Dear Parents and Carers

A very warm welcome to the 2017 school year! A special welcome to new staff, students and families who are joining the Holy Spirit Primary School community for the first time. I hope everyone’s time at Holy Spirit Primary School will be exciting, rewarding and happy.

I would like to extend a big thank you to the staff and parents who have made me feel so welcome. I come to Holy Spirit Primary School with a variety of experiences. Most recently I have been Principal at St Clare of Assisi in Conder, Good Shepherd in Amaroo and Sacred Heart in Pearce and have held several leadership and teaching roles in other schools across Canberra.

I actually grew up in Belconnen and attended St Matthews in Page, St Francis Xavier and then Hawker College. But I have lived on the southside for over 25 years, so it feels like I have come back to familiar territory. My wife, Lisa, is also a teacher and our 3 children Jacob, Emma and Luke are at University, Marist and St Clare’s Colleges. So I fully understand the rigours of juggling family and work commitments!

I look forward to meeting and getting to know all of you. It is a privilege to be Principal at Holy Spirit Primary School and I look forward to sharing the journey and working with you in educating your children.

BEHAVIOUR MANAGEMENT

After discussion with the Leadership Team and staff, the whole school behaviour management steps have been revised. I am a firm believer that we all make mistakes and we need to be given an opportunity to make amends. However, I am also a firm believer in getting children to realise that their actions have consequences. All students have been informed of the steps that will be strictly followed in all classrooms and learning spaces.

Step 1  WARNING
Verbal or non-verbal warning given.

Step 2  THINKING TIME
Movement within the class or the class next door for a short period of time whilst continuing with the class activity. It is an opportunity to think about actions and refocus on expected behaviours. Usually 5-10 minutes.

Step 3  TIME OUT
Student is sent to a member of the Leadership Team at the Front Office or a Red Card is sent to the Front Office and the student is collected.

Student completes the Time Out Sheet. The Sheet is signed by the student, classroom teacher and Principal, sent home and returned signed by the parent.

When the student wishes to re-enter the classroom, a Corridor Conference is held and expectations are clarified. A Restorative Justice session with the student/s may also occur.
Step 4  
IN SCHOOL SUSPENSION  
Parents are contacted and notified of the suspension and the reasons why.

Suspension is supervised by the Principal or the Assistant Principal and takes place during school hours, with the student remaining off the playground at recess and lunch time. **There will be a loss of privileges such as excursions, school discos, representative sport, play time and merit awards, etc.**

Parents will meet with the Principal, the Assistant Principal, classroom teacher and the student to discuss an action plan to curb the behaviour(s) and future consequences will be clearly outlined.

Step 5  
SUSPENSION  
The length of the Suspension will be at the discretion of the Principal.

There will be a re-entry meeting with parents before the student can re-commence classes. It will be clearly outlined that Exclusion is the next step in the process.

Catholic Education will be informed of the suspension.

A Red Card will be sent to the Front Office if a student refuses any of the above steps and Step 3 will commence immediately for any violence or wilful noncompliance.

**STAFF 2017**  
Attached to the Newsletter is a full staff for 2017. I would like to acknowledge the dedication of all staff during the last couple of weeks. There have been endless hours of planning programs, updating information and preparing classrooms to ensure that your children have a smooth start to the 2017 school year. Staff have also been involved in professional development, reflection and dialogue to identify learning priorities for this year. A HUGE thank you!

**NEWSLETTER**  
Please ensure that the Front Office has your most up to date email address as the Newsletter and most correspondence will be via the school App, email or on the School Website.

**CALENDAR**  
The calendar will soon be available online through the School App. The Newsletter will continue to highlight upcoming events too to ensure that parents and families are fully aware of what is on.

**BOOM GATE**  
Late last year the school was informed that a Boom Gate will be installed in the coming weeks for the main top carpark. This will restrict entry into the carpark and ensure the safety of our students before and after school. More details and specific arrangements to come once the project is finalised.

