



HOLY SPIRIT PRIMARY SCHOOL

HANDBOOK



Holy Spirit Catholic Primary School

Alive with the Spirit, we celebrate faith, learning and life.

Dear Parents and Carers,

Welcome to Holy Spirit Catholic Primary School, Nicholls.

Holy Spirit is a Catholic school that caters for children from Preschool to Year 6. Together with our companion schools, Good Shepherd Amaroo, Mother Teresa Harrison, and St John Paul II College Nicholls, we are part of Holy Spirit Parish Gungahlin.

At Holy Spirit, students are challenged and supported in all areas of the curriculum, so that they can develop the knowledge, skills and understandings required to become active, lifelong learners who can contribute, live and succeed in society. Holy Spirit's enthusiastic and dedicated staff offer innovative, engaging and high quality learning programs, which cater for the diverse needs and interests of our students. Working within contemporary frameworks for teaching and learning, children at Holy Spirit have opportunities to develop collaborative skills, critical thinking, communication and creativity.

Holy Spirit is an inclusive school that prides itself on:

- embracing and living the Catholic faith;
- an outstanding Values Education Program;
- a rich and varied curriculum;
- a strong focus on Numeracy and Literacy;
- the availability of a wide range of technologies;
- specialist teachers in The Arts, STEM and Chinese;
- a caring, supportive and vibrant community;
- strong, quality partnerships between families, school staff, our parish and the community.

At Holy Spirit, we work collaboratively with families to support the education and development of happy, self-confident and inquisitive students, who are ready to embrace and celebrate faith, learning and life beyond their primary school years.

The Holy Spirit community welcomes enrolments from families who are interested in a Christian education based on Gospel values taught from the perspective of the Catholic faith tradition. This booklet is a brief overview of some of the aspects of life at Holy Spirit Catholic Primary School.

If you require any further information, or you would like to make an appointment to meet with me, please contact the school on (02) 6241 8640 or office.holyspirit@cg.catholic.edu.au.

Brad Gaynor
Principal

Alive with the Spirit, we celebrate faith, learning and life.

Alive with the Spirit, we celebrate faith,
learning and life.

At Holy Spirit School we:

- Live our Catholic faith
- Inspire learning
- Exemplify best teaching practice
- Celebrate our achievements and successes
- Respect differences and embrace diversity
- Work collaboratively and build community.



Vision and Mission

SCHOOL PRAYER

Holy Spirit, my Friend and Teacher,
Be with me today.

Help me to know that I am loved by Jesus
And that I can love like Jesus.

Guided by this love,
Help me to show love for others in the choices I make.

Unite our hearts, hands and minds as we grow, learn and celebrate life together.

One community!
In God's love.



THE JOURNEY

(Holy Spirit School Song)

CHORUS

We're on a journey, so take my hand
We'll grow together on Ngunnawal land
Because we live in the presence of the Spirit every day
And as Holy Spirit's children, we will always know the way.

VERSE 1

We come to this place to learn through the day
That Jesus and our teachers will show us the way
To celebrate challenges, to conquer our fears
And grow strong together,
Throughout coming years

CHORUS

VERSE 2

So while on the journey, if we try to be kind
Jesus will help and friendship we will find
So as Kelleway kids we must all learn to care
For this land and community,
In which we all share.

CHORUS x 2



HOLY SPIRIT PRIMARY SCHOOL

Term Dates 2020

Term 1	Monday 3 February – Thursday 9 April
Term 2	Monday 27 April to Friday 3 July
Term 3	Monday 20 July to Friday 25 September
Term 4	Monday 12 October to Friday 18 December

** Please note all students from Kindergarten to Year 6 commence school on Monday 3 February 2020*

Term Dates 2021

Term 1	Monday 1 February - Friday 2 April
Term 2	Monday 19 April - Friday 25 June
Term 3	Monday 12 July - Friday 17 September
Term 4	Monday 4 October – Friday 17 December

