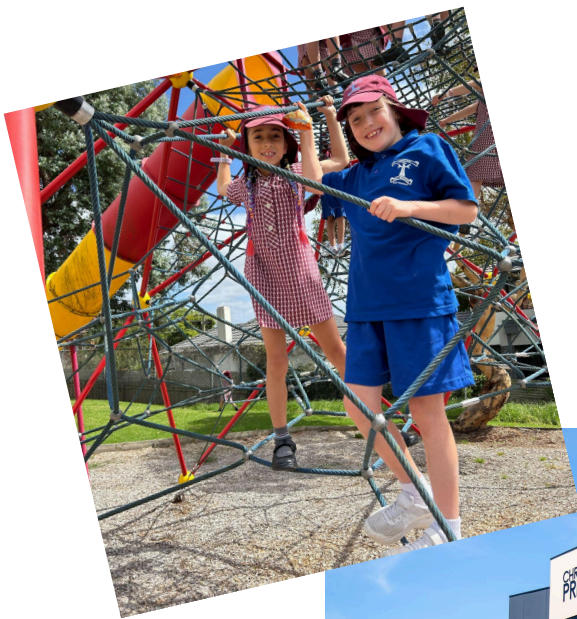




Christ Our Holy Redeemer
OAKLEIGH EAST

Parent Handbook 2026



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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.

We believe that every student has the potential to achieve success, and it is our mission to provide a safe, supportive, and challenging environment where learning thrives. We are committed to creating a nurturing learning environment that is not only safe and supportive, but also grounded in the latest research about how students learn best. Our approach is guided by the Science of Learning - evidence based practices that help us understand how the brain develops, how memory works, and how motivation and mindset impact success. From fostering strong teacher-student relationships to using strategies that promote deep understanding and long-term retention, we are continually refining our teaching to meet the needs of all learners.

We also know that education works best when it's a true partnership. Families are a vital part of our school community, and we deeply value the collaboration between home and school. When parents and educators work together—sharing insights, supporting learning at home, and maintaining open communication—students thrive. Our dedicated teachers and staff work tirelessly to foster not only academic excellence, but also the values of respect, teamwork and resilience. At Christ Our Holy Redeemer, all staff have a commitment to provide a culture of child safety, including zero tolerance of child abuse.

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.



Aimee Gale
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 and ramp access to the buildings and courtyard via the driveway gate.

OUR STORY & FACILITIES

Christ Our Holy Redeemer Primary School was formed in 1957 and began classes in 1958 in the Church building.

After many renovations and building projects the school now has many large 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 lots of play equipment and to top it off, our exciting dome and large slide for Year 3 and up. We have an extra large sand pit complete with a boat. Our synthetic courts are a place to play basketball and netball, 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.

As a school we celebrate mass many times over the year with the parish community. Our Sacramental program is an important part of the students faith journey, with Reconciliation celebrated in Year 3, First Eucharist in Year 4 and the Sacrament of Confirmation in Year 6.



GENERAL INFORMATION

2026 TERM DATES

TERM 1 - Tuesday 27th January - Thursday 2nd April

Staff return:

- ★ Tuesday 27th January - School Office Open

Students return:

- ★ Assessment Sessions for Years 1-6 will be conducted on Wednesday 28th January & Thursday 29th January

- ★ Preps will commence on
 - Wednesday 28th January 8:55 am - 1:00 pm
 - Thursday 29th January 8:55 am - 1:00 pm
 - Friday 30th January 8:55 am - 3:20 pm

- ★ ALL STUDENTS in Prep to Year 6 commence full time school on Friday 30th January 2025

- ★ No school for Preps, Wednesdays in February

TERM 2 - Monday 20th April - Friday 26th June

TERM 3 - Monday 13th July - Friday 18th September

TERM 4 - Monday 5th October - Tuesday 15th December

SCHOOL HOURS

8:30am	Supervision of students begins - students should not be dropped off prior to this time
8:45am	Music plays as the sign to enter buildings and prepare for school
8:55am	Bell to start lessons rings
8:55am - 10:55am	Learning Session 1
10:55am - 11:05am	Supervised Eating Time
11:05am - 11:30am	Recess
11:30am - 1:00pm	Learning Session 2
1:00pm - 1:10pm	Supervised Eating Time
1:10pm - 1:50pm	Lunch Recess
1:50pm - 3:20pm	Learning Session 3
3:20pm	Bell rings for 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 whole student in the life of faith. This development occurs in partnership with the Parish, parents and School Community. Christ Our Holy Redeemer Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

