

Christ Our Holy Redeemer Primary School



Parent Handbook 2023



**43 Ferntree Gully Road
OAKLEIGH EAST 3166**

Telephone: 9569 8966

Email: principal@cohroakeast.catholic.edu.au

Website: www.cohroakeast.catholic.edu.au



@COHR3166

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PRINCIPAL'S WELCOME

Dear Parents and Carers,

Welcome to Christ Our Holy Redeemer, a community that values education, faith and friendship as we celebrate our Catholic story. With an emphasis on providing an educational environment catering for the needs of all, our priority is for our students to see themselves as life-long learners who are empowered to meet the demands of the wider world as active citizens.

By choosing Christ Our Holy Redeemer, you can be assured that your child will be educated in an environment where our students are nurtured in Catholic values centred on the Gospels. We want school to be a place to experience the excitement of learning, a place where the students, parents and school staff can work together in partnership, with each child feeling safe, secure and supported. At Christ Our Holy Redeemer, all staff have a commitment to provide a culture of child safety, including zero tolerance of child abuse. Our community is an active one, involved in many aspects of our school life. We invite you to become an active member of the COHR community.

It is a big step moving into formal education and beginning school for you and your child may be a daunting thing. When children begin school they are, in some ways, moving away from the world of parents and family and into the world of children. The children will be looking forward to school, and you, as parents, may share their enthusiasm. The first year at school is often a new step for you as a parent, especially if this is your first or last child commencing school.

Your child will make new friends, learn new things and feel quite “grown-up”. There will be many wonderful experiences for children to enjoy and share with you as a parent. At the same time, all of this may be stressful. Some children may expect to be able to read and write by the end of the first day. Some children may expect all the other children to like them and to make new friends immediately.

Our focus is to ensure that our children become literate and numerate as early as possible and we cannot do this without your involvement. Research tells us that family involvement in the learning journey increases the chances of success tenfold, so we see the relationship with you as vital. We value and appreciate the support of our parent community including parent classroom helpers, the School Advisory Council and the Parents' Association.

We are inspired by the Holy Spirit and blessed to work alongside Fr Raju in the Oakleigh Parishes in creating a nurturing and faith filled environment.

It is our hope that you and your child have a rewarding experience here at Christ Our Holy Redeemer. I look forward to welcoming you to our school community and getting to know your child.

Brendan Welsford
PRINCIPAL

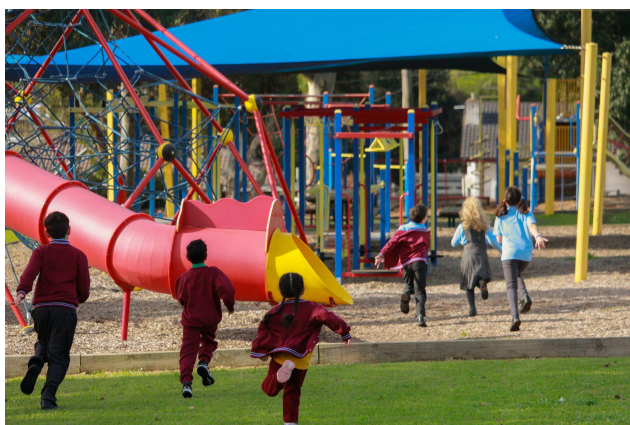


OUR VISION STATEMENT

*Inspired by the Spirit,
we are a strong community,
leading and supporting learners
in a safe and inclusive environment.*

OUR SCHOOL PRAYER

*Jesus you are the Bread of Life,
my Shepherd and Friend.
Jesus, be part of my dreams for the future:
be a part of my life-story;
be a part of the story of our school,
here at Christ Our Holy Redeemer.
In our friendship - Jesus, be with us.
In our failures - Jesus, be with us.
In our successes - Jesus, be with us.
At all moments - walk beside us.
Teach us your ways, Lord.
Teach us to be faithful.
Teach us to treasure our friendship with you.
Amen.*



LOCATION

Our school is on the corner of Huntingdale Road and Ferntree Gully Road, Oakleigh East. Entry is via Huntingdale Road next to the Church. There is a central car park and the driveway exit is to Ferntree Gully Road.

There is walking access from Ferntree Gully Road near the corner and ramp access to the buildings and courtyard via the driveway gate.

OUR STORY & FACILITIES

Christ Our Holy Redeemer Primary School was founded by our parish in 1958.

After several renovations and building projects the school now has many large light classrooms, a well resourced modern Library, a Performing Arts room brimming with instruments, a bright and colourful Visual Arts room, a STEM lab, a 'bellissimo' Italian Room and a place we call 'The Loft' where we gather for quiet prayer, mindfulness and other wellbeing focused activities.

Outside we have our large and grassy oval complete with loads of play equipment and to top it off, our dome. We have an extra large sand pit complete with a boat. Our synthetic courts are a place to play basketball and volley ball, as well as tennis.



