

# Maronite College of the Holy Family



## Parent Information Booklet

### Primary

2017

## Table of Contents

MESSAGE FROM THE PRINCIPAL.....	3
PARENT COMMUNICATION .....	4
CONTACTING THE COLLEGE .....	5
<i>DAILY SCHOOL TIMETABLE</i> .....	7
UNIFORM DESCRIPTION.....	8
STUDENT DEVELOPMENT POLICY .....	9
STUDENT'S RIGHTS AND RESPONSIBILITIES .....	10
CLASSROOM ALLOCATION YEARS K - 6 .....	11
BEHAVIOUR MANAGEMENT POLICY .....	12
COLLEGE BASED DISCIPLINE SYSTEM .....	<b>Error! Bookmark not defined.</b>
PLAYGROUND DISCIPLINE .....	<b>Error! Bookmark not defined.</b>
STUDENT DISCIPLINE YEARS K - 6.....	<b>Error! Bookmark not defined.</b>
STUDENT DISCIPLINE LEVELS YEARS 3 - 6.....	<b>Error! Bookmark not defined.</b>
ATTENDANCE POLICY .....	17
HOMEWORK POLICY .....	17
SPECIAL PROGRAMS.....	19
PARENT FORMS.....	24

## **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 2017 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 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.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 Education and Support Network (P.E.S.N)**

## **Policy**

The purpose of the Maronite College of the Holy Family Parent Education and Support Network (P.E.S.N) is to offer services and workshops which foster a partnership of students, parents and staff. This partnership is designed to encompass all avenues of communication that occurs within our College community.

## **Procedure**

All parents and guardians of our students are members of P.E.S.N and are encouraged to attend various seminars and workshops and become active participants in the services offered.

The focus of P.E.S.N. is to invite parents, students, teachers and the greater College community into a conversation about significant issues that we face in contemporary society.

Through the services, P.E.S.N offers interactive, hands on learning experiences and presentations that support parents to confidently engage with their children about their achievements and challenges.