**OSH CLUB**  
As many parents are aware we continue to have issues regarding spaces in after school care. Please be assured that the school, OSH Club and Gold Creek are doing all we can to alleviate the problem. We have two issues, physical space suitable for the service and staffing. We are in talks with Catholic Education and the ACT Government regarding the space and will advertise for staff again shortly. If any member of our community knows of people suitable to work in the after school care environment, please let Anna or myself know as soon as possible.

**FRENCH**  
Late last year our French teacher, Prue Roveta resigned her position at Holy Spirit to take up a position at Hawker Primary. Unfortunately, after advertising for a replacement we were unable to find a suitable candidate. The decision has been made to replace French with Drama & Music with Julie Jenkins for 2017. During the year we will evaluate the language program in preparation for 2018.
Thank you to the many parents who have made that extra effort to send their children to school with the correct school uniform. It is great to see the students wearing their uniform with pride.

REMINDERS

- Starting time is **8.55am sharp**. Students arriving late will need to be signed in at the Front Office.
- Supervision commences at **8.30am** and **NO STUDENT** should be at school before 8.30am. Students arriving before 8.30am are unsupervised. Please use before school care if necessary.
- A student’s hair should be cut off their face and, if longer than shoulder length, it must be **tied back** in an appropriate school coloured band. Hair should also be of **natural colour** and **extreme haircuts are not permitted**.
- **No jewellery** should be worn to school and only **plain studs and watches** are acceptable. No bracelets, bangles, sparkly ear rings, nail polish, make up, etc are allowed. Small sleepers are only permitted with written recommendation from a medical practitioner.
- Correct **School Uniform** must be worn at all times. Students who continually wear incorrect uniform will receive a reminder note to be sent home to their parents.
- Holy Spirit Primary School has a **NO HAT NO PLAY** Policy. Students without a correct school hat will be asked to sit in the shade.
- Black canvas type school shoes are **not part** of the school uniform. The only school shoes allowed at Holy Spirit Primary School are the **traditional or formal black leather school shoes**.
- On sport days, sports shoes should be **predominantly white**. However, if bright colour shoes have already been purchased they can still be worn. Although, when next purchasing sport shoes please do your best to obtain predominately white shoes.
- Students with **Mobile Phones** are asked to switch the phone off and leave it in their bags. If mobile phones are heard or sighted during school time they will be confiscated. The School takes no responsibility for lost or broken mobile phones.
- Students who are collected by their parents during the day for appointments must be **signed out/in** at the Front Office before and after the appointment.
- Parents visiting the school to assist must have a Working with Vulnerable People Card and are also asked to sign in at Front Office and receive a **Visitor’s Badge**.
- Please ensure that the School always has **up to date contact and emergency details** for your children.
- Holy Spirit Primary School is a **NUT FREE** School. Please remember this when preparing recess and lunch, including peanut butter, Nutella, cakes with nuts, etc.
- **Dogs** are not allowed on school premises.
- **Afternoon messages** regarding changes to the afternoon routine must be received by the Front Office by 2.30pm or we cannot guarantee your child/ren will receive the message.
- **Medical details** must be updated and sent to the Front Office.
- **Carpark** - Please remember to be patient and considerate of others when driving in the car parks. School carparks are notoriously dangerous and **ALL PARENTS** are asked to be patient and alert. If you are in a hurry, collect your children early or wait until after 3.30pm when the carpark is less congested.
- **Absences from school** – it is a legal requirement that all absences are explained. Please notify the school of your child’s absence by either:
  - Using the App
  - Calling the Front Office followed by a note to the classroom teacher indicating date and reason for absence.
  - Emailing the Front Office at **office.holyspirit@cg.catholic.edu.au** indicating your child’s name, class, reason for absence and date.
  - Sending a note to the classroom teacher indicating date and reason for absence.