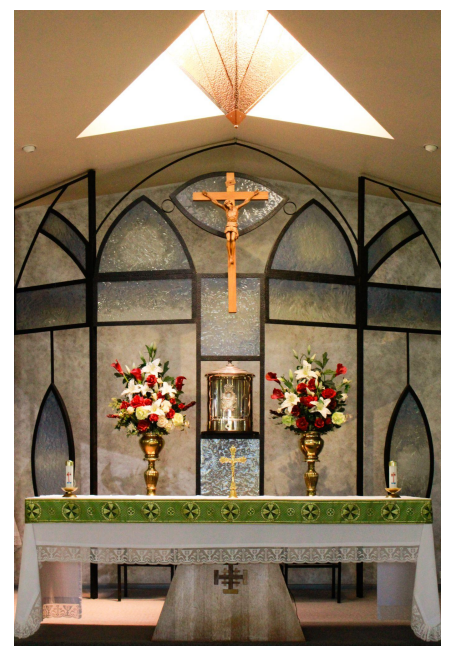
Our central Courtyard is a special place for our community to gather. Here you will find many spots to sit and chat and share lunch or play a game of down ball, but it is also the perfect outdoor learning space for our students. We gather here as a community for assemblies and special occasions.

There is a reflective garden between our Church and School buildings offering a space of quiet and contemplation. We have a veggie patch alive with the freshest produce which we share with our community.

PARISH LIFE

Christ Our Holy Redeemer Parish is a part of the Oakleigh Parishes with Sacred Heart, Oakleigh. Fr Raju Godavarthi, our Parish Priest, is very supportive of the school and its relationship with the parish.

There are many active groups in the parish catering for a wide range of talents and abilities that focus on the mission of the Church.



GENERAL INFORMATION

2023 TERM DATES

TERM 1 – Monday 30th January (Years 1 – 6) – Thursday 6th April

- ★ Assessment Sessions for Years 1-6 will be conducted on Monday 30th January – Tuesday 31st January. Classes begin Wednesday 1st February

★ Preps will commence on

- Monday 30th January 8:55am- 1:00pm
- Tuesday 31st January 8:55am -1:00pm
- No school WEDNESDAY
- Thursday 2nd February 8:55am -3:30pm
- Friday 3rd February 8:55am - 3:30pm

★ No school for Preps, Wednesdays in February

TERM 2 – Tuesday 24th April – Friday 23rd June

TERM 3 – Monday 10th July – Friday 15th September

TERM 4 – Monday 2nd October - TBC

SCHOOL HOURS

8:45am	Music to enter buildings and prepare for school
8:55am	Bell
8:55am – 11am	Learning Session 1
11am – 11:10am	Supervised Eating Time
11:10am – 11:35am	Recess
11:35am – 1:10pm	Learning Session 2
1:10pm – 1:20pm	Supervised Eating Time
1:20pm – 1:40pm	Lunch Recess
2pm – 3:30pm	Learning Session 3
3:30pm	Bell - Dismissal

SCHOOL OFFICE

The School Office hours are from **8.30am until 4.00pm** during School Terms.

Email:

office@cohroakeast.catholic.edu.au

Phone:

9569 8966

SCHOOL STRUCTURE

Christ Our Holy Redeemer community follows the teachings of Christ, existing to complement the family in the development of the total student in the life of faith. This development occurs in partnership with the Parish, parents and School Community.

Christ Our Holy Redeemer School provides an environment in which all students are encouraged to flourish and reach their full potential. We recognise that all students are unique and therefore our school supports and caters for students' individual needs and diverse backgrounds.

As teachers we provide a faith model for the students. Our school structure and the way we relate to each other, the students and their families reflect:

- the Catholic faith, doctrine and attitudes
- respect for self and others
- self-esteem and self-worth
- responsibility
- a caring attitude that fosters cooperation amongst peers
- tolerance and appreciation of self and others
- individuality
- life experiences which are relevant for the individual
- openness
- communication
- active independent learners who take increasing responsibility for their learning.

Students in all year levels who have special learning needs have a Personalised Learning Plan (PLP) set for each term. Parents and staff set specific academic, behavioural or social goals, plan the strategies needed to achieve these goals and review progress throughout each term. We also have a staff member who leads our Learning Diversity department to support the class teachers and Learning Support Officers from Prep-Year 6.

Specialist teachers currently include:

- Librarian/ Information Technology
- Languages (Italian)
- Performing Arts
- Physical Education
- Visual Arts
- Learning Enhancement

CLASS GROUPINGS

In 2023 the school will be structured in the following way:

- 1 Foundation (Prep) classes
- 2 x Year One/Two classes
- 2 x Year Three/Four classes
- 3 x Year Five/Six classes

The educational reasons in choosing a multi-age (composite) grouping structure are:

- Multi-age groupings attempt to model the family group in which the child's initial learning took place. In a family, children have the opportunity to learn from parents and older and younger siblings.
- Children develop socially and intellectually at quite different rates and they have a diverse range of interests.
- Children learn from the modelling of others. The older children in the class can be role models for the younger ones. The younger children quickly adopt the independent work habits, skills and practices of the older ones.
- Children work in a secure and supportive environment, as children may stay with a group for two years, there develops a closer relationship among the group. In this secure environment children are

likely to take risks and experiment in their learning.

- In multi-age groupings the children are less competitive towards each other. They are more ready to accept differences and take advantage of the opportunities given them to work at their own level.
- In a multi-age classroom the teacher has a great opportunity to develop in his/her students the qualities of leadership, independence, mutual support and cooperative learning.
- As children learn to help each other, more time can be made available for the teacher to help individuals or groups with specific needs.
- Children are able to be placed in a classroom setting that best suits their social, wellbeing and academic needs.

