Maronite College of the Holy Family

Parent Information Booklet -
Primary
2016
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MESSAGE FROM THE PRINCIPAL

Dear Parents/ Caregivers,

Welcome back to another year at Maronite College of the Holy Family. We also extend a very warm and special welcome to our new 2016 families. We trust and hope that your association with our College from Kinder to Year 12 will be both rewarding and enjoyable.

I look forward to working with our College community to continue to provide a quality education for your sons and daughters.

There are many educational innovations which our College is constantly in the process of implementing. To keep you informed we have a College website which can be accessed by going to:

http://www.mchf-college.nsw.edu.au

The information included in this booklet attempts to answer the many questions parents ask at the beginning of each year. In addition to this the following documents outline College policies on a number of issues. These can be viewed at the administration office.

Maronite College of the Holy Family Code of Conduct
Maronite College of the Holy Family Excursion Policy
Maronite College of the Holy Family Student Development Policy
Maronite College of the Holy Family Anti-Bullying Policy
Maronite College of the Holy Family Attendance Policy
Maronite College of the Holy Family Work Health and Safety Policy
Maronite College of the Holy Family Risk Assessment
Maronite College of the Holy Family First Aid
Maronite College of the Holy Family Complaint Handling Policy
Child Protection Code of Professional Standards for Members of Staff at Maronite College of the Holy Family

Please read the information in this booklet carefully and do not hesitate to contact the College office if you have any further queries or would like to make an appointment to speak to your son’s/daughter’s teacher.

Sr. Margaret Ghosn
College Principal
**PARENT COMMUNICATION**

**Parents**

**Policy**
Parents are encouraged to assist in the classroom and College community.

**Procedures**

- All parent helpers need to attend a Parent Volunteer Induction meeting to be briefed on the Child Protection and Work Health and Safety requirements.
- Parents are required to report to the office on arrival to sign in and obtain a visitor’s badge which must be worn for the duration of their visit to the College premises. Parents are to sign out and return the badge prior to leaving College grounds.
- If parents require an appointment to see teachers, please contact the Administration office or write a note to the class teacher.
- Parents are asked not to have discussions with teachers during assemblies, or class time.
- Parents who assist in class are asked not to discuss the progress of any child with others.
- The College ensures communication with parents is maintained. For families affected by separation or divorce, the presumption of equal shared parenting applies as per Section 61DA of the Family Law Act. Parenting Orders and Aggravated Violence Orders precede these presumptions. The parent with whom the child lives would receive all communications in these events.
- Parents are invited and encouraged to become involved in the College through:
  - Attendance at meetings, Parent/Teacher Interviews, Curriculum/Parent Information meetings.
  - Excursions.
  - Supporting social functions.
  - Supporting Sacramental Programs.
  - Supporting classroom teachers in appropriate Curriculum areas.
  - Taking an active role in the Parents Association

**Parent Association (PA)**

**Policy**
Parents are active partners who make valuable contributions to the life and growth of our College community.
The PA was established in March 2006 under a constitution with an annually elected Executive Committee.
Their aims and achievements are published on the college website [http://www.mchf-college.nsw.edu.au](http://www.mchf-college.nsw.edu.au) by following the link from *Community of MCHF to Parents Association*.
The web page includes achievements such as setting up the PA shop for second hand books and uniforms, improving road traffic safety around the College, fund-raising for College renovations, presenting guest speakers plus many public relations activities.

**Procedure**
PA meetings are held about six times per year and the dates are announced on the College notice board.
The PA constitution does not allow the PA to be a forum for discussing individual staff or students, but for general issues.
Parents are welcome to join and be included on the regular mailing list of activities and initiatives by inquiring at the College office.
Parent/Teacher Meetings

Policy
Education is a partnership and contact with parents is vital to fostering support for teachers in their endeavours to develop the students in their care.

Procedures
- Parents will be informed if an issue arises with their child. The following procedures are in place and the teacher will organise a meeting at a convenient time and date suitable to both parties. There will be ongoing consultation with the Stage Coordinators or College Psychologist where appropriate.
- Information Evening (Years K-6) will be held in Term 1 to inform parents of class teacher/College expectations. Parents are encouraged to organise appointments with class teachers throughout the year if they have any concerns.
- Half Yearly Parent Teacher interviews will be conducted by class teachers at the end of Term 2, with an opportunity for parents to request a second interview at the end of Term 4 being provided.
- Parents wishing to discuss any issues with the College must follow the ‘Contacting the College’ flowchart on page 4 of this booklet.

Parent Newsletters

Policy
Regular written communication with parents occurs through the College’s Newsletter.

Procedures
- A newsletter is sent home via the eldest child in each family or e-mailed if a family e-mail address has been provided.
- These are published every fortnight.

College Website

Policy
To communicate College events to parents, students and other interested people.

Procedures
- The Parent Newsletter will be published on the College website every fortnight.
- Parent Handbook and Grade Curriculum Notes will be published on the College Website. Hard copies will be available on request at the College Primary Administration office.
- The College website address is: www.mchf-college.nsw.edu.au
CONTACTING THE COLLEGE

If parents would like to discuss any issues relating to their children’s education at Maronite College of the Holy Family the following procedures are in place.

**PRIMARY ISSUES**

**STAFF ISSUES**

Phone the Office: the secretaries will organise an appointment with the Deputy Principal - Primary

**STUDENT ISSUES**

(eg: Behaviour, Attendance and Curriculum)

Write a note directly to the teacher requesting an appointment time or ring the office and the secretaries will pass on the request to the class teacher, the teacher will contact you and organise an appointment time convenient to both parties.

**PARENT ASSOCIATION INVOLVEMENT**

(Join the Parent Association or express ideas for Parent Association/College)

Phone the Office: the secretaries will provide contact details for the Parent Association Secretary.