## **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**

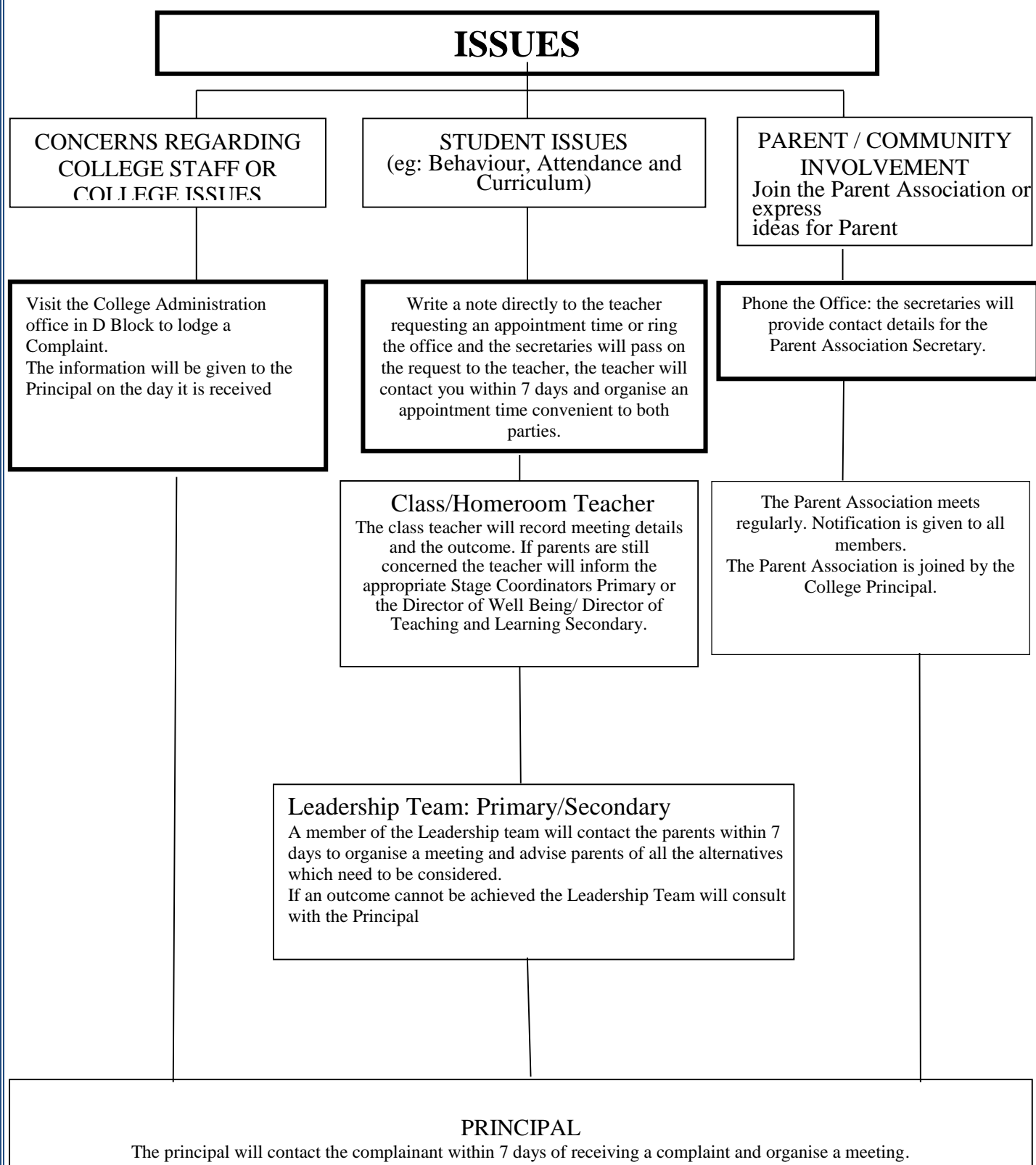
- The Parent Newsletter will be published on the College website every fortnight.
- Parent Handbook and Grade Curriculum Notes will be published on the College Website. Hard copies will be available on request at the College Primary Administration office.
- The College website address is: <http://www.mchf.nsw.edu.au/>

**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.

### 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.



(Parent Information Handbook; Kindergarten Orientation Booklet; Student Development Policy; Complaint Handling Policy)

## DAILY SCHOOL TIMETABLE

Morning	
8:10am	Supervision of children by rostered teachers begins. Children are to leave their bags neatly in class lines. No child is to leave the playground.
8:35am	Hand bell rings. Students and teachers begin to assemble.
8:40am	Bell rings. Mondays National Anthems sung Tuesdays Arabic prayer and College Anthem sung Thursdays Certificates distributed (max 2 per class) Fridays Make way to Church for Mass
8:45am	Administration

Infants & Primary		
Break 1:	10:20-10:30am Eating Time	Students are to eat their lunch in their classrooms with their class teacher's supervision.
	10:30-11:00am	Bell rings for lunch break. Students move to supervised playground.
	11:00am	Bell rings. Teachers meet children at assembly areas. Classes resume.
Break 2:	12:50-1:00pm Eating Time	Students are to eat their lunch in their classrooms with their class teacher's supervision.
	1:00-1:30pm	Bell rings for lunch break. Students move to supervised playground.
	1:30pm	Bell rings. Teachers meet children at assembly areas. Classes resume.
Crunch & Sip	2:00pm	Students bring fruit or vegetables for a short healthy break in class.

Afternoon Dismissal	
3:00 pm	The day ends with prayer. Children prepare for dismissal.
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.

#### 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).

### 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 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. Parents are to notify the College regarding any medical conditions that affect their children wellbeing while in the supervision of College staff. Please note due to various allergies, no cakes or lollies are to be distributed at the College. Student birthdays may be celebrated through certificates and singing.