Many of the behaviours a child displays in the learning process are available to children in a multi-age classroom. Such a classroom can be seen as an extension of the child's own environment. Multi-age groups are an attempt to create a social learning environment in which children can obtain a wider view of life than they might otherwise receive in a homogenous class. Every effort is made to balance each multi-age class with equal gender and grade.

CLASS PLACEMENT

When placing children in their classes each year, the staff hold a number of meetings to consider the many factors in regards to the class placement of each child. This is done in consultation with the Principal.

During November, in the School Newsletter, the Principal will invite parents to make contact with him regarding any special considerations he should be aware of when placing children into next year's class.



PARENT/TEACHER COMMUNICATION

This is an essential part of school life. We encourage you to see your child's teacher if you have any query or question. In the mornings, teachers are occupied getting ready for class, so we ask that you do not distract the teacher with any questions involving complex and detailed discussion unless you have made an appointment. You also have the opportunity to email your child's teacher. Staff email addresses are listed in the Newsletter early in the year. There are formal interviews and written reports during the year.

SCHOOL NEWSLETTER

A fortnightly newsletter is distributed on a Thursday. It is posted on our webpage, Flexischools and is emailed to families.

FLEXISCHOOLS APP



We strongly recommend the school community uses the 'FlexiSchools' app as a means of improving communication between the school and parents. Notifications are posted regularly as reminders, requests or advice of upcoming events. The free Flexischools app can be downloaded from the app store.

OPEROO APP



We use the Operoo App to update medical forms, permission forms for excursions, sporting events etc. You will receive an email at the beginning of next year inviting you to sign up. The free Operoo app can be downloaded from the app store.

EMERGENCY CONTACTS

Please update Operoo regularly with contact numbers and medical details if they have changed.

ABSENT/ILLNESS

When a child is absent, it is a requirement that parents contact the school on the day their child is absent. This communication may be made via phone, email, using Flexischools or through a written note. Please advise the school before 9:15 am if your child is to be absent. If the school is not advised of a child's absence, an automated message is sent to inform you that your child is absent. Please avoid sending your child to school if he/she is ill.

COMMUNICATION WITH STAFF

Contact between staff and parents is most welcome and actively encouraged. If an appointment with a teacher is required, please phone, email or write to arrange a convenient time. Speaking with teachers while they are engaged in teaching is discouraged.

HEALTHY EATING

Parents have an important role to play in helping ensure their children receive a consistent message about healthy eating and being active. Christ Our Holy Redeemer supports healthy eating habits and we ask that children are given fruit and healthy lunches in preference to packets of chips or lollies.

LUNCH ORDERS - CLASSROOM CUISINE

Lunches can be ordered on-line for direct delivery to the school on Monday, Wednesday, Thursday or Friday. Orders are labelled and you have many options from which to choose. All orders need to be finalised by 8:30am on the day required. Please refer to the website: www.classroomcuisine.com.au

BOOK LISTS

Our school orders booklist/student stationery supplies in bulk and distributes these to the children throughout the year. The cost for this is covered in the fee structure. There are a few items which students use and keep for a number of years and a few which parents are requested to purchase and send to the school in the first week of the year.

PARENTAL INVOLVEMENT

“The most effective Catholic schools are distinguished, not by their physical resources, elaborate buildings or level of government financial assistance, but by their outstanding social climates which give them a special ethos or spirit ... The distinctive nature or ethos of such schools is an important element of their informal curriculum – that implicit, unofficial or unstudied learning which takes place through interactions, relationships and life of students, parents and staff.”

(Br Marcellin Flynn The Effectiveness of Catholic Schools)

Catholic education is based on an ideal of Christian community in which everyone involved – Parish Priest, Principal, Administrators, Teachers, Parents, Students and Parishioners – work together co-operatively. Each of these has different ways of contributing and therefore different roles and responsibilities.

At Christ Our Holy Redeemer, we welcome parental involvement. Parents can be involved in school communities in a variety of ways. Such contribution is valuable whether or not it is directly related to learning.

Participating provides families with opportunities to be involved in the life of the school and support learning in ways that suit their particular interests, expertise and capacity to give time. Christ Our Holy Redeemer provides access for parents through inviting participation in special events, excursions, working bees, classroom assistance, regular participation through rostered duties and involvement in committees. Participation may take a variety of forms including volunteering, supporting, attendance at meetings, parent teacher interviews and forums, responding to surveys, or discussions, as audience, as experts, and may be undertaken individually or as groups.

It has long been recognised that parents are the primary educators of their children in faith. The Church document “The Catholic School” tells us that parents should support the educational efforts of the school and utilise structures offered for parental involvement to make certain that the school is faithful to Christian principles of education.

Parents are able to collaborate in the education process in various ways and may be involved in many aspects of Christ Our Holy Redeemer, such as:

- School Advisory Council
- Parents’ Association
- Classroom Helpers
- Fete
- Art Show
- Working Bees
- School Events
- Fundraisers

The formal committees of our school are:

- School Advisory Council
- Parents’ Association



PARENTS’ ASSOCIATION

The members of the Association are the Parish Priest, parents and teachers of Christ Our Holy Redeemer School. The membership of the PA Executive consists of the School Principal, a representative of the teaching staff and elected parents. Parent representatives hold the positions of President, Vice-President, Secretary and Treasurer. The PA assists in planning future development; and provides funding for general maintenance of school buildings, school equipment and curriculum resources. The parent representatives also assume the responsibility for school social activities and other parental assistance to the school.