**Class Teacher**

The class teacher will record meeting details and the outcome in the student record book. If parents are still concerned the teacher will organise a meeting with the Stage Coordinator.

**Stage Coordinator**

Will advise parents of all the alternatives which need to be considered. If an outcome cannot be achieved the Stage Coordinator (Years K-2 Angel Dagher, Years 3-4 Megan Aberley and Years 5-6 Danielle Raffoul) will consult with the Deputy Principal – K-12 (Sr Irene Boughosn).

**Deputy Principal – K-12**

Sr Irene Boughosn will discuss with parents the alternatives provided by the coordinators. Parents and College will arrive at a mutual understanding to achieve the best outcome for the students.

**PRINCIPAL**

(Sr Margaret Ghosn)
**DAILY SCHOOL TIMETABLE**

### Morning

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10am</td>
<td>Supervision of children by rostered teachers begins. Children are to leave their bags neatly in class lines. No child is to leave the playground.</td>
</tr>
<tr>
<td>8:35am</td>
<td>Hand bell rings. Students and teachers begin to assemble.</td>
</tr>
</tbody>
</table>
| 8:40am | Bell rings.  
Mondays: National Anthems sung  
Tuesdays: Arabic prayer and College Anthem sung  
Wednesdays: Mathletics and Reading Eggs certificates distributed  
Thursdays: Certificates distributed (max 2 per class)  
Fridays: Make way to Church for Mass |
| 8:45am | Administration                                                           |

### Infants & Primary

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break 1:</td>
<td>10:20-10:30am Eating Time Students are to eat their lunch in their classrooms with their class teacher’s supervision.</td>
</tr>
<tr>
<td>10:30-11:00am</td>
<td>Bell rings for lunch break. Students move to supervised playground.</td>
</tr>
<tr>
<td>11:00am</td>
<td>Bell rings. Teachers meet children at assembly areas. Classes resume.</td>
</tr>
<tr>
<td>Break 2:</td>
<td>12:50-1:00pm Eating Time Students are to eat their lunch in their classrooms with their class teacher’s supervision.</td>
</tr>
<tr>
<td>1:00-1:30pm</td>
<td>Bell rings for lunch break. Students move to supervised playground.</td>
</tr>
<tr>
<td>1:30pm</td>
<td>Bell rings. Teachers meet children at assembly areas. Classes resume.</td>
</tr>
</tbody>
</table>
| Crunch & Sip | 2:00pm  
Students bring fruit or vegetables for a short healthy break in class. |

### Afternoon Dismissal

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 pm</td>
<td>The day ends with prayer. Children prepare for dismissal.</td>
</tr>
</tbody>
</table>
| 3:10 pm  | Bell rings. Children are promptly escorted to dismissal area.  
1. Class teachers will escort students at bus lines and remain on supervision till 3:20pm:  
Entering Building F:  
Building E Level 1: up the ramp  
Building E Level 2: across walk bridge  
Building D: Main Entrance  
2. Support staff monitor the infants playground until 3:25.  
Children being picked up via Alice Street must wait in the infants’ playground until an adult or secondary sibling collects them.  
4. Students walking home proceed directly to their exit point. |
UNIFORM DESCRIPTION

GIRLS' UNIFORM

Summer
Blue checked tunic, short-sleeved yellow blouse with a Peter Pan collar.
Black lace up/buckle school shoes; white socks folded over the ankle.
Yellow hat with College emblem (compulsory).

Winter
Blue checked tunic, long-sleeved yellow blouse with a Peter Pan collar.
Navy blue jumper with emblem.
Black lace up/buckle school shoes; blue tights.
Navy blue jacket with emblem.

BOYS' UNIFORM

Summer
Navy blue shorts, short-sleeved yellow shirt.
Black lace up/buckle school shoes; white socks folded over the ankle.
Blue hat with College emblem (compulsory).

Winter
Long navy blue trousers
Long-sleeved yellow shirt
Navy blue jumper with emblem
College tie
Black lace up/buckle school shoes; white socks folded over the ankle.
Navy blue jacket with emblem

Sport
Navy Blue shorts with Gold trim
Tricolour Polo shirt with College emblem.
White socks folded over the ankle, lace up sandshoes.
Blue hat with College emblem (compulsory).

Sport
Official College Tracksuit.
Tricolour Polo shirt with College emblem
White socks folded over the ankle, lace up sandshoes.
Blue hat with College emblem (compulsory).

Sport
Navy Blue shorts with Gold trim
Tricolour Polo short with College emblem
White socks folded over the ankle, lace up sandshoes
Blue hat with College emblem (compulsory).

Sport
Official College tracksuit.
Tricolour Polo short with College emblem
White socks folded over the ankle, lace up sandshoes.
Blue hat with College emblem (compulsory).

It is compulsory for every child to wear their full school uniform at all times. Occasionally it may not be possible, therefore please write a note explaining why your child is not in uniform.

All girls and boys in Years 5 & 6 will only be permitted to wear black lace up school shoes.

The College uniform is available from Lowes Parramatta.
STUDENT DEVELOPMENT POLICY

Supporting Document: ‘Maronite College of the Holy Family Primary Department Anti Bullying Policy (Revised 2008)

Maronite College of the Holy Family Parramatta is an independent, Maronite Catholic College run by the Maronite Sisters of the Holy Family. In the tradition of St Maroun and the many holy monks and nuns of the Maronite Rite who dedicated their lives to prayer, solitude and work, we aim to foster and encourage in our students a deep commitment to personal prayer, love and respect for the Mass and the Sacraments, and faithfulness to the Maronite Catholic Church and her teachings. We hope and encourage that this life of faith will manifest itself in works of justice, charity and service towards all those they meet and in the community in which they live.