Cheers

Brad Gaynor
Our spirit

2017 STAFF

PRINCIPAL  Brad Gaynor
ASSISTANT PRINCIPAL  Anna D’Amico
RELIGIOUS EDUCATION COORDINATOR  Catherine Doig
EARLY LEARNING CENTRE DIRECTOR  Bronwyn Newth
COORDINATOR  Seamus Farrell
COORDINATOR  Julie Jenkins
COORDINATOR  Narelle McFarlane

EARLY LEARNING CENTRE

TEACHERS
Red Group – Annie Manning
Blue Group – Catherine Druhan
Orange Group – Lydia McNaught
Yellow Group - Jayde Van Den Heijkant

COORDINATORS
BSC Coordinator - Valeria Nascimento
ASC Coordinator - Sarah Irvin

ASSISTANTS
Rebecca Amon - Red Class & BSC assistant
Valeria Nascimento - Blue Class
Lynley Stapleton – Blue Class – Lunch and RFF cover
Sarah Irvin - Blue Class
Lian Kiley – Orange Class & BSC Assistant
Manu Kaher - Yellow/orange Class – Lunch cover and ASC Assistant
Ferzana Shaikh - Yellow Class & BSC assistant
Kirsty Buttner - (Individual Student Support) Yellow Class
Courtney Ralston - ASC

ADMINISTRATION MANAGER
Michelle Kingma
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<td>KINDERGARTEN</td>
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<td>K Bartley: Samantha Bartley</td>
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<td>K Johns: Jane Johns</td>
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<td>K McFarlane: Narelle McFarlane (Wed. &amp; Thurs. – Anthea Schmidt)</td>
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<td>1 Creagh: Liz Creagh</td>
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<td>1 Hardiman: Jodie Hardiman</td>
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<td>1 Masters: Diana Masters (Mon - Wed) &amp; Maree Bertilsson (Thurs - Fri)</td>
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<td>1 Wood: Shannon Wood</td>
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<td>2 Corcoran: Victoria Corcoran</td>
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<td>2 Gaffey: Karen Gaffey</td>
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<td>2 Kelly: Anna Kelly</td>
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<td>2 Taylor: Kathryn Taylor</td>
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<td>3 French: Lizette French</td>
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<td>3 Hague: Brendan Hague</td>
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<td>3 Heffernan/Meagher: Melissa Heffernan (Mon – Wed) &amp; Stephanie Meagher (Thurs &amp; Fri)</td>
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<td>3 Jackson: Emma Jackson</td>
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<td>4 Hannaford/Cannon: Sarah Cannon (Mon &amp; Tues) &amp; Nerissa Hannaford (Wed- Fri)</td>
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<td>4 Hickman: Samantha Hickman</td>
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<td>4 Spencer: Ryan Spencer</td>
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<td>5 Eldridge: Charissa Eldridge (Wed, Michael Chapman)</td>
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<td>5 MacGregor: Kate MacGregor (Thurs &amp; Fri – Michael Chapman)</td>
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<td>5 Quirk: Kellie Quirk</td>
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<td>6 Cambridge: Katrina Cambridge</td>
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<td>6 Camp: David Camp</td>
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<td>6 Hagerty: Elizabeth Hagerty</td>
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OUR SPIRIT

SPECIALISTS

Library: Kathy Talbot & Atina Hrstic
Counsellor: Kate Cumming
Music & Drama: Julie Jenkins
Health & PE: James (Seamus) Farrell
Learning Support Teacher: Justine Brasnett
Learning Support Teacher: Melinda Brown
Learning Support Teacher: Jessica Blacker
Learning Technologies Coordinator: Charissa Eldridge
Literacy Leader: Anne Bell:
Numeracy Leader: Narelle McFarlane
Instructional Leader: Kate MacGregor
Challenge Leader: Jessica Blacker

SUPPORT

Library Assistant: Mary Ellen Bakker
Defence School Transition Aide: Vicki Walsh
School Chaplain: Sharon Harrison

CLASSROOM SUPPORT ASSISTANTS

Mary-Ellen Bakker
Sue Cougar
Cindy Cuthbertson
Sharon Harrison
Chloe Kelly
Manda Kresic
Angela Laria
Tina Santamouris
Rosemary Vecchi

OFFICE ADMINISTRATION MANAGERS

Kathryn Leslie
Sally Wyers

JANITOR

Noel Gomez
Our spirit

HOLY SPIRIT SCHOOL BOARD ELECTIONS

Nominations are called for a position on the Holy Spirit Primary School Board for 2017.