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 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
- a focus on 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 extra 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:

- Library
- Languages (Italian)
- Science Technology Engineering Maths (STEM)
- Performing Arts
- Physical Education
- Visual Arts
- Learning Enhancement - Intervention & Extension



CLASS GROUPINGS

In 2026 the school will be structured in the following way:

- 1 Foundation (Prep) class
- 2 x Year One/Two classes
- 2 x Year Three/Four classes
- 2 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 friends for two years, this 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 to them to work at their own level.
- In a multi-age classroom the teacher has a great opportunity to develop the students' qualities of leadership, independence, mutual support and cooperative learning.
- Children are able to be placed in a classroom setting that best suits their social, wellbeing and academic needs.

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 regarding any special considerations we should be aware of when placing children into next year's class.



PARENT/TEACHER COMMUNICATION

Parent/Teacher communication 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 organise a mutually suitable time with the teacher to address more complex questions and matters. 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 throughout the year.

SCHOOL NEWSLETTER

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

NFORMA PORTAL

We use the nForma App to access the parent portal where parents can update medical forms, sign permission forms for excursions, sporting events etc and receive the mid and end of year reports.



EMERGENCY CONTACTS

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

ATTENDANCE & ABSENCES

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 to the teacher or office, using the nForma Portal or through a written note. Please advise the school before 9:00 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.

We want all our students at Christ Our Holy Redeemer to get a great education, and a great education begins with students coming to school each and every day. If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. Each missed day is associated with progressively lower achievement in numeracy, writing and reading. If a student misses 3 weeks of every year of school, that is half a year by the end of Year 6. Every day counts!

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. We also give students time for 'brain food' and require this to be fruit, vegetables or yogurt.

LUNCH ORDERS - CLASSROOM CUISINE

Lunch 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 the school community in a variety of ways. Such contributions are valuable whether or not it is directly related to learning.

Participating in school life provides families with opportunities to be involved in 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, and may be undertaken individually or as groups.

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:

- Stephanie Alexander Kitchen Garden Program
- Classroom Helpers
- Fete
- Art Show
- Working Bees
- School Events
- Fundraisers

The formal committees of our school are:

- School Advisory Council
- Parent Association



PARENT ASSOCIATION

The members of the Parent Association (PA) are 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, curriculum resources and funding for special celebrations such as the Italian Day lunch. The parent representatives also assume the responsibility for school social activities and other parental assistance to the school. The more parents are involved the more opportunities we create for all our students.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is an advisory body which is an important expression of the educational partnership that exists between parents, schools, parishes and the wider community to support all students. This partnership is reflected in the ex-officio membership of both the principal and the parish priest on the council.

The School Advisory Council provides a forum for discussion and discernment, where parent voice and community perspectives are available to influence and support the decisions made by the principal and parish priest for the good of the school and parish where students' wellbeing and outcomes are paramount.



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. 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.

Information on the current school fees can be found on our website:

<https://www.cohroakeast.catholic.edu.au/enrolment-information/school-fees/>

CDF Pay

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

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

EDUCATION IN FAITH

SACRAMENTAL PROGRAMS

The current Sacramental program for 2026 is:

Reconciliation	Year 3 (Term 1)
First Eucharist	Year 4 (Term 3)
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 a Family Faith Night during the year, to support families in the sharing of our faith. It will be child and family centred with lots of discussions and activities.

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, Feast of the Assumption etc. All families are welcome to attend our whole school masses.



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 (RE) Program at Christ Our Holy Redeemer follows the Religious Education Curriculum in the Archdiocese of Melbourne. This curriculum 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 Christ Our Holy Redeemer 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.