In such a context it is hoped that a student who has completed a major part of his or her education at Maronite College of the Holy Family will develop their potential to have:

- A good Christian spirit
- Honesty and courtesy
- Respect and tolerance of themselves and others
- Commitment to justice
- Intellectual competency
- National pride in Australia and their parents’ homeland

The College recognises the prime importance of the role of parents in the education of their children. Therefore at all stages of the Student Development Policy effective communication with parents is maintained.

Safe Environment

All staff is responsible for the safety and welfare of students at the College. Staff will adhere to the policies and procedures summarised in the Staff Handbook as well as become familiar with and abide by existing policy documents which outline procedures to support this expectation.

Both Prohibited Employment screening and Volunteer Screening is carried out.

Supportive Environment

All staff is involved in the formation of the students, academically, spiritually, physically and socially.

Student Welfare

At Maronite College of the Holy Family student welfare is the concern of all College staff, parents and the students themselves. All students have rights that the College protects by implementing College policies including, but not limited to, the Student Development, Anti-Bullying and Attendance policies. Measures are taken to reward the achievements of the individual and sanctions are imposed, where necessary, for behaviours that reduce the learning capacities of classrooms or put at risk any student’s safety.
# STUDENT’S RIGHTS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>As a student member of the community I have the right to:</th>
<th>Therefore I have a responsibility to:</th>
</tr>
</thead>
</table>
| Be happy and to be treated with understanding.                                                                          | Treat others with understanding – not to laugh at others, tease them or try to hurt their feelings.  
Respect the ‘Hands Off’ and Anti-Bullying policies that apply to all members of the College community.                                                                              |
| Be treated with respect and politeness and to feel part of the College community.                                         | Treat others politely and with respect. I should be able to disagree without being disrespectful.  
Ensure that the school uniform is worn with pride, I am well groomed and that I endeavour to act as an ambassador of our College at all times.                                                      |
| Expect my property will be safe.                                                                                         | Protect and respect the property of others and of the College. Hand in any mobile devices to the office to ensure my property remains safe.                                                                                                                      |
| Experience a safe environment.                                                                                          | Respect and care for the safety of others by following procedures and the College Behaviour Code. I must ensure that I do not bring to school any item that may harm myself or others.                                                                               |
| Experience maximum benefit from all my lessons conducted by competent, empathetic teachers in a Maronite Catholic environment. | Co-operate with teachers and other students to contribute to a positive learning environment and keep up-to-date with required work.  
I have the responsibility to behave in such a way so as not to interfere with the right of other students to learn.  
I have the responsibility to be punctual, to attend school regularly and to take part in activities that will be of benefit to me including excursions, carnivals and other College events. |
| Have homework and assignment tasks assigned, the expectations for these will be communicated effectively by staff.        | I have the responsibility to complete all homework tasks to the best of my ability and ensure they are completed on time.  
I have the responsibility to ensure that all assignments are submitted on time and are original pieces of work.  
I have the responsibility to bring the College Diary to school every day to be used as a tool for communication and the accurate recording of College events, the due dates of assignments and recording of homework and examination dates. |
| Experience an education conducted in a pleasant, well-resourced, clean and well maintained environment.                  | Care for the school environment – by keeping it clean and healthy.  
Ensure that I do not vandalise school equipment and resources.  
Return to the College any resources that I have borrowed in the condition in which they were borrowed.  
Never bring chewing gum onto the College premises.                                                                           |
CLASSROOM ALLOCATION YEARS K - 6

- Students are allocated to specific classrooms to ensure classes are formed in such a way as to best meet educational needs of students within the constraints of the resources provided.
- Class placements are based on professional judgements about meeting a student's educational needs, circumstances and interests.

Process:
- The Primary Leadership Team establishes class structure options for the following year based upon anticipated enrolments.
- By the commencement of Term 4, parents may submit written submissions with respect to class placements. The submissions must be based on educational reasons, addressed to "The Principal" and marked "Confidential". (Note: This does not include requests for a specific teacher).
- All written parent requests will be considered based on individual and College needs. There is no guarantee that all parent requests will be met.
- The staff members, currently teaching particular cohorts, confer regarding placements for the following year, taking into consideration the criteria listed below:
  - Classes are to be homogeneous with respect to academic performance, social and emotional development, behaviour and gender balance.
  - Social networks.
  - Special needs such as twins, family situations and parent-teacher issues. Twins and siblings in the same grade are to be in separate classes from Stage 2 onwards to allow for individual growth.
  - College Psychologist recommendations.
  - Written parent submissions regarding a student's educational needs.
- Lists will be submitted to the Principal for final ratification. Further changes may be required at the Principal’s discretion.
**BEHAVIOUR MANAGEMENT POLICY**

**College Based Award Systems**

As part of the Student Development Policy the College has:

- Clearly set out and communicated the rights and responsibilities of students.
- Clearly set the boundaries and limits of what behaviour is acceptable by students.
- Developed an understanding of the behaviours students should engage to achieve maximum progress and success.

Maronite College of the Holy Family emphasises and promotes academic, social and physical excellence for all its students. Throughout the school year student contributions and effort are acknowledged through:

- Weekly Awards
- Honour Board Awards
- End of Term Awards for Achievement, Excellence and Christian Values
- Awards Assemblies
- Regular Newsletters
- Morning Announcements

Parents are invited and are welcomed to attend and participate in the above to highlight and celebrate students’ achievements and promote excellence within the life of the College.

**College Behaviour Code**

The Behaviour Code has been developed based on the rights and responsibilities of students at Maronite College of the Holy Family community. This Behaviour Code takes into account Duty of Care and Child Protection Policies.