SCHOOL ADVISORY COUNCIL

The School Advisory Council provides a forum for discussion and discernment, where parent voice and community perspective are available to inform and support the decisions made by the principal and parish priest as the custodian of mission for the good of the school and parish where students' wellbeing and outcomes are paramount. It brings together, in a spirit of cooperation, Parish Priest, Principal, representative of parents, teachers, and other groups involved with education in the community so that responsible, informed advice can be given to the Parish Priest and Principal.

The School Advisory Council deals with:

- ❖ broad policy development
- ❖ clarification of educational needs
- ❖ pastoral care of students, parents and staff
- ❖ maintenance and finance
- ❖ Child Safety

The members of the School Advisory Council collaborate, cooperate and support decisions within their scope of influence in conjunction with the school staff rather than directing them.



FEES AND FINANCES

SCHOOL FEES

The Catholic Education system is funded by grants from both the Federal and State Government that are given to the Melbourne Archdiocese of Catholic Schools in each state. The central diocesan office then distributes funds to each Catholic primary, secondary and special school according to enrolment numbers and socio-economic category.

School Fees are set each year in consultation with the Principal, Business Manager and School Advisory Council.

The following is the annual School Fees and Levies for 2023:

Year Level

All	TUITION FEES	\$1,865 per family 1 Child
All	TUITION FEES	\$2,405 per family 2 Children
All	TUITION FEES	\$2,600 per family 3 Children or more
All	ANNUAL CAPITAL LEVY	\$265 per family
All	MAINTENANCE LEVY	\$75 per family
All	CURRICULUM LEVY	\$315 per child (which includes a Technology Levy of \$50 and Book Levy of \$50)
All	EXCURSION	\$80 per child
Years 5 & 6	INTERSCHOOL SPORTS	\$65 per child
All	SWIMMING LEVY	\$125 per child
Year 4	CAMP LEVY	\$420 per child
Years 5 & 6	CAMP LEVY	\$490 per child

The above School Fees and Levies include **ALL** excursions/incursion, sports, library, and subject costs.

We are strongly encouraging families to set up a direct debit payment as this helps families manage their financial commitments but also reduce the administrative burden in our office. To assist us with the setup for this process, we are asking families to elect their payment preference on the Direct Debit Authority Form and return to the office by 09th December 2022. **School Fees Statement** will be sent out in February.

Fees and Levies can be paid in full or in instalments as shown below, *this is a guide only for one child*: Yearly Fees Prep – Yr3: \$2,725 Yr4: \$3,145 Yr5 & Yr6: \$3,280

Payment Options:

One off Annual Payment - Termly Payments (4 Instalments) – Monthly Payments (9 Instalments) or Fortnightly Payments (18 Instalments)

Payment Due Dates:

One off Annual Payment – 15 February 2023

Termly Payments – 4 equal Instalments Due on 15 February 2023, 15 May 2023, 15 August 2023, 15 October 2023

Monthly Payments – 9 equal Installments Due on 15 February 2023 – 15 October 2023

Fortnightly Payments – 18 equal Instalments commencing on 15 February 2023 ending on 11 October 2023

CDF Pay

We have set up CDF Pay as an alternative to pay for events.

CDF pay can be accessed through our School Website - [CDFpay – Christ Our Holy Redeemer](#)

EDUCATION IN FAITH

SACRAMENTAL PROGRAMMES

The current Sacramental programme for 2023 is:

Reconciliation	Year 3 (Term 1)
First Eucharist	Year 4 (Term 2)
Confirmation	Year 6 (Term 3)

There are a number of meetings and masses that parents and their children preparing for a Sacrament are expected to attend. Information regarding these meetings is advertised in the Newsletter.



FAMILY FAITH NIGHTS

Our Prep and Year 1/2s will hold Family Faith Nights over the year, to support families in the sharing of our faith. These will be child and family centred with lots of discussion and activity.

WEEKDAY MASSES

When possible a class (on a rotational basis) will attend 9am Thursday morning Mass at the Church.

SCHOOL MASSES

To celebrate key events in our school year and within our Faith Tradition, we will gather at Mass in the Church during the year. eg Beginning of School Year Mass, Ash Wednesday, etc

SUNDAY MASSES

The Sunday Eucharist is at the heart and centre of our Christian Faith. A Catholic education, therefore, presupposes that the Catholic parents attend Mass regularly and receive the Sacraments with their child/children.

Mass times at Christ our Holy Redeemer Church are:

Saturday Vigil:	7.00pm
Sunday:	8.00am & 11.00am

RELIGIOUS EDUCATION

The Religious Education Program at Christ Our Holy Redeemer follows the Religious Education Curriculum Framework in the Archdiocese of Melbourne. This framework presents ways in which the teaching and the life of the Church may, systematically and comprehensively, be the substance and direction of our Religious Education programs.

