
- Support for students who are identified as requiring additional assistance
- A system to reinforce expected behaviours
- A physical environment that demonstrates school pride, cleanliness and other and respect for property

STUDENT WELLBEING

Holy Cross takes the wellbeing of students, staff and families seriously. There are a number of ways that Holy School actively promotes and nurtures the wellbeing of all in our community. These include but are not limited to:

- Wellbeing Week (Week 6 of each term)
- Get GRIT Social Emotional Learning Program
- Positive Behaviour for Learning
- Use of check-ins to monitor student wellbeing
- Student Support Team Meetings (as required)

BUDDY PROGRAM

Students in Senior Years are buddied with our Prep students. The Preps and Senior students engage in regular activities throughout the year. The senior buddies will also support our Preps at assemblies, Masses, Liturgies and other school functions. The aim of the buddy program is to build a sense of connection and belonging between our students, especially at the start of their schooling journey.

OUTSIDE SCHOOL HOURS CARE (OSHC)

Holy Cross has an OSHC located onsite which is run by Catholic Early Ed Care. The OSHC provides before and after school care as well as vacation care. Registration and bookings for the OSHC is made directly through them. Students must be registered in order to attend the OSHC.