The Behaviour Code aims to:

- Treat student members of our school community fairly and justly.
- Our school expectations are set to a high standard. We aim to develop admirable qualities of character in our students.
- Promote an atmosphere conducive to effective teaching and learning.
- Create a supportive environment where students can develop their abilities and interests.
- Foster a mutual respect for others and their property.
- Develop in students the ability to take responsibility for their own behaviour and the consequences of their actions.

**Natural Justice and Procedural Fairness**

The student will have a fair opportunity to know and understand what the allegation is and what evidence supports it.

The investigative process will be conducted in an impartial and objective manner.

The student will be given a reasonable opportunity to think about the matter and prepare a response. In serious cases students may seek guidance from parents/guardians before responding.

There will be impartiality in all procedures connected with the making of a decision.

Decision-making will be based on a balanced and considered assessment of information without bias.
Corporal Punishment

The use of corporal punishment to enforce discipline by any member of staff is strictly prohibited. Further the school does not, either explicitly or implicitly, sanction the use of corporal punishment by non-school persons, including parents to enforce discipline.

Suspension

Suspension means that a student’s right to attend the College has been withdrawn for a period of time. It is a disciplinary measure which can only be invoked by the Principal when a student’s conduct and behaviour are deemed to be prejudicial to the good order or reputation of the college. Suspension allows a period of time when the school, parents and the student involved can work together on the resolution of the problem which has led to the student’s suspension.

The Principal is the only person with the authority to suspend a student.

This decision is to be made, whenever possible, in consultation with the Executive Officer. All letters of suspension must be signed by the Principal.

In compliance with procedural fairness, discussion by the Principal, the appropriate members of staff and the student will take place before the Principal decides on suspension.

Once a decision to suspend is taken, and before the suspension is implemented, the Principal will immediately inform the parents of the decision. Parents will be notified of the suspension in writing.

A student will not be suspended from school for more than five (5) days at any one time.

The student will be readmitted to the school after the period of suspension.

Expulsion

Expulsion means the total withdrawal of student’s right to attendance at the College. It involves termination of the contract entered into by the College and the parents at the time of enrolment. Expulsion of a student will take place when the student’s presence at the College places other members of the College community at risk.

Expulsion must be preceded by suspension. Documentation relating to continued breaches of the College discipline Code will be reviewed and a decision on expulsion will be made.

Parents will be informed of the expulsion in writing.

Documentation relating to the events which have led to the possibility of a student’s expulsion will be kept.

The final decision regarding the expulsion of a student is made by the Principal.

Exclusion

Exclusion is the act of preventing a student’s admission to a number of schools.

Exclusion is not practiced at Maronite College of the Holy Family.
**COLLEGE BASED DISCIPLINE SYSTEM**

Rules have been established to provide students with a clear expectation of behaviour and the standard consequences for an infringement. The consequences have been levelled and are dependent on the severity and frequency of the offence to ensure the principles of equity and justice are maintained.

Classroom Discipline:

1. A set of class rules with acceptable behaviour and consequences for unacceptable behaviour must be clearly displayed in each classroom and discussed with students on a regular basis.

2. Positive reinforcement including class based rewards and incentives must be an integral part of classroom management.

3. Consequences for unacceptable behaviour must be in line with the Christian Ethos of the college and must not in any way breach the Child Protection Code of Ethics.

4. All teachers, including Specialist staff must use the Behaviour Notification Form saved on the Desktop of every computer in the school, to communicate breaches of student behaviour. This form is submitted directly to the Stage Coordinator.

5. Where students are in continual breach of acceptable behaviour the Stage Coordinator will e-mail teachers to indicate that significant instances of behaviour have occurred. Teachers will then contact parents and discuss the matter with them. This discussion is to be recorded via the InfoPath Parent Communication Form also saved on the desktop of each computer in the school and submitted automatically to the Stage Coordinator.

6. If behaviour continues the Stage Coordinator will contact the parents to outline concerns for the student’s welfare and a meeting with the parents will be organised (School Rules: Level 1). The Stage Coordinator will notify the class teacher and psychologist to ensure they have the opportunity to be present at the meeting.

7. The Level of Discipline will be recorded in the student’s SAS records and a hard copy of evidence and meeting minutes will be filed in the student’s file by the Stage Coordinator.

8. When needed (at any Level of Discipline) the Stage Coordinator will consult with the parents in order to refer the student to the College Psychologist.

9. The full cooperation of the parents is expected at every level of discipline.

10. All decisions for Suspension and Expulsion are made by the College Principal.

11. Parents must understand that Level 5: Expulsion; is not open to discussion. By this time parents have been fully aware of all four levels leading to this final stage.
PLAYGROUND DISCIPLINE

Procedure: K-2

1. A playground behaviour record booklet will be kept in the Administration office. The record consists of:
   - Class lists to record playground warnings. This booklet has the codes which must be used.

2. Teachers on playground duty are responsible for monitoring playground behaviour.

3. Students misbehaving according to the Rules Guidelines are to be sent to the wall and their names recorded as outlined above. Instant detentions in the infants are only given for extreme breaches of behaviour.

4. The Stage Coordinator is responsible for:
   - Notifying the students who have been placed on detention.
   - Three warnings must be crossed out once the detention has been given.
   - Students are to be picked up at the beginning of Break 2.
   - During detention the Stage Coordinator is to complete the detention record sheet and the detention note to be given out to students.
   - All relevant documentation is to be handed to the Stage Coordinator for follow up.

Procedure: 3-6

1. Teachers are to record the student’s name, class, the code of the infringement and give a brief outline of what occurred on the white board in the Primary Staffroom.

2. Teachers on playground duty are responsible for monitoring playground behaviour.

3. Students misbehaving according to the Rules Guidelines will have their information recorded on the board and the Stage Coordinator will advise them of when the detention will take place.