The five key domains are:

- Scripture and Jesus
- Church and Community
- God, Religion and Life
- Prayer, Liturgy and Sacrament
- Morality and Justice

At COHR our program aims to lead the child to faith in God through a personal growing relationship with Jesus Christ and an openness to the Holy Spirit within the context of Catholic Tradition. The program takes account of the different age levels and stages of development of the children. Where possible we link our RE to our Inquiry learning each semester, to ensure that our faith is an active part of our lives and our world.

As well as formal/Religious Education lessons, the children participate in prayers, liturgies, Masses, values program and the celebration of the sacrament for the first time - Sacraments of Reconciliation (Year 3), First Eucharist (Year 4) and Confirmation (Year 6)

LEARNING & TEACHING

VICTORIAN CURRICULUM

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS		CAPABILITIES
The Arts <ul style="list-style-type: none"> • Dance • Drama, • Media Arts • Music • Visual Arts • Visual Communication Design The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History 	English Health and Physical Education Languages Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	Critical and Creative Thinking Ethical Capability Intercultural Capability Personal and Social Capability

The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

CONTEMPORARY LEARNING

We aim to provide a contemporary learning environment at Christ Our Holy Redeemer, designing opportunities that enable our students to participate in and contribute to a changing world. We want our students to be engaged and motivated, to take responsibility for themselves and to develop the skills to explore authentic questions. Staff are kept up to date with contemporary practices and teaching pedagogy. Learning intentions, success criteria and rubrics are used throughout the school so that students are more aware of how they can achieve success in their learning.



ASSESSMENT & REPORTING

Christ Our Holy Redeemer’s Assessment and Reporting statement aims to reflect the philosophy and educational approach of the school. It is based on our belief that the school is concerned with the total development (spiritual, physical, social, emotional and intellectual) of the child. Therefore, all assessment and reporting procedures should be positive and constructive and take into account the dignity and rights of each individual. Each child should be considered as an individual and assessed accordingly. Parents and teachers are co-educators of the children and should share information about their child’s progress. Children are active participants in the learning process and therefore have a right to feedback about their own progress that we should acknowledge. We as a school are accountable for the learning experiences provided at Christ Our Holy Redeemer and the progress of our students.

How do we report?

- Parent/Teacher meetings
- Formal & Informal opportunities
- Arranged times suitable to parent and teacher
- Student Work Samples Portfolios
- Program Support Group meetings
- Written reports

If there is a need – an appointment is made with parents, or parents are encouraged to make an appointment with their child’s teacher to discuss any concerns or queries.

Formal Parent/Teacher Interviews take place twice a year in Terms 1 & 3.

Written Reports are sent home in Terms 2 & 4.

REPORTS

The report, along with work samples and the Parent/Teacher Interviews, gives you a comprehensive overview of your child's learning. The Target Skills have been created by staff and are in line with the Achievement Standards of the Victorian Curriculum. You will also receive a copy of the Work Habits Rubric, which is used to assign the work habits grading on the report.

There are six sections of the Report:

1. Achievement in the Victorian Curriculum domain as follows using an A-E scale as required by the Commonwealth Government. A student who has achieved the 'C' rating indicates that he/she has met the statewide standards.

Rating	Achievement descriptor	Fully worded descriptor
C	At Standard	At the standard expected at this time of the year
A	Well Above Standard	Well above the standard expected at this time of the year
B	Above Standard	Above the standard expected at this time of the year
D	Below Standard	Below the standard expected at this time of the year
E	Well below Standard	Well below the standard expected at this time of the year

2. Religious Education
3. Target Skills
4. Work Habits
5. General Comments
6. Attendance

PORTFOLIOS

Portfolios are sent home during the year. Portfolios provide feedback on your child's progress in a variety of areas in the curriculum. Parents and children are encouraged to offer written comments about the work and upon future learning.

LIBRARY

Each class visits the library each week. All classes may borrow during this session. A library bag is required by each child to carry library books and from lessons. Please have this bag available on the first day of the year and Class teachers will advise you of the library days.

Our Library is open most mornings when children can borrow and Library Club runs every Wednesday and Friday at lunchtime.



to

HOMWORK

At Christ Our Holy Redeemer Primary School, homework will be set according to the following guidelines:

- **Prep**
10 minutes Reading - To parents, with parents and by parents
Revision of sight words
- **Year 1/2**
15 minutes Reading - To parents, with parents and by parents
Maths Game
- **Year 3/4**
20 minutes Reading - To parents, with parents and by parents
Maths Game/ activity
- **Year 5/6**
20 minutes Reading - To parents, with parents and by parents
Maths - Weekly open-ended maths task
May also involve simple extension tasks associated with classroom activities.
30 minutes total.

EXCURSIONS/INCURSIONS

Excursions and Incursion costs are covered in the School Fees, so are of no additional cost to parents.

Excursions or incursions directly related to classroom study are arranged to provide children with unique learning experiences. We also arrange for groups to come into the school during the year e.g. State Opera, Story Tellers, C.S.I.R.O., Cultural diversity groups.

Charges for these excursions and incursions are paid as a yearly levy. Parent volunteers are welcome and necessary when children leave the school site. Those parents attending are expected to have a Working with Children Check, have signed a Child Safety Code of Conduct and be familiar with excursions protocol. Permission notes must be fully completed and returned to the school. If a permission note is not returned, the child is not permitted to attend the excursion.