### 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**

<b>As a student member of the community I have the right to:</b>	<b>Therefore I have a responsibility to:</b>
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 ALLOCATIONS 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
- 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.

## PRIMARY DISCIPLINE SYSTEM

### Classroom Discipline

1. 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.
2. 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.
3. Positive reinforcement including class based rewards and incentives must be an integral part of classroom management.
4. Positive behaviour of students is also encouraged through the **Keys to Success** program. When students display the qualities of Persistence, Kindness, Honesty, Courage, Patience and Reverence they will receive a token. After 6 tokens accumulated, students will receive an award. There are 4 awards to obtain:
  1. **All Rounder Award** – Awarded in class
  2. **Bronze award** – Awarded in class
  3. **Silver award** – Awarded at morning assembly
  4. **Principal's award** – awarded at end of term assembly
5. 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.

### Class Discipline Strategies

The following are guidelines for discipline within the classroom:

- If students misbehave in class they will be disciplined by their class teacher by following the guidelines set out below. Please remember that this table serves as a guide and teachers may include their own strategies and in-class systems.
- **Teachers must keep their own records** in order to complete the behaviour notification form to progress matters to Level 1.
- Teachers may deem an action serious enough to go straight to the highest level on the table where parents are called immediately. For example, this may include a serious incident of breaking the hands-off policy.
- Teachers may ask for support from their Stage Coordinator to help them develop behavioural management strategies.

Low	Medium	High
Verbal warning	Student seated in isolation	Notify student they are at risk of a Level 1.
Seating arrangements	Class timeout	Class detention
Note to parents. This can be done through student diary (Yrs 3-6) or letter sent home (K-2). Letter must be signed and followed up by classroom teacher.	Call parent to notify them of their child's behaviour.	Parent meeting with classroom teacher and student ( <i>Fill Parent Communication form</i> ).

Once a teacher has disciplined the student with no improvement after a **two-week period**, the student will progress to Level 1. The classroom teacher must notify their coordinator and complete a **Behaviour Notification** form detailing all recent incidences that have occurred, before further action is taken.

### Level 1: Stage Coordinator

#### Stage Coordinator

The Stage Coordinator will receive the completed Behaviour Notification Form. They will then complete the following actions:

- Meet with student involved
- Parent/Guardian notified through phone or parent meeting with both teacher and coordinator.
- Notify the Primary Leadership Team of the incident and action taken.
- Place the student on a Monitoring Card for a 2-week period. If the student frequently receives a rating of 0 or 1 they will move to a Level 2.
- Coordinators may deem an incident to be an automatic Level 2 and may refer it directly to the Primary Leadership Team.

### Level 2: Referral to Primary Leadership Team - PLT

If students continue to misbehave the Stage Coordinator notifies the Primary Leadership Team and the following actions occur:

- A meeting with the student's Parent/Guardian, Stage Coordinator, College Deputy/Principal (Compulsory).
- If required student is recommended to attend a counselling session
- In-School Suspension – Isolation for the full day
- Student is now placed on a Level 2 Monitoring Card which observes the student's behaviour over a 3-week period. If misbehaviour continues student will move to a Level 3.

### **Level 3: Referral to Principal / Deputy Principal – Primary**

If students continue to misbehave then the Primary Leadership Team will elevate the issue to the College Principal/Deputy Principal and the following actions will be taken:

- Parent/Guardian requested to attend a meeting regarding their child's behaviour
- Formal College suspension
- Student is now placed on a Level 3 Monitoring Card which observes the student's behaviour over a 3-week period.
- If misbehaviour continues this will result in the termination of the student's enrolment (expulsion).