School Leadership Team

Principal	Mr Brad Gaynor
Assistant Principal	Mrs Anna D'Amico
ELC Director	Mrs Michelle Parkes
Religious Education Co-ordinator	Mrs Catherine Doig
Co-ordinator	Ms Julie Jenkins
Co-ordinator	Mr Seamus Farrell
Co-ordinator	Mrs Narelle McFarlane
Classroom Support Co-ordinator	Mrs Justine Brasnett

Holy Spirit Parish Team

Parish Priest	Fr Mark Croker
Pastoral Associate	Theivani Evers & Maureen Hilton
Parish House	93 Burdekin Avenue, Amaroo
Telephone	(02) 6242 9622
Website	www.holyspiritgungahlin.org.au

School Contacts

School Office

Phone:	Mrs Kathryn Leslie, Business Manager
Email:	Mrs Kerrie Shevlin, Administration
Website:	(02) 6241 8640 office.holyspirit@cg.catholic.edu.au www.holyspirit.act.edu.au

ELC Office

Phone:	Mrs Michelle Kingma (02) 6162 0488
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Before and After School Care:	1800 460 870
Library:	6142 1355

Absence for family holidays during school terms

When families take holidays, children, in most cases, must and should accompany the rest of the family. We see that it is neither appropriate nor practical to set formal written activities for a child during such a period. Other activities that may be undertaken could be discussed with your child's teacher.

Accidents

If an accident occurs during school hours the following will occur:

- for minor accidents, a staff member trained in first aid will treat the child
- for more serious accidents, including any head injury, parents and ambulance will be called.

Attendance at School

In accordance with the requirements of the Education Act, parents are encouraged to develop in their children the habit of regular attendance at school. Generally, each day's work is built upon the previous day's work and any loss of time may upset the teaching and learning programs for the teacher and student. However, a child who is ill or disturbed through family trauma does not participate well and should be kept at home to receive the care needed for recovery.

All occasions of absence of a child from class require an explanation from a parent or guardian. A written note signed by a parent or guardian, an email or a notification on the Skoolbag app is requested as the school roll is a legal document which requires all student absences be accounted for. Please assist us in this area of responsibility.

In the case of a child needing to attend an appointment during school hours, a note is also necessary and requested. This note is directed via your child's teacher to the office on the day concerned. Parents must come to the office to sign out a child during the school day and similarly to return to the office to sign the child back in when they return to school.

After school arrangements should be made with your child before school. Any unforeseen changes in arrangements can be phoned through to the school office prior to 2.30pm to allow time for the message to be passed on to the child via the school note bag.

Before and After School Care

This facility is operated by OSHClub and is located within the school in the joint facilities hall. The times of operation are from 7:30am until 9.00am and from 2.45pm until 6:00pm each day. A vacation care program is also offered. Numbers are limited and early bookings are advised. Before and After School Care can be contacted on telephone 1800 460 870. Further information can be found at www.oshclub.com.au.

Bus Travel

ACTION provides the school bus services. Information about routes and fares may be obtained from ACTION's website, www.action.gov.au or telephone 131 710. At the end of each day children who are catching the bus line up in the quiet space behind the administration block. The rostered teacher escorts the children to the bus.

Canteen

The canteen is operated by Empire Catering and is open from Tuesday to Friday. Lunches may be purchased online at <http://schools.fleximeals.com.au> or by placing the order in the classroom lunch tub. You can contact Fleximeals on 1300 361 769.

Change of address

Should you change your address or telephone numbers (work, home or mobile) please notify the school immediately. This helps to avoid the loss of valuable time in an emergency. This information must be provided to the school in a written format. A Change of Information form is available from both the school's front office and website. Alternatively, you can notify the school of any changes via email or handwritten note.