The Role of the School Board has been defined in the constitution as the following:

The Board provides the opportunity for members of the school, parish and Archdiocesan communities to support the mission of Catholic education in the school. Working with the Principal, Parish Priest or Priest Chaplain and staff, the Board members provide leadership to the wider school community.

The Board has a decision making role in certain policy areas and an advisory role in others. The policies of the school are always set within the wider mission of Catholic education. In the areas where it has responsibility for the development and monitoring of policy, the Board operates within the policy and procedures determined by the CEC and the CEO.

The Principal has responsibility for the day-to-day leadership and management of the school. The Board has responsibility to take decisions in the following areas:
- Supporting the development of the Catholic identity, ethos and mission of the school.
- Supporting pastoral care strategies in the school community.
- Promoting the school in the local community.
- Developing, approving and monitoring the annual budget, including school determined levies, loan commitments and the fees collection and remission policy.
- Developing and monitoring school enterprises, e.g. Outside School Hours Care (OSHC), sports associations, hall hire.
- Developing capital and maintenance programs.
- Developing local strategic plans (finances, buildings, resources) and contributing to Archdiocesan educational strategic planning.
- Facilitate local school community debate in response to System leadership by the CEC and the CEO in lobbying governments in school funding campaigns.
- Approving school uniform items decided at school level.
- Ensuring that the parish and school community receives the Annual School Board Report.
- Consulting with the P & F Association on the expenditure of levies or funds in keeping with Archdiocesan regulations.

Parents are invited to nominate for this position using the official nomination form on the next page of this newsletter. Nominations are to be returned to school by 4pm Wednesday 9th of February.

Rock & Water and PE at Holy Spirit

During 2017, all classes will be undertaking release from face to face teaching. One of these lessons each week will contain elements of PE as well as an alternate program called Rock and Water. “Rock and Water” is a physical program that was developed by the Dutch educationalist, Freerk Ykema in early 2002. It is now used as a resource in Health programs in many schools throughout the world. Ykema developed the program to support young people develop body awareness (the ability to control one’s physical state, i.e. through a focus on breathing), which in turn, provides the platform for young people to develop emotional awareness (emotions as they are expressed through the body). The program also provides physical exercises, group activities and role-plays to foster the development of self-awareness. An important component of the Rock and Water program are the symbolic references. For instance, “rock” represents a rigid and uncompromising approach to life, whilst “water” symbolises flexibility, communication and cooperation. The program teaches the consequences, both positive and negative, of approaching the world exclusively as “rock” or “water” in our manner.
Our spirit

Holy Spirit School Board

If you have an interest in joining the Board please complete the official nomination form below and return to the school by 4pm Wednesday 8th of February.

Holy Spirit School Board Nomination Form

I wish to nominate for a position on the School Board

__________________________  ____________________________  __________
Print Name  Signed  Date

Seconded by:

__________________________  ____________________________  __________
Print Name  Signed  Date

School Fees

School Fees will be sent home tomorrow with the eldest child. Fees for Term 1 are due for payment by Friday 24th February, except for those families paying their fees by direct debit.

If you have not updated your current direct debit with a new payment amount to cover the increase in school fees for 2017 please contact the office to obtain a direct debit form.

Students with siblings at a systemic secondary school (e.g. John Paul College, Merici College, St Francis Xavier College, St Clare’s) are eligible for a sibling discount. If you have not filled out the necessary form to receive your discount, please contact the front office.