4. The Stage Coordinator is responsible for:
   - Notifying the students who have been placed on detention.
   - Students are to be picked up at the beginning of Break 2.
   - During detention the Stage Coordinator is to complete the detention record sheet and the detention note to be given out to students.
   - All relevant documentation is to be handed to the Stage Coordinator for follow up.
### STUDENT DISCIPLINE YEARS K-6

<table>
<thead>
<tr>
<th>Rule/Behaviour</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Punctuality and Attendance</strong></td>
<td>Students are required to arrive at school no later than 8.40am.</td>
</tr>
<tr>
<td></td>
<td>Any student arriving at school after 9:00 am must obtain a late slip from the office. A record of all late attendances will be kept and parents will be contacted by the Stage Coordinator if a student is frequently late.</td>
</tr>
<tr>
<td><strong>Hygiene and Appearance</strong></td>
<td>Students in breach of the college ‘dress’ code, should be advised to address the problem. If the matter is not rectified parents must be notified by the Stage Coordinator. If the problem continues the next day parents will be contacted again by the Stage Coordinator and the child sent home with parents.</td>
</tr>
<tr>
<td></td>
<td>(No cricket bats, soccer or footballs)</td>
</tr>
<tr>
<td></td>
<td>Students with head lice must remain at home until the problem has been rectified.</td>
</tr>
<tr>
<td></td>
<td>Failure to follow the ‘Record Book’ will result in a detention.</td>
</tr>
<tr>
<td></td>
<td><strong>Uniforms</strong></td>
</tr>
<tr>
<td></td>
<td>Students must wear correct summer and winter uniforms, this includes sports uniforms.</td>
</tr>
<tr>
<td></td>
<td>Students are not permitted in classrooms before school, during Break 1 or Break 2 unless accompanied by a teacher.</td>
</tr>
<tr>
<td></td>
<td>Students are not permitted in playground areas. All other areas are out of bounds.</td>
</tr>
<tr>
<td></td>
<td><strong>Playground:</strong></td>
</tr>
<tr>
<td></td>
<td>No dangerous running in the playground.</td>
</tr>
<tr>
<td></td>
<td>Years 3-6 can play with handballs only.</td>
</tr>
<tr>
<td></td>
<td>Board Games and other passive toys are encouraged in the Hall.</td>
</tr>
<tr>
<td></td>
<td><strong>Classroom:</strong></td>
</tr>
<tr>
<td></td>
<td>Breach of classroom rules.</td>
</tr>
<tr>
<td></td>
<td>Breach of classroom rules.</td>
</tr>
<tr>
<td></td>
<td><strong>TIME OUT</strong></td>
</tr>
<tr>
<td></td>
<td>10 minutes of time out can be used both in the playground and in class.</td>
</tr>
<tr>
<td></td>
<td><strong>Playground Time Out:</strong> Children are warned about their behaviour and are given time out or asked to clean the playground. Primary: Children must sit on the veranda under the notice board Infants: Children must sit on the time out seat.</td>
</tr>
<tr>
<td></td>
<td><strong>Classroom Time out:</strong> Children are to be kept inside the classroom during time out. There should be a designated area.</td>
</tr>
<tr>
<td></td>
<td><strong>RECORDED TIME OUT</strong></td>
</tr>
<tr>
<td></td>
<td>10 minutes of time out can be used both in the playground and in class.</td>
</tr>
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<td></td>
<td><strong>Playground Time Out:</strong> Children are warned about their behaviour and are given time out or asked to clean the playground. Primary: Children must sit on the veranda under the notice board Infants: Children must sit on the time out seat.</td>
</tr>
<tr>
<td></td>
<td><strong>Classroom Time out:</strong> Children are to be kept inside the classroom during time out. There should be a designated area.</td>
</tr>
<tr>
<td></td>
<td><strong>LUNCHTIME DETENTION</strong></td>
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<td></td>
<td>For misbehaviour on the playground during Break 1/2 – K-3: Teacher to take student to the wall and immediately record in the ‘Record Book’ with the date and code for the misbehaviour. Extreme breaches of behaviour may result in detention. 4-6: Students in breach of playground rules will be given a detention for the following Break 2. A – Aggressive Behaviour V – Vandalising Property B – Bullying SW – Swearing D – Dangerous Play C – Chewing Gum R – Rude/disrespectful O – Out of bounds</td>
</tr>
<tr>
<td></td>
<td>Teachers to fill in a Notification form and submit to Stage Coordinator.</td>
</tr>
<tr>
<td></td>
<td><strong>Playground:</strong></td>
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<tr>
<td></td>
<td>Infants: 3 recorded behaviours in ‘Record Book’ will result in a detention.</td>
</tr>
<tr>
<td></td>
<td>Primary: Students in breach of playground rules will be sent to the detention room daily.</td>
</tr>
<tr>
<td></td>
<td>Classroom: Dangerous play, acts of disrespect, lying, chewing gum, stealing, persistent breach of Classroom Rules.</td>
</tr>
<tr>
<td>Student Discipline Levels Years 3-6</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Warning</strong></td>
<td><strong>Consequence</strong></td>
</tr>
</tbody>
</table>
| Level 1 Deliberate Misbehaviour | - Student withdrawn from class/playground  
- Students name is recorded with Stage Coordinator  
- Stage Coordinator to contact parents  
- Discipline contract signed by parent, student and Stage Coordinator  
- Student is to memorise a passage  
- Notification and Communication forms completed | - Make student aware that his/her behaviour is unacceptable  
- Provide student with a difficult task so they better appreciate their class time  
- Inform parents  
- Seek collaboration |
| Level 2 Persistent Misbehaviour | - Stage Coordinator to contact parents  
- Student withdrawn from class/playground  
- Parent meeting organised to discuss behaviour issue  
- Discipline contract signed by parent, student and Stage Coordinator  
- Internal Suspension  
- Student referred to College Psychologist | - Inform parents  
- Seek collaboration  
- Share responsibility |
| Level 3 Persistent Misbehaviour Aggressive Behaviour | - Matter referred to the Deputy Principal Primary  
- Stage Coordinator to contact parents and discuss breach of contract  
- 2 day suspension issued  
- Suspension contract signed by College Principal, parents and student  
- Ongoing College Psychologist intervention | - For the students to appreciate the privilege of being a part of the College community  
- For parents to take active responsibility for the actions of their child |
| Level 4 Persistent Misbehaviour Continued Aggressive Behaviour | - Matter referred to the Principal and Primary Leadership team for consultation.  
- Stage Coordinator to contact parents and discuss breach of contract  
- 5 day suspension issued  
- Suspension contract signed by College Principal, parents and student  
- Family referred to College Psychologist | - For the students to appreciate the privilege of being a part of the college community  
- For parents to take active responsibility for the actions of their child |
| Level 5 Persistent Misbehaviour Persistent Aggressive Behaviour Persistent Vandalism Persistent Physical Violence | - Matter referred to the Principal and Primary Leadership team for consultation.  
- Student Expelled | - To maintain a safe and secure college environment where all students are treated with dignity and respect  
- To provide an environment where all students are given the right to a quality education  
- To ensure that students and parents are held accountable for the continued breach of suspension contracts |
ATTENDANCE POLICY