Classroom Support Program

We recognise that some children require additional support in order to maximise their educational opportunities. The Sunshine Resource Program at Holy Spirit School offers learning support from a resource teacher and teachers' assistants. The most effective practice for special needs learners requires a concerted and collaborative approach between classroom teacher, parents and the resource team. Learning intervention at Holy Spirit School should be a happy experience and have positive outcomes for students. The Sunshine Team works closely with individual students and in small groups in the Sunshine Room, and also alongside teachers in classrooms.

Community Council

The Community Council has a major role to play in our school by:

- providing a parent forum;
- helping to build a true spirit of community within the school;
- developing partnerships between parents and teachers; and
- fundraising.

Meetings are held on a regular basis and elections are held at the Community Council's Annual General meeting which is generally their first meeting of the new school year.

Community Involvement

The partnership between home and school is essential for our students and our community. Parents are encouraged to become involved through such events as Masses and liturgies, sports carnivals, excursions, classroom participation and assemblies.

Correspondence

One copy of notes for excursions, sporting events, class information etc will be sent home. If notes are misplaced parents are asked to reprint them from the Engage With Us section of the website or collect a copy from the school's Front Office.

Curriculum

Holy Spirit School has adopted an integrated model of curriculum that supports the development of each child. It is guided by the Australian Curriculum. We plan teaching and learning through integration as it:

- reflects the interdependence of life;
- reflects current understandings about how we learn;
- challenges learners to develop connections;
- caters for various learning styles; and
- shifts the emphasis from content to 'learning how to learn'.

Religious Education

The aim of our Religious Education program is to develop the experiences of all children and deepen their relationship with God. Children are prepared for the Sacraments of Reconciliation and Eucharist in Year 3 and Confirmation in Year 6. School, Parish and family share in the preparation for these Sacraments.

English

The English curriculum is guided by the Australian Curriculum. There are four elements to English: Reading and Writing, Listening and Speaking. We aim to provide a variety of experiences so that children can use a range of strategies and skills that will give them a high level of literacy and a love of language.

Mathematics

The Mathematics Curriculum provides students with essential mathematical skills and knowledge in Number and Algebra, Measurement and Geometry, and Statistics and Probability.

Humanities and Social Sciences

The Humanities and Social Sciences learning area includes a study of history, geography, civics and citizenship and economics and business.

Through studying Humanities and Social Sciences, students will develop the ability to question, think critically, solve problems, communicate effectively, make decisions and adapt to change. Thinking about and responding to issues requires an understanding of the key historical, geographical, political, economic and societal factors involved, and how these different factors interrelate.

The Humanities and Social Science subjects provide a broad understanding of the world in which we live, and how people can participate as active and informed citizens with high-level skills needed for the 21st century.

The Arts

There are five strands: Dance, Drama, Media, Arts, Music and Visual Arts. Through these areas children can exercise their imaginations, express their thoughts and grow in understanding themselves and their culture.

Health, and Physical Education (HPE)

In our rapidly changing society there is increasing community awareness of the importance of healthy lifestyles and growing recognition of the need for children to be active, responsible and informed decision-makers. Personal Development, Health and Physical Education provides children with the knowledge and practical skills to meet these needs and for developing a better quality of life for all.

A variety of sporting activities are offered throughout the year.

LOTE – My Chinese Teacher

Holy Spirit offers Chinese through the My Chinese Teacher. Students have a weekly interactive Chinese lesson with China based teachers and classroom teachers also get to enjoy the process of learning a fascinating language in an exciting and modern way. Lessons are delivered over video conferencing software using technology already available in the classroom.

Science & STEM

The Science Curriculum has three interrelated strands: *Science Understanding*, *Science as a Human Endeavour* and *Science Inquiry Skills*.

Together, the three strands of the Science Curriculum provide students with understanding, knowledge and skills through which they can develop a scientific view of the world. Students are challenged to explore science, its concepts and nature through clearly described inquiry processes.