If you have any queries regarding your school fees please contact me.

Kathryn Leslie

Office Manager
This Sunday Fr. Mark will commission the staff of our four Parish schools at the 9.30am mass. Our families are most welcome to come along and celebrate the beginning of the school year with us. Morning tea will be shared after mass.
Throughout 2017, Holy Spirit School will explore the theme “Growing, learning and celebrating life together”. Each term we will investigate different aspects of ourselves to help us understand that our potential is not fixed and that we can grow ourselves by knowing who we are, believing in ourselves and using the skills of persistence and determination to be the very best version of ourselves. When we know ourselves well, can identify our strengths and use these strengths to their maximum we are fully expressing who it is we are called to be. However, it doesn’t end there. When we fully express ourselves and are living to our potential we are called to reach out to and serve others. We are called by God to share with others our gifts and talents and to empower others and help them to grow also. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven. (Matthew 5:16) This is the community and world we dream for our students; where students know themselves and their strengths, appreciate difference and reach their potential by fully expressing who it is they are called to be.

If students know who they are, they must also be able to recognise those values they deem important enough to live by. We aim to use the Whole School Focus as an avenue to guide students in identifying these values and demonstrating the importance of aligning these values with our actions so that our students are living in truth. When we know what we believe and do not deviate from these values in our actions (regardless of the cost) then we are truly free.

A student’s mindset can have profound effect on their self-perception, personal relationships, learning achievement, skill acquisition and success in life. This year we will align the Whole School Focus with both the Growth Mindset and Rock and Water Programs. Programs that teach the students resilience and ‘grit’ amongst other things.

With Jesus as the centre of our catholic school, we will link these ideas to His life, exploring the values Jesus upheld in his everyday life and how He would not deviate from these, regardless of the cost. Jesus came in peace but knew what He believed in and His actions aligned with this. He walked in the light of truth. When the values He lived by were questioned He was able to stand firm, even though it finally led to His death. Jesus is the ultimate role model for us – he used His strengths and was able to fully express who He was called to be. By doing this He inspired those around Him to do the same. Jesus reached out to others and had an impact on every life he touched (just as we are called to).

Throughout Term One we will focus on our school and ourselves. We will explore the values our school promotes and how we incorporate these values into our everyday living. This will ensure we are not just talking the talk, but walking the walk also. To do this we will explicitly focus on the four main behaviour expectations identified in our School Wide Positive Behaviour Program. These are:

- BE SAFE
- BE RESPECTFUL
- BE RESPONSIBLE
- BE A LEARNER

Importantly, we will focus on difference as something positive. We have all been blessed with different strengths and are called to fully express these by sharing these with and serving others. By doing this we give others permission to shine. Most definitely something worth celebrating.
2017 St Vincent de Paul Doorknock Appeal
will be held throughout February.

To support the work of the St Vincent de Paul, Gungahlin Branch, Holy Spirit School has volunteered to collect money in different allocated areas of Ngunnawal, Nicholls and Casey.

We are hoping to get both our families and staff involved and make it a community event.

**More details will be sent home next week**, but please take some time to think seriously about giving up an hour of your time to support this an important charity.

If you would like to be involved or have questions please feel free to contact Catherine.Guthrie@cg.catholic.edu.au

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First Reconciliation and First Eucharist

If your child is in Year 3 or older and you would like them to receive the sacraments of Reconciliation and Eucharist a Parent Information Session will be held on Tuesday 20th June.

Preparation for this sacrament will commence after this.

The Sacrament of Reconciliation will take place on 22nd-24th August with times to be advised.

First Eucharist will be held over two weekends for our Parish schools. These weekends are 9th and 10th September and 16th and 17th September. Schools are yet to be allocated masses for their students to receive this sacrament. Please don’t hesitate to contact me at catherine.guthrie@cg.catholic.edu.au or phone the school on 62418640 and leave me a message.

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**Working with you in faith,**
Catherine Doig
*Religious Education Coordinator*