CAMPS

Our Year 4 students participate in a camping program for two nights, the purpose of this camp is to focus on building personal and interpersonal skills.

Our program provides opportunities for our Year 5/6 students to experience an outdoor education camp one year and the alternate year, an education based camp. These camps may be 2 or 3 nights in duration, dependent on the distance and activities being offered.

Parents are informed about camp location, facilities, planned activities, cost, clothing requirements and behavioural expectations in the weeks before. There is also a Parent Information Night held prior to each camp.



STAFF PROFESSIONAL DEVELOPMENT DAYS

During each school year a minimum of 4 days are set aside for staff in-services. These days are a vital means of achieving annual goals that staff target in the School Improvement Plan, as they provide opportunities for staff to work on professional development issues with a team, rather than individual focus. Parents are notified as early as possible about these arrangements.

STUDENT RECORDS

We keep a record of students' reports and assessments and permissions given by parents. All records are kept with reference to the Privacy Act 2001. Our Privacy Policy is accessible on the website.

<https://www.cohroakeast.catholic.edu.au/our-school/school-policies/>

MISCELLANEOUS INFORMATION

UNIFORM

To assist parents to comply with our school's requirements regarding the wearing of a uniform, efforts have been directed towards establishing a reliable source of supply. Our aim is to have a uniform that is easily obtained at an acceptable cost and of a quality requiring minimum maintenance.

The uniform shop is run by PSW and items can be purchased from their shop which is located at 342-350 Springvale Road, Glen Waverley.

We have our own second hand shop at school, open every day. Parents can purchase second hand uniforms at school or email to place an order. All second hand uniform pieces are \$2. This is a great way to purchase a full school uniform. Come in or send request via email: uniforms@cohroakeast.catholic.edu.au

COHR SUMMER UNIFORM	COHR WINTER UNIFORM	COHR SPORTS UNIFORM
Blue Polo Shirt Grey shorts/trousers <i>or</i> Summer School Dress Grey school socks Black shoes School Hat	Blue Polo Shirt Grey trousers <i>or</i> Check Tunic Blue Polo Shirt Grey school socks Black shoes Bomber Jacket	School polo shirt in House colour Royal blue shorts School tracksuit White socks Runners. <i>Sports uniform is only worn only on designated Sports Days (Twice a week)</i>

Raincoats are available in navy or burgundy however these items are optional.
Boots are not permitted.

Hair accessories are to be in school colours of maroon, blue or white and hair past shoulder length should be tied back. All clothing must be clearly marked with your child's name.

SUNSMART POLICY

Children are required to wear a school hat on the playground from September to May. Otherwise the "No Hat, No Play" rule applies. Those who do not comply with this rule must sit in the shade during recess times.

LOST PROPERTY

Lost property is located in the office foyer. To minimise loss of clothing items, we strongly recommend that you purchase name labels for students to clearly identify their belongings. We try to 'boomerang' lost items back to students, but this is only possible if the items are clearly named.

OUT OF SCHOOL HOURS CARE

Youth Leadership Victoria runs the Christ Our Holy Redeemer Out of School Hours Programme.

WHERE: Christ Our Holy Redeemer Primary School programme is conducted in the School Hall.
Phone: **0412 958 605** (3.30pm - 6.00 p.m.)

WHEN: Monday to Friday: 7.00 a.m. – 9.00 a.m. and 3.30 p.m. – 6.00 p.m.
Pupil Free Days: 7.00 a.m. – 6.30 p.m. (*dependent on numbers*)

Child Care Assistance is available for eligible families through Centrelink. Contact our Co-ordinator for further information. To ensure the programme's financial viability, **fees will be charged if your child is absent** on a permanently booked session, unless otherwise negotiated with the Co-ordinator, e.g. long-term sickness or vacation. **CHILDREN MUST BE REGISTERED PRIOR TO ATTENDANCE.**

Casual, permanent and part-time enrolments are welcome.

For more information, drop into the school hall and speak to the Coordinator between 3.30 and 6.00 p.m. **The Coordinator needs to be advised of non-attendance** (preferably the day before).

There is a separate Handbook available for Youth Leadership Victoria. More details can be found on their website - <https://ylv.com.au/>

SECONDARY SCHOOLS

There are several secondary schools in the vicinity namely:

- | | |
|-----------------------------|--|
| Salesian College | - a regional boys' college in Chadstone |
| Sacred Heart Girls' College | - a regional girls' college in Oakleigh |
| Avila College | - a regional girls' college in Mt Waverley |

Applications for enrolments at Catholic secondary schools are generally due at the end of August of the year your child is in Year 5. It is therefore important that you take the opportunities presented by Open Days at secondary colleges to help you make an informed decision. These Open Days are advertised in our weekly school newsletter.

Enrolments for State Secondary Colleges take place in June and parents are notified of placement in September.

Enrolment in a Catholic primary school does not guarantee placement in a Catholic secondary college.



PROCEDURES

SUPERVISION

Children are supervised on the playground during recess and lunch times, from 8:30am in the morning, and after school until 3:45pm. As our staff have meetings after school on most afternoons, we ask that all students are collected by 3:45pm or placed in the After School Care program which operates in the School Hall. A Before School Program is also offered.

Care is taken of injuries, and parents are notified if significant first aid has been administered.