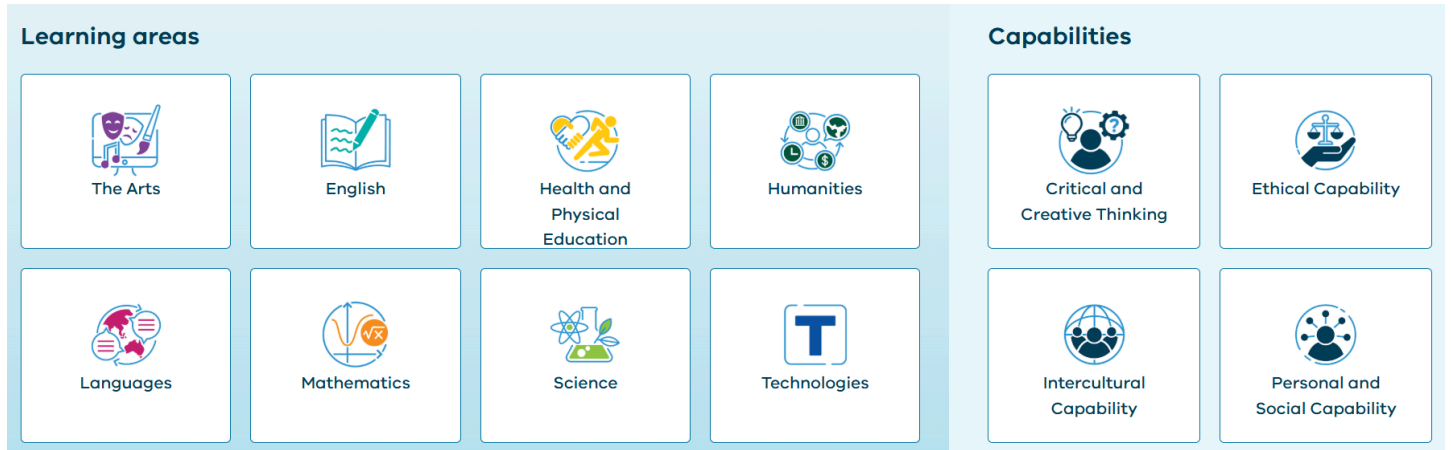
As well as formal Religious Education lessons, the children participate in prayers, liturgies, Masses, values programs and the celebration of the Sacraments of Reconciliation (Year 3), First Eucharist (Year 4) and Confirmation (Year 6).



LEARNING & TEACHING

VICTORIAN CURRICULUM 2.0

The Victorian Curriculum 2.0 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 2.0 F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.



The Victorian Curriculum 2.0 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.

SCIENCE OF LEARNING - VISION FOR INSTRUCTION

At Christ Our Holy Redeemer, we hold high expectations for every learner in our school, ensuring they have a solid foundation in literacy and numeracy, as well as good social skills. Based on evidence of how students learn best, the Vision for Instruction promotes a unified and consistent approach and continuous improvement to meet the changing needs of our students. It provides our teachers with the training and resources they need to ensure excellence and equity.

Through the Vision for Instruction we:

- offer a focused and structured approach to gaining knowledge and developing skills
- use explicit teaching to ensure clear guidance, reducing uncertainty and helping students understand expectations
- present key information and knowledge before independent activities
- enable immediate feedback through effective questioning and frequent checks for understanding
- establish consistent teaching practices across all year levels.

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. 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 share student learning with parents?

- Parent/Teacher meetings
- Formal & Informal opportunities
- Arranged times suitable to parent and teacher
- Student Work Samples through the Seesaw App
- 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

LIBRARY

Each class visits the library weekly, one week with their class teacher and the other for their specialist library class. All classes may borrow during this session. A library bag is required by each child to carry library books to 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.

We also have a library club which runs during lunch time.



HOMEWORK

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

Prep	Year 1/2	Year 3/4	Year 5/6
Frequency: Weekly	Frequency: Fortnightly	Frequency: Fortnightly	Frequency: Fortnightly
Communication: - Homework books - Reading journals	Communication: - Homework books - Reading journals	Communication: - Homework books - Student diaries	Communication: - Homework books/Google Classroom - Student diaries
Each of the following activities are revision of what has been taught in class and should take 10-15 minutes to complete:			
Reading Practice: 10 minutes 4x week (from Term 2)	Reading Practice: 10 minutes 4x week	Reading Practice: 15 minutes 4x week	Reading Practice: 15 minutes 4x week
Literacy task	Literacy task	Literacy task	Reading task
Guest Speaker preparation			Writing task
Phonics task	Phonics task	Spelling/Grammar task	Spelling/Grammar task
Maths task	Maths task	Maths task	Maths task

EXCURSIONS/INCURSIONS

Excursions and incursion costs are covered in the School Fees, as a yearly levy, so are of no additional cost to parents throughout the year. Information regarding excursions is sent out via the nForma Portal.