### **Level 4: Referral to Principal**

If students continue to misbehave then the Primary Leadership Team will elevate the issue to the College Principal and the following actions will be taken:

- Parent/Guardian requested to attend a meeting regarding their child's behaviour
- Formal Notification of Expulsion

### **Incidences on the Infants and Primary Playground**

- Teachers on playground duty are responsible for monitoring playground behaviour.
- The following process should be followed when disciplining students on the playground:
  1. Verbal warning
  2. Time-out
  3. Detention
- When students breach the discipline rules, teachers notify the student that they will be placed on detention. They then record the student's name, class, the code of the infringement and their own name on the whiteboard in the Primary staffroom.
- The Stage Coordinator is to complete the detention record sheet and the detention note which will be given to the student. Notes must be signed by parents and returned to school the next day. The detention notes are to be placed in the student's file at the end of each term.
- Students with 3 lunch time detentions within a two-week period will receive an after school detention which will be held on a Wednesday afternoon from 3:30-4:30. This will be conducted by the Stage Coordinator. Parents will be notified with a letter sent home.
- Students found to have thrown a punch during an altercation will be immediately sent home for the remainder of the day and placed on a Level 1.



## 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.

### **Habitual Unexplained Absences (Educational Neglect)**

Maronite College of the Holy Family follows mandatory reporting guidelines related to any Extended Habitual Unexplained Absences (educational neglect). These are grounds to make a report to Family and Community Services in relation to risk of significant harm (ROSH) that may have significant adverse impact on a child or young person's education and wellbeing.

### **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

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 classes in each grade will have the same homework structure.

All specialist 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 are only referred to the College Psychologist by staff. Referral for therapy could be for various personal problems/clinical disorders, family issues, anger management, depression, behaviour management, etc. If you have a concern regarding your child please make an appointment to see your child's teacher. You may be advised to seek external support depending on individual situations.
  - 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.

### **EAL/D Teacher**

The role of the EAL/D teacher is to provide support for teachers in providing a differentiated curriculum to meet the wide range of abilities. EAL/D teachers will work collaboratively with grade teachers as a partner in the areas of Literacy and Numeracy. EAL/D 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, Stage Coordinator, College Psychologist and other professional staff. Integration teachers collaborate with class teachers in joint construction of mid-year and end of year reports.

The Centre functions to:

- Developing the College as a centre of learning, striving towards excellence in all areas of human growth.
- Promoting a collaborative learning and teaching environment.
- Provides staff and students with all possible sources of information both within and beyond the walls of the College and provides assistance in utilising these resources.
- Ensures that the centre provides a service to the College and makes an active and meaningful contribution to the curriculum.
- Develops, organises, manages and evaluates information resources so that they meet the changing educational, cultural and recreational needs of student.
- Offers the students reading guidance and actively promotes reading.
- Offers the centre as a public place for displays of students' works.
- Ensures students are effective users of ideas and information and that they are developing their ability to think critically, research skilfully, ethically use information and become enthusiastic readers.
- Collaborate with staff to design and implement units of instruction which integrate technology, creative problem solving opportunities and critical thinking skills. These programs must be NSWESA compliant and focus on integration priorities.
- Instil in students a love of learning and fostering independent inquiry skills, collaborative work practices and refined presentation skills through the use of Technology.
- Implement and maintain current educational trends (such as flipped classroom, STEM, PBL, integrated learning).

Operation

- The Learning Centre is open from 8:10 am to 3:30 pm Monday to Friday.
- Students may use the Learning Centre every day during Break 2 on Monday to Friday from 1:00 - 1:30 pm.
- Learning Centre lessons will begin in Term 1 Week 2.
- When borrowing books from the Learning Centre students are required to keep all books in a library bag. School library bags may be purchased from the school shop. Each student needs his/her own *waterproof* bag. Students need to borrow books 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 2017:

- **Premier's Reading Challenge** - All K-6 students will participate in the Premier's Reading Challenge. This will run during Terms 2 and 3. Y-6 Students must complete their online Student Reading Records by the due date. 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

	<b>Limit</b>	<b>Period</b>
K - 2 students	1 item	1 week
Y 3 – 6 students	2 items	1 week

**Extension Opportunities**

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, synthesize 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. Students are given the opportunity to BYOD (Bring in their Own Device) in order to access Apps and the internet throughout the school day for their learning.