Students need to be at school to develop the skills, knowledge and values they will need to succeed in life. Attendance must be seen as a priority by schools, families and communities.

The College is a school where regular attendance is a core school expectation. The College, in partnership with parents, is responsible for promoting the regular attendance at school. Any absence from school needs to be explained through a written letter to the class teacher. Follow up procedures are in place for unexplained absences and the written documentation has been included at the conclusion of this parent information booklet.

A copy of the College’s Attendance Policy and Procedures can be accessed at the College’s Administration Office.

Partial Absence

Students arriving after 8:45am must report to the office for a SAS print out indicating the time of arrival which is handed to the class teacher and kept in the roll folder. The Teacher fills out the roll accordingly. Medical certificates or notes explaining the reason for the late arrival and signed by a parent/guardian must accompany the print out.

Parents wishing to collect their children before 3:10pm must report to the College office. Medical certificates or notes explaining the reason for leaving early and signed by a parent/guardian must accompany the print out. It is then recorded in the class roll and the note placed in the roll folder. Parents whose children are ill and who have been contacted by the College to collect their child need do not need to provide a written note.

Applying for Exemptions from Schooling

The College requires parents/carers seeking extended leave from the Principal, for their child, to apply to the Principal.

Exemptions may be provided for reasons such as, working in the entertainment industry, participating in an elite sports program/event and sickness. In all cases the applicant must demonstrate that the exemption is in the student’s best interest in the short term and long term and those alternatives to exemptions have been considered.

Applications for exemption from school attendance must be made in writing. Applications for exemption from school attendance must be submitted 8 weeks in advance.

Exemptions from school attendance cannot be granted retrospectively under new Guidelines.
**HOMEWORK POLICY**

**Policy**

Homework is an essential part of our school ethos.

**Procedures**

- Each student is to complete homework according to grade expectations.
- Teachers will clearly inform parents and students of homework expectations at the beginning of the year.
- Parents are urged to take an active interest in their child’s homework.
- If children are experiencing difficulty with homework please organise a meeting with the classroom teacher.
- Home Reading is part of the College’s Homework Policy and it is expected that every student from Kindergarten to Year 6 participate in home reading on a nightly basis. Home Reading and library resources are continually being updated at the College so that students have access to a range of texts.
- All students K-6 should be active on the Reading Eggs and Mathletics sites as a strategy for engaging students in personalised learning that can be completed independently at home.

All classes in each grade will have the same homework structure.
All specialist teachers including Arabic and Library teachers will coordinate with grade teachers to develop this homework structure.

- The amount of written homework per night will be set according to grade level and student ability.
  Kindergarten – 10-15 min
  Year 1 – 20-30 min
  Year 2 – 20-30 min
  Year 3 – 30-40 min
  Year 4 – 30-40 min
  Year 5 – 1 hr
  Year 6 – 1 hr

**Home Reading:**
  Kindergarten – 10 minutes
  Year 1 – 15 minutes
  Year 2 – 15 minutes
  Year 3 – 20 minutes
  Year 4 – 20 minutes
  Year 5 – 25 minutes
  Year 6 – 25 minutes

- Teachers will monitor set homework and if a student is not completing his/her homework, parents will be informed and records kept
- College policy is that parents are contacted twice in Term 1 and once each term after that regarding homework concerns. It is then up to the parents to monitor homework.
- Children who do not complete their homework will not be included in the homework reward at the end of each term.
- A student’s homework performance will be recorded on their school Mid-Year and End of Year report.
**SPECIAL PROGRAMS**

**College Psychologist**

The role of the College Psychologist is to provide staff and students with professional support.

- The role of the clinical psychologist at Maronite College of the Holy Family is diverse. On an individual basis students may be seen for the following reasons:
  - Children may be referred for a Psychometric assessment: An assessment will be administered to determine the general intellectual functioning and cognitive ability of the child. The assessment will assist the Psychologist in identifying how the teachers can assist the child with their learning.
  - Children may be referred for therapy for various personal problems/clinical disorders, family issues, anger management, depression, behaviour management, etc.
  - Guidance with study skills, time management, organisation, and exam preparation.
- All student referrals to the College Psychologist must be made through the Primary or Secondary Coordinators.
- Staff wishing to refer students for assessment by College Psychologist must complete and submit College Psychologist Notification Form.
- Reporting of incidences of child abuse or neglect must only be reported to the College Psychologist or the Principal.
- Confidentiality must be maintained at all times.