Other features of the curriculum

Holy Spirit offers our children an opportunity to participate in the following:

- School camps
- University of NSW International Competition and Assessments for Schools.
- Choir
- Guitar and piano lessons
- Lunch time social groups
- Coding Club
- Gardening Club

Emergency Contacts

In the interests of your child, please ensure that the school has up to date information about your address, phone contacts – home, work, and at least one emergency contact. You must provide any changes of these details to the school in a written format. A Change of Information form is available from the school's front office or on the school's website.

Excursions and performances

During the year children will be given the opportunity to participate in a variety of educational activities at the school or at other venues. An excursion levy is set each year to cover these events. This levy does not include Year 5 and 6 camps, sacramental programs or representative sporting activities.

Focus Assemblies

At Holy Spirit Primary School we believe that we grow in awareness of the presence of God's Spirit in our lives. Each Wednesday at 9.10am, at our Focus Assembly we gather to celebrate, to sing and to listen to God's word at our Focus Assembly. Through simple ritual actions at Focus Assembly the children learn to understand and experience the Christian tradition and values of our school and parish community. Parents are warmly invited to attend Focus Assemblies.

General Health

In accordance with the ACT Government SunSmart Policy, students at Holy Spirit must comply with the **No-Hat-Play in the Shade** rule. Shaded areas have been set aside for children to use if they do not have a hat. Hats do not need to be worn during June and July as part of the SunSmart guidelines. The use of sunscreen is also encouraged.

Conscious of many allergies, especially to nuts, we endeavour to keep our school environment nut-free. We ask that the children not bring peanut butter, hazelnut spread sandwiches, or other products based on nuts to school.

Home Learning

At Holy Spirit Primary School we believe that home learning:

- creates an important link between school and home;
- develops personal responsibility, time and organisational skills;
- provides opportunities to consolidate classroom learning; and
- should be based on learning outcomes.

We recognise the importance of family life and the need for children to participate in family and community activities. Therefore, the focus of home learning for Kindergarten to Year 2 is reading. Parents are asked to supervise home reading and to notify your child's teacher if there are any concerns.

Students in Years 3-6 are asked each term to develop a Passion Project as home learning. The purpose of this task is for the student to learn something new; something that they have always wanted to do. Maybe a student has always wanted to learn how to play a new instrument or build a model of something. Perhaps create a family cookbook, complete a family tree or even conduct a science investigation. Through the completion of a Passion Project a student will gain new skills, knowledge and understanding about something that is important to them and their own ability to learn.

Students are scaffolded through the project during the term and present it to the class in Weeks 9-10 of each term. This provides an opportunity for a student to demonstrate the skills and knowledge they have gathered.

Home Reading Program

Home reading is an integral part of the school literacy program. Teachers will explain and highlight ways of supporting your child with their reading at home. Workshops will also be held for parents that focus on the teaching of reading and other aspects of literacy.

ICT (Information and Communication Technology)

At Holy Spirit School, students from Kinder to Year 6 are exposed to a number of information and communication technologies. This varies from computer use to other digital experiences. ICT is integrated into Key Learning Areas to support and enhance teaching and learning.

Learning in the 21st Century should look and feel different to that of the 20th Century. While traditional academic skills of literacy and numeracy remain important, there should also be a focus on developing a range of skills required for success including: communication, creativity, innovation, collaboration, critical thinking and problem solving. Learning these skills requires a different approach – one that uses technology to transform the classroom into a place where students inquire, research, problem-solve, move between learning spaces, and develop deep understandings.

Students in the 21st Century are surrounded by technology – they do not know any other way. Classrooms should reflect the world our students live in – where technology is part of everyday but is not the main focus. Technology is used to enhance learning, not just because it is there or because it is fun.

In Years 5 and 6 Holy Spirit Primary School has implemented a BYOiPad program. Preparing students and equipping them with skills and knowledge to be successful learners in high school is a major aim for primary schools. John Paul College our main feeder high school has an iPad programme in Year 7 and as such we will be preparing our students well with their transition into high school.