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:

- 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 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.

**Parents and students will be required to complete the College's Information and Communications Technology Services Declaration in order for the student be able to utilise the College's ICT facilities.**

## **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.
- Private lessons are available on Tuesday, Wednesday and Thursday for a small fee paid directly to the office. Parents' permission is needed before students can participate in piano / guitar lessons.

## **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 3 (and to Year 6 for Special needs students). 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



*Maronite Sisters of the Holy Family*  
**MARONITE COLLEGE OF THE HOLY FAMILY**

23-25 Alice Street Harris Park NSW 2150; Tel (02) 9633 6600 Fax (02) 9689 1662  
 Email: [admin@mchf.nsw.edu.au](mailto:admin@mchf.nsw.edu.au) Web: [www.mchf.nsw.edu.au](http://www.mchf.nsw.edu.au)  
 ABN: 55 454 573 163

### **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:

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

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: \_\_\_\_\_



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 ABN: 55 454 573 163

**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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_



Parent/Guardian

Date:



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 ABN: 55 454 573 163

7 September 2017

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

\_\_\_\_\_  
 Sr Margaret Ghosn

College Principal

Stage Coordinator

*Maronite Sisters of the Holy Family***MARONITE COLLEGE OF THE HOLY FAMILY**

**Information & Communications Technology (ICT) Services  
DECLARATION FOR PARENTS & STUDENTS  
(Updated March 2016)**

This College Policy requires students wishing to use ICT Services of Maronite College of the Holy Family – Parramatta, to read the procedures below and sign the declaration.

**Use of MCHF Technological Equipment (such as iPads, Laptops, Computers)**

- I must use only the technological equipment 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 unauthorised 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 technological equipment of the College.
- I will not attempt to by-pass College policies and systems to access blocked websites. This includes Proxy Sites.
- I will not use MCHF's access to engage in any illegal activities such as dealing with drugs, manufacture of weapons, threatening of others or software piracy.
- 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 use MCHF Internet to view profane, obscene (pornographic), violent or discriminatory material.
- I will not access social media websites, such as Facebook, Twitter, Instagram etc.
- I will not use my private email account. My College email account will be used only.
- I will not use obscene, lewd, profane, vulgar, 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.

Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:

- a) Use a telecommunications service supplied by a carrier to menace or harass another person; or
- b) Use a telecommunication service supplied by carrier in such a way as would be regarded by reasonable persons as being in all circumstances offensive.

## **Bring Your Own Device (BYOD)**

### **BYOD Student Agreement**

I agree that I will abide by the College's BYOD policy by ensuring that:

- I will use the College's Wi-Fi network for learning.
- I will use my device during College activities at the direction of the teacher.
- I will ensure to continue to adhere to the mobile phone policy (*Secondary students only*).
- I will not attach any College owned equipment to my device without the permission of the College.
- I will use my own portal/internet log-in details and will not share them with others.
- I will stay safe by not giving my personal information to others.
- I will not hack or bypass any hardware and software security implemented by the College's ICT department
- I will not use my own device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive and defamatory or considered to be bullying.
- I will report inappropriate behaviour and inappropriate material.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings, or for other legal reasons.
- I acknowledge that the College cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have reviewed the BYOD Device Requirements and have ensured my device meets the minimum outlined specifications.
- I have read the BYOD Student Responsibilities and agree to comply with the requirements.

## Declarations

### Student Declaration (Yrs 3-12 only)

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

<b>Student Name:</b>			
<b>Signature:</b>		<b>Date:</b>	/      /

### Parent/Guardian Declaration (All students)

I have also 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.