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 to run incursions.

Parent volunteers are welcome and necessary when children leave the school site. Those parents attending are expected to have a current Working with Children Check linked to the school, have signed a Child Safety Code of Conduct and be familiar with excursions protocol. Permission forms must be fully completed and returned to the school. If parental permission has not been given, the child is not permitted to attend the excursion.

CAMPS

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

Our Year 5/6 students have a two night camp, focussing on wellbeing, deepening friendships and connections with teachers, being independent and taking opportunities to challenge themselves.

Parents are informed about camp location, facilities, planned activities, cost, clothing requirements and behavioural expectations in the weeks before.



STAFF PROFESSIONAL LEARNING DAYS

During each school year a minimum of 5 days are set aside for staff professional learning. 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 learning with a team, rather than individually. 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.

FURTHER 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 the school is open. Parents can purchase second hand uniforms at school. All second hand uniform pieces are \$2. This is a great way to purchase a full school uniform.

Christ Our Holy Redeemer SUMMER UNIFORM	Christ Our Holy Redeemer WINTER UNIFORM	Christ Our Holy Redeemer SPORTS UNIFORM
Blue Polo Shirt Navy shorts/trousers <i>or</i> Summer School Dress Grey school socks Black shoes School Hat	Blue Polo Shirt Navy trousers <i>or</i> COHR Check Tunic/ Skirt Blue Polo Shirt Grey school socks or navy tights 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 play times.

LOST PROPERTY

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

OUT OF HOURS SCHOOL CARE

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

WHERE: Christ Our Holy Redeemer Primary School in the School Hall.

CONTACT: Phone: **0412 958 605** (3:20 pm - 6:00pm)

WHEN: Monday to Friday: 7:00 am – 8:45 am and 3:20 pm - 6:00 pm

Child Care Assistance is available for eligible families through Centrelink. Contact our Co-ordinator for further information. To ensure the program'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).



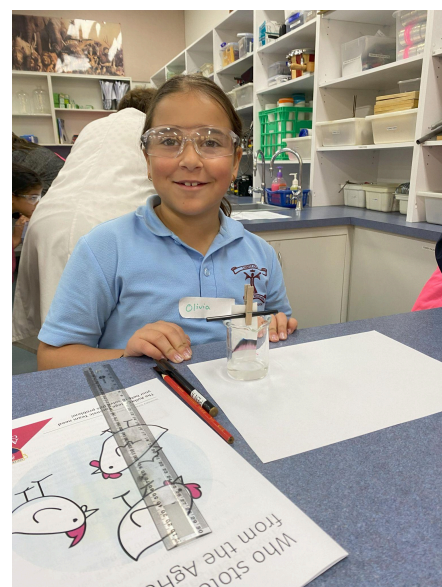
There is a separate Handbook available for Youth Leadership Victoria. More details can be found on their website: <https://ylv.com.au/>

SECONDARY SCHOOLS

There are several secondary schools in the vicinity namely:

- Salesian College - a regional boys' college in Chadstone
- Mazenod - a regional boys' college in Mulgrave
- 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 3:35pm. As our staff have meetings after school on most afternoons, we ask that all students are collected by 3.35pm 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 are not to be left alone before this time.

If parents are unable to collect their children by 3:35pm, care arrangements will need to be made. During recess and lunch times teachers use a roster system to supervise our playground areas. 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 or teachers are taking students to the hall.

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, on Huntingdale Road. 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, ensuring their nForma Profile is up to date.

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.



IMMUNISATION

Children entering Christ Our Holy Redeemer at Prep must have a completed immunisation record before commencing school. This is available from your local council. This record indicates whether or not the child has received the appropriate immunisations. Information can be obtained from the Health Department. Depending on the immunisation status of your child, we follow the Department of Health Guidelines for exclusion from school for various diseases.

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.

Infectious 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 to 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.

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 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 overflow parking on the oval or park in nearby streets.
5. Gate pick up is designed to enable parents to arrive at school at 3.20pm 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 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 in or out of the 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 the 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 at 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. 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 paper 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 Working with Children Check (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.

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.

BULLYING PREVENTION 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.

DEMOCRATIC PRINCIPLES STATEMENT

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 Our 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).