Immunisation

The school is required to obtain immunisation records for all enrolments in accordance with ACT Public Health Regulations. You must present an immunisation record form at the time of enrolment.

If your child is not immunised, you must follow the procedures set out by ACT Health. Children who are not immunised will be excluded from school when there is an outbreak of a vaccine-preventable disease in the school. It is mandatory that you notify the school if your child contracts an infectious disease.

Library

Children may use the Library at lunchtime for reading, changing books, playing board games and to use the computers. Please call in to the Library for a chat about your child and their reading - not just if you're worried, but also if you are happy and excited about your child's reading. You are always welcome in the Library.

Medical Information

If your child has any special medical needs, e.g. asthma, allergies, epilepsy, it is essential that the school be given this information. Please record any relevant information on the enrolment form and discuss your child's needs with the Principal.

If there is a need to administer medication to your child or to supervise the self-administering of medication by your child, parents must provide written consent by completing the appropriate form and providing the necessary information. These forms are available from the school office. Medication cannot be administered without this form being completed.

Medication (other than asthma medication) is not to be stored in the child's bag or desk. It must be kept in the sick bay where a record is maintained of all medication administered to children. The class teacher must be made aware of any students with asthma medication in their bag.

Newsletter

A newsletter is published each Thursday and is sent to families via the Skoolbag App published on the school's website - www.holyspirit.act.edu.au. It is the main means of communication between the school and families and includes dates, rosters and other important information.

Our Campus

Holy Spirit Primary School opened in 1996 and operates under the policies and guidelines issued by the Catholic Education Commission of the Archdiocese of Canberra and Goulburn. Holy Spirit School is a partner in the historic educational initiative of the joint campus at Nicholls. The partnership is centred on some key values that unite us in our educational endeavours:

- sharing;
- belonging;
- friendship;
- tolerance;
- no boundaries or barriers to learning; and
- we are one.

Holy Spirit School shares joint facilities with Gold Creek School. The shared facilities are the library, computer network, canteen, hall, main car park, covered area and the ovals. The operation of the joint facilities is co-ordinated by the Joint Management Committee.

Pastoral care

Holy Spirit Primary School is a welcoming and caring community. We encourage and praise positive behaviours and expect that all teachers, children and parents will treat each other with care and respect. We believe children come to the understanding that they have both responsibilities and rights within their classroom and school community.

The school community has access to a School Welfare Officer who runs a variety of programs that support the wellbeing of our students. We also have a therapy dog who visits the school regularly each week to assist students.

Playground supervision

Supervision is provided from 8:30am each morning until 3.30pm in the afternoon. On wet days the children remain in their classrooms with Holy Spirit staff members providing supervision.

If you require supervision before 8:30am or after 3:30pm please contact the school's Before and After School Care provider OSHClub on 1800 460 870.

Playgroup

There is a playgroup that operates out of the Community room each Wednesday morning. As this group is parent run there must be a parent or carer present with the children at all times. The Community room has a kitchenette there are toys and equipment for the children to use.

Prayer

Prayer is an important part of daily school life. Our staff meets for prayer at 8.45am and each class commences the day with prayer. Prayer may be expressed in many ways – traditional, scriptural, liturgical and creative prayer. Children experience prayer through stillness, listening, reflection, music, drama and song. The aim of our Religious Education program is to develop the experiences of all children and deepen their relationship with God.

Reporting to Parents

Communication between teachers and parents is vital to the success of children. At Holy Spirit Primary School we provide the following opportunities:

A Parent Information Evening is held early in Term 1. This is an opportunity for parents to meet their child's teacher/s and other parents in our community. It is a chance for teachers to share information about planned learning, home learning and expectations.

Interim Reports are sent out in Week 7 of Term 1. They address how students have settled into the school year, their attitude and work habits. Teachers and parents may request in interview based on the report. *Written Reports* that offer information about