Please remember that no staff member is on duty prior to 8.30am and children left earlier are left at parents' risk.

If parents are unable to collect their children by 3:45pm, care arrangements will need to be made.

During recess and lunch times teachers use a roster system to supervise our playground areas. Supervision takes place 15 mins before and 15 mins after school.

When it is raining or extremely hot at recess times, the children remain in their classroom and they are supervised by teachers.

SECURITY

The school gates are only unlocked when a teacher is on playground duty.

With late arrivals/early dismissals parents are requested to sign in at the office.

To ensure our students are safe visitors to the school must 'sign-in' and wear a *name sticker*.

EMERGENCY PROCEDURES

Students and staff are involved in regular evacuation drills and emergency procedures. The nominated safe site away from the school grounds is Mount Waverley Heights Primary School, Huntingdale Rd. Melways reference: 70 A5, or Amsleigh Primary School.

FIRST AID

First aid is given in the case of accidents. Parents are informed when a child has received attention at the First Aid Room that requires additional medical treatment. Please advise the Office if there are updates on your child's health.

ENROLMENT PROCEDURE

Our full Enrolment Policy, Procedures and supporting policies are available on the school website.

Christ Our Holy Redeemer School accepts students under the following guidelines:

- Catholic children who are residents of the parish
- siblings of children already enrolled in the school
- Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
- Catholic children from other parishes (for pastoral reasons)
- children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
- children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who reside outside the parish
- other Christian children who are residents of the parish
- other Christian children who reside outside the parish
- non-Christian children who are residents of the parish
- non-Christian children who reside outside the parish.

IMMUNIZATION

Children entering Christ Our Holy Redeemer at Prep must have a completed immunization form before commencing school. This is available from your local council. This form indicates whether or not the child has received the appropriate immunizations given to preschoolers. Information can be obtained from the Health Department.

VICTORIAN COMMUNITY HEALTH SERVICES

Each year with parental consent the school nurse will test each Prep child's vision and hearing. Any child found to have difficulties will be referred to an appropriate service by the nurse.

MEDICATION

If your child does require medication at school, it must be provided in the original container that gives the name of the student, the dose, and the time it is to be given. The name of the medication should be clearly marked on the container. A **Medication Authority Form** must be completed (these are available at the school Office and on the website).

Non-prescribed oral medications (e.g. antihistamines, headache tablets) will not be administered by school staff and should not be sent to school without a **Medical Authority Form**.

Every student that has a medical condition or illness requiring ongoing medication (for instance Anaphylaxis or Asthma) have an individual written management plan provided by the student's parents and doctor. This management plan should be updated each year and contain the following details:

- Usual medical treatment needed by the student at school or on school activities.
- Medical treatment and action needed if the student's condition deteriorates.
- The name, address and telephone numbers for an emergency contact and the student's doctor

Infected Diseases

Children **must be excluded** from school for the following:

- **Chicken Pox**: until fully recovered or for at least five days after the first eruption occurs
- **Conjunctivitis**: until discharge from eyes has ceased
- **Giardiasis** (Diarrhoea): until diarrhoea ceases
- **Impetigo** (school sores): until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
- **Measles**: until at least four days from the appearance of rash or upon the receipt of a medical certificate of recovery from infection
- **Mumps**: to be excluded for nine days or until swelling goes down (whichever is sooner)
- **Pediculosis** (head lice): until appropriate treatment has commenced
- **Rubella**: until fully recovered or at least four days after the onset of a rash

CAR PARKING/DISMISSAL

Cars are permitted into the school grounds on the understanding that our practices are followed. Parents must park safely, observe the 10kph speed limit, and only park in the bays if they go into the school drop off or collect their children as *no students are permitted down the front steps into the car park area unless they are accompanied by an adult.*

At the end of the school day children assemble on the path, near the single gate. We ask that you stop at the single gate, let the children hop into the car on the passenger side only and then exit into Ferntree Gully Rd, turning into the left hand lane. If you wish to turn right or do a U turn at the intersection please drive along Ferntree Gully Rd to the break in the traffic to execute your turn safely.

All pedestrian traffic is to exit through the top building onto the path alongside the upper building and then enter the footpath on Ferntree Gully Rd.

A set of Car Park protocols below.

PARKING PROTOCOLS

The following guidelines have been documented to help ensure the safety of our children. Many are common sense but it is essential as a parent group they are followed to ensure the safety of our children.

It is also important that parents model positive behaviours to the children of our school. Please also ensure any family members or friends who also collect your children are aware of these guidelines.

It is expected that these 'Parking protocols' be adhered to ensure safety and ease of traffic through the school.