Additionally, students receiving disciplinary consequences for poor behaviour may be required to attend appointments with the College Psychologist for behaviour management, impulse control and anger management work. All assessments and therapeutic practices are specifically designed to suit the individual needs of each student.

Group psycho educational programs also play an important part in the development of our students.

Liaison with teaching staff regarding student assessments and therapy needs is often required, whilst maintaining client confidentiality at all times.

**ESL Teacher**

The role of the ESL teacher is to provide support for teachers in providing a differentiated curriculum to meet the wide range of abilities. ESL teachers will work collaboratively with grade teachers as a partner in the areas of Literacy and Numeracy. ESL teachers work with students as students’ needs arise.

**Integration Teacher**

Integration teachers develop individual programs and work with students in need of Integration Support. Integration teachers work alongside the class teachers to make necessary adjustments which ensure all students have suitable access to learning content. This enables students to work towards reaching their fullest potential. Integration teachers are involved in Profile meetings with parents, class teachers, Curriculum Coordinator, College Psychologist and other professional staff. Integration teachers collaborate with class teachers in joint construction of mid-year and end of year reports.
Primary Library

The Library functions to:
- Provide students with learning contexts, processes and skills as well as opportunities for wide reading, personal growth and fulfilment;
- Provide teachers with the support they need to develop informed-literate students;
- Provide resources to meet curriculum needs;
- Provide the services and technologies needed to gain maximum access to information;
- Provide functional facilities and a congenial environment to support the school’s wide range of information needs.

(Learning for the Future: developing information services in schools, 2nd edition, 2001)

Operation
- The Primary Library is open from 8:10 am to 3:30 pm Monday to Friday.
- Students may use the Library every day during Break 2 on Monday to Friday from 1:00 - 1:30 pm.
- Library lessons will begin in Term 1 Week 2.
- Students are required to keep all library books in a library bag. School library bags may be purchased from the school shop. Each student needs his/her own waterproof library bag. Students need to borrow books from the library every week and return them on time. Overdue notices are printed and sent home on a weekly basis. Lost or damaged books must be paid for at the main office.

Things to know for 2016:
- The College theme for 2016 is Let’s Read!
- The library will be promoting consistent reading this year and this begins with the children borrowing regularly.
- Premier’s Reading Challenge - All K-6 students will participate in the Premier’s Reading Challenge. This will run from 7 March to 19 August. Y-3 Students must complete their online Student Reading Records by 19th August. K-2 students will complete the challenge in their classes at school. For rules and privacy information please see https://online.det.nsw.edu.au/prc/home.html

Borrowing

<table>
<thead>
<tr>
<th>Class</th>
<th>Limit</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>K - 2 students</td>
<td>1 item</td>
<td>1 week</td>
</tr>
<tr>
<td>Y 3 – 6 students</td>
<td>2 items</td>
<td>1 week</td>
</tr>
</tbody>
</table>

Extension Program

The Extension Program focus is of an academic nature, with a range of opportunities for students from Years 1-6 to participate in activities in the following areas: English, Mathematics and Science.

This program is designed to:
1. Expand general knowledge,
2. Provide opportunities to develop problem solving skills, higher order thinking and creativity,
3. Develop the student’s ability to work cooperatively with others.

In Years 4 to 6 children are withdrawn during the year to complete:

1. Math Olympiad
2. University of NSW ICAS examinations
**Information Technology**

The importance of the role of technology in education is well recognised throughout Australia. In order to be informed and active participants in our changing society, students now and in the future will need to be self-directed learners, able to identify issues, pose questions, synthesise ideas and develop creative solutions to problems.

K-6 students at Maronite College of the Holy Family participate in activities that assist in the development of their ability to:

- Use computer-based technologies to locate, access, evaluate, manipulate, create, store and retrieve information;
- Express ideas and communicate with others, using computer-based technologies;
- Discriminate in the choice and use of computer-based technologies for a given purpose;
- Develop the confidence to explore, adapt and shape technological understandings and skills in response to challenges now and in the future.

Maronite College of the Holy Family continues to become increasingly resourced in the area of Information & Communication Technologies (ICT). The College has a Primary computer lab as well as networked computers in all classrooms, digital cameras and data projectors. Interactive whiteboards are installed in all of our classrooms with the College’s future goal to see SmartBoards in all K-6 learning spaces.

ICT makes a significant contribution to teaching and learning across the school curriculum, delivering engaging, exciting and innovative learning experiences that empower all students in achieving better learning outcomes. Some of these learning opportunities include:

- Computer Aided Design (CAD modelling)
- 3-D animation design
- Multimedia
- Creating mind maps and other diagrams for thinking, organising and writing
- Microsoft products including Word, Excel, Publisher and PowerPoint.

Students from Kindergarten to Year 6 receive one 30 or 40 minute lesson in the ICT room each week. They also have the opportunity to use the computer lab on a voluntary basis during each break time. Students each have their own personal computer headphones which are stored in their classes. The headphones remain at school to be used during classes as needed.

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**Parents and students will be required to complete the College’s Cyber Safety User Agreement document in order for the student be able to utilise the College’s ICT facilities.**

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**Music**

- The students experience a wide range of musical activities in their classrooms. These include singing, moving, playing various classroom instruments, theory and composition.
- Senior and Junior students are also invited to participate in the school choir which performs at important school functions such as our regular masses and end of year concert. Membership to the choir is granted after a simple audition process at the beginning of each school year.
Count Me In Too

Count Me In Too is a K-3 hands-on Mathematics program, in which children are grouped according to their level of understanding and participate in activities appropriate to their level. Students are assessed in The SENA Numeration tests from Kindergarten to Year 6 and student results are recorded to follow progress.