<b>Parent/Guardian Name:</b>			
<b>Signature:</b>		<b>Date:</b>	/      /

### BYOD Device Requirements

**Wireless connectivity:**

The College's Wi-Fi network installed operates on the **802.11ac 5Ghz standard**. Devices that do not support this standard may not be able to connect.

**Operating system:**

Windows 7 environment onwards. Apple MAC OS 10.6.1 onwards.

**Software and apps:**

School-based requirements. All software and apps should be fully updated.

**Battery life:**

A minimum of 6 hours battery life to last the school day.

**Memory and RAM:**

A minimum specification of 16 GB storage and 2 GB RAM *to process and store data effectively*.

**Hardware features:**

Camera and microphone (optional).

**Ergonomics:**

Reasonable sized screen and a sturdy keyboard *to enable continuous use throughout the day*.

**Other considerations**

*Casing:* Tough and sturdy to avoid breakage.

*Weight:* Lightweight for ease of carrying.

*Durability:* Durable and strong.

**Accessories**

*Carry case:* Supply a carry case or skin to protect the device.

*Insurance and warranty:* Be aware of the terms of insurance policies/warranties for the device. The College will not accept responsibility for loss or breakage.

*Back-up storage:* Consider a portable hard drive as an appropriate source of back-up storage for essential documents.

### BYOD Student Responsibilities

**Operating system and anti-virus:**

Students must ensure they have a legal and licensed version of a supported operating system and of software. Students' devices must be equipped with anti-virus software.

**MCHF BYOD Wi-Fi network connection only:**

Student devices are only permitted to connect to the College's BYOD Wi-Fi network while at College. There is no extra cost for this service.

**Battery life and charging:**

Students must ensure they bring their device to College fully charged for the entire school day. *No charging equipment will be supplied by the College.*

**Theft and damage:**

Students are responsible for securing and protecting their devices at College. *Any loss or damage to a device is not the responsibility of the College.*

**Confiscation:**

Students' devices may be confiscated if the College has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement.

**Maintenance and support:**

Students are solely responsible for the maintenance and upkeep of their devices.

**Ergonomics:**

*Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.*

**Data back-up:**

*Students are responsible for backing-up their own data and should ensure this is done regularly.*

**Insurance/warranty:**

*Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.*

## STUDENT MEDICATION ADMINISTRATION: PARENT REQUEST FORM

### 1. College

College	Maronite College of the Holy Family
Principal's name	Sr Margaret Ghosn

### 2. Student

	<b>Student Photo</b>
Student name	(Affix if desired)
Condition	
Doctor	
Phone	

### 3. Medication

Name of medication	
Pharmacist	Phone
Administration method	

### 4. Parent or Guardian Requesting Administration of Medication

Name	Relationship	
Contact phone	Return unused medication to carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permission note date	Permission note filed in student's records?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dosage	Time	Date	Name of Person Administering
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



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### Information for Parents & Careers of Students at Risk of Anaphylaxis or Asthma

If your child has been identified as being at risk of a severe allergic reaction or asthma, please ensure you update the information you have provided to the College. While the main role of the College is to provide education, we want your child to be relaxed, safe and happy at school and for you to feel confident that your child is being well looked after.

Please supply the following information to the College before: Monday 13th February 2017

- i) a current ASCIA Action Plan for Anaphylaxis or Asthma Action Plan which has been completed signed and dated by your child's doctor along with any other details your doctor believes are important in managing the severe allergy or asthma at school and during activities conducted under the auspices of the College
- ii) any medication required by your child will require a written request to the Principal, including instructions for administration. You will need to provide the appropriately labelled medication(s) to the College (e.g. EpiPen®, Anapen®, antihistamine). Advise the College also if your child wears a medical identification bracelet or necklace
- iv) If your child can carry their own asthma reliever medication you need to obtain the following form from the office:  
Request for student to carry his/her own EpiPen®, Anapen® or asthma reliever medication  
Complete the form and send it in to the College.

Please do not hesitate to contact the College if you have any further queries.