1. Parents/carers are expected to show and model courtesy and patience to the children and to all members of our community.
2. The Gate (opposite Hall entry) is the **ONLY** drop off zone for the morning. This is a strictly a 'kiss & go' zone, children need to quickly and carefully get in and out of the car. There should be no reason for parents to get out of the car.
3. The **No Standing Zone** beneath the Principal's Office is designated as such to allow safe passage for cars exiting the school grounds and for children walking from the school building or arriving and leaving the school on bicycle. Please note: this is **NOT A DROP-OFF ZONE**. Please do not park in non-marked areas/ keep clear zones.
4. Parking along the driveway near the Tennis Courts prevents cars from entering and exiting designated parking spaces. It also blocks the marked walkway for children participating in activities on the oval or tennis courts. If all spaces are full, please use the oval or park in nearby streets.
5. Gate pick up is designed to enable parents to arrive at school at 3.30 and drive through to collect their children after school has finished. Please do not arrive early only to wait in your cars for the bell to go and then form a queue for gate pick up. This only prevents parents who wish to go into the school from being able to park and creates an instant grid-lock, making the car park much more frustrating for all users. If your child is not at the gate, then you will be advised to drive on and re-enter the school. This is a strictly a 'kiss & go' zone, children need to quickly and carefully get in and out of the car. There should be no reason for parents to get out of the car. If parents need to assist their children by getting out of the car, parents will need to park and escort their child into school.
6. It is the child's responsibility to be ready and waiting at the gate at 'pick up' – if the child isn't ready then you may be asked to move on.
7. Have you considered parking in a nearby street and walking to or from school even one or two days per week? Simple measures like this would ease car park congestion significantly. Could walking this distance together be preparation for your children to meet you themselves when old enough to do so or be preparation for making their way independently to secondary school?
8. The bus zone on Huntingdale Road is **NOT a pick up or drop off zone**. Stopping in this area places children at great risk, especially during peak traffic times. Please refrain from stopping at all in this zone.
9. Parking on Ferntree Gully Road, between Huntingdale Road and Leroux Street stops cars from exiting the school safely and easily. Parking in this area blocks view of oncoming traffic and prohibits cars from pulling into the left lane thereby slowing down traffic flow through the school.
10. Children need to be carefully supervised by their parents as they make their way to their car.
11. For pedestrian traffic exiting onto Ferntree Gully Road, please exit via the footpath along the building and not via the driveway.
12. As our school is situated on the corner of two busy roads, parents and children are expected to cross with the lights.

POLICIES

All of the following policies can be found in full on the school website.

Included in this Handbook are some excerpts.

CHILD SAFETY

All students enrolled at Christ Our Holy Redeemer Primary School have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

CHILD SAFETY CODE OF CONDUCT

This Code of Conduct has a specific focus on safeguarding children and young people Christ Our Holy Redeemer Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy at Christ Our Holy Redeemer Primary School are expected to actively contribute to a school culture by respecting the dignity of its members, affirming the gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. All School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy must sign and abide by this Code of Conduct.

All parents who wish to volunteer at the school must have signed the Code of Conduct. It is available at the School Office and on the website. A proper copy is sent home at the beginning of each school year.

WORKING WITH CHILDREN POLICY

Christ Our Holy Redeemer Primary School will ensure that a current WWCC is held by all persons involved at the school who are required to do so. The school will maintain accurate and up-to-date WWCC and VIT registers for teachers, clergy, other staff, contractors and volunteers. This duty is allocated to the Deputy Principal.

Each year, all staff are made aware of the school's procedures for volunteers, contractors and other persons, including the need for prior approval of such work by the designated member of the school's leadership team. Only people doing child-related work (and who aren't otherwise exempt under the Act) need a WWCC.

All parents who wish to volunteer at the school must have a valid Working With Children Check, that is linked to the school. Parents link their WWCC by logging in to their WWCC account and nominating the school, The school is then notified of this.

COMPLAINTS HANDLING POLICY

Christ Our Holy Redeemer Primary School understands that from time to time complaints arise regarding aspects of our school's operation of programs and activities, and that it is important that all members of the community have the opportunity to be heard. Christ Our Holy Redeemer Primary School commits to ensuring procedural fairness is observed when dealing with complaints and grievances.

Positive, clear and effective procedures and processes for resolving grievances between the school and community members can assist in building strong relationships, dispelling anxiety and ultimately providing students with a settled and happy learning environment.

PRIVACY POLICY

The Privacy Policy sets out how the School manages personal information provided to or collected by it. The School is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. In relation to health records, the School is also bound by the Health Records Act 2001 (Vic.) and the Health Privacy Principles in that Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

ENROLMENT POLICY

MACS schools are established primarily for Catholic children. Christ Our Holy Redeemer Primary School strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

Christ Our Holy Redeemer Primary School is open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches. Children from other religious traditions or of no religion are provided with an opportunity to enrol in Catholic schools, should they choose to apply and there is sufficient capacity within the school.

ANTI-BULLYING POLICY

This policy identifies the interconnectedness of the characteristics of quality Catholic learning and teaching. It is intended to value, respect and promote the self-esteem and dignity of each student. The school will actively promote anti-bullying messages, alerting students and staff of the need to be vigilant.

STUDENT ENGAGEMENT POLICY

We, at Christ our Holy Redeemer, believe that all members of our community have shared expectations of our own and others' rights. We believe that learning should take place in a safe and inclusive environment. Our Student Engagement Policy is built around our School-wide Expectations:

Show Respect, Be Safe, Try Best, Be Safe,
Be a Team, Follow Christ.



DEMOCRATIC PRINCIPLES STATEMENT

Democratic Principles: At Christ Our Holy Redeemer Primary School we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. Christ Holy Redeemer Primary School will explicitly and implicitly support and promote the principles of Australian democracy, including 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.

Through our curricular and extracurricular programs, Christ Holy Redeemer Primary School will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

Reporting: The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).