Arabic

Students are instructed in Arabic every day.
Years Kinder to 4 receive 30 minute Arabic lessons each day
Year 5 and 6 receive 40 minute Arabic lessons four days per week.
The Curriculum focuses on speaking, reading and writing Arabic.
Years 4-6 students are separated into ability classes.

Learning Support

Learning Support personnel assist grade teachers and the school community to benefit and support quality student outcomes.

Official College Notifications

Following are Official College notifications forms
LUNCH DETENTION NOTIFICATION

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation and harassment. To achieve this, our college will maintain a high standard of student behaviour.

Date: __________________________

Dear: __________________________

This note is to inform you that your child __________________________ of class _____________ was on lunchtime detention today for the following reasons:

| A | Aggressive Behaviour |
| B | Bullying             |
| C | Chewing Gum          |
| D | Dangerous Play       |
| O | Out of bounds        |
| R | Disrespectful/Rude   |
| SW| Swearing             |
| U | Uniform              |
| V | Vandalism            |

Levels may be imposed for the following reasons:
Continued disobedience: This includes, but is not limited to, breaches of the school discipline code; refusal to obey staff instructions; defiance; disrupting other students.

Persistent misbehaviour: Including repeated refusal to follow the school discipline code; behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach.

Aggressive behaviour: This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including verbal abuse.

Physical Violence: Which results in pain or injury, or which seriously interferes with the safety and wellbeing of other students and staff.

It would be advisable to speak to your child about this matter.

If you wish to discuss this further please make an appointment to speak to the Stage Coordinator.

________________________
Stage Coordinator

Please sign below:

Parent Signature: __________________________
Unexplained Absences

Date:

Dear:

Re:                                      Class:

According to College records, your child ______________________________ of class ______
was not present at school on ___________________________ and a note explaining
his/her absence has not been provided.

The school roll is a legal document and as a requirement of the Board of Studies a parent / guardian note
must be collected for all pupil absences.

Please return this note verifying the above absence and the reason for the absence.

Yours in God,

_____________________
Sr Margaret Ghosn
PRINCIPAL

My son/daughter ______________________________ of class ________________ was absent from school on ________________ for the following reason:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

______________________  ________________________
8 February 2016

Dear Parent/Guardian,

**Concern Regarding Absences**

This letter is to inform you that your child "[Click here and type Student Name]" of year "[Click here and type Year]" has raised concern at the College regarding:

- □ All day Absence
- □ Partial Absence
- □ Both

It is important that a doctor’s certificate or signed note from you is presented each time your child is partially absent or absent for the entire day. **A summary of the concerns of your child’s absences have been attached to this letter.**

Maronite College of the Holy Family is a College where regular attendance is essential to assist students to maximise their potential. The College, in partnership with parents, are responsible for promoting the regular attendance of students.

The College is legally responsible for keeping accurate records of student attendance and also holds responsibility for deciding if the reason given for an absence is justified. For this reason, the College requests medical certificates or other documentation for long or frequent absences explained by parents as being due to illness. If the College doesn’t consider an explanation to be satisfactory, they will record the absence as unjustified.

It is important to understand that the New South Wales Department of Education and Training may prosecute parents (including carers) if children of compulsory school age have recurring numbers of unjustified absences.

This concern must be addressed with your child’s Teacher as soon as possible. If this is not addressed, then the College will be requesting a meeting where further actions may apply.

Yours faithfully

__________________________

__________________________
Information & Communications Technology (ICT) Services

DECLARATION FOR PRIMARY PARENTS & STUDENTS

Updated November 2012

This College Policy requires students wishing to use the ICT Services of Maronite College of the Holy Family to sign the declaration below. Please read.

Use of Computers

- I must use only the computer assigned to me and log on with my account only
- I must not alter or attempt to alter any setting or configuration
- I must not share my password with others
- I must not damage or disrupt any part of the hardware or use the Network in an illegal or improper manner. This includes vandalism of hardware, software or furniture; the introduction of unauthorised data into the system such as loading software from any media; using media brought from another source, such as home; or introducing any type of malicious virus or content not educationally related

Access to the Internet

- I will not post personal contact information about myself or other people including my surname, address, telephone number, credit card number, College address or private information.
- I will notify a teacher immediately if I receive any message that is illegal, dangerous or offensive.
- I will not attempt to gain unauthorized access to any other account. This includes attempting to log on without the appropriate teacher’s approval.
- I will not corrupt the computer through viruses or programs or download software onto any College computers.
I will not attempt to by-pass College policies and systems to access blocked websites. This includes Proxy Sites.

I will not use MCHF College’s access to engage in any illegal activities.

I will not use technology to intimidate, identify, bully or defame students, or teachers at the College.

I will not post messages that could lead to disruption or damage.

I will not access “chat” sites, including Facebook, MSN Messenger etc.

I will not use rude, discriminatory or disrespectful language in electronic communications.

Plagiarism and Copyright Infringement

I will not plagiarise work from the Internet (i.e. copy another person’s words or ideas and use them as if they were my own).

I will respect the right of copyright owners. If I am unsure, I will request permission from the copyright owner and inform the teacher.

Student Declaration

I have read each of the Conditions for acceptable use of the MCHF ICT Services and agree to be bound by each of them. I acknowledge that should I break any one of these conditions I shall forfeit access to the service and be subject to other disciplinary action via the Curriculum and/or Stage Coordinator.

Print Name: _____________________________
Signed: ________________________________
Date: _____________________

Parent/Guardian Declaration

I have read the conditions set out above and endorse my child’s agreement to be bound by these conditions while they are enrolled at Maronite College of the Holy Family.

Name of Parent/Guardian: ______________________________
Signed: _____________________________________________
Date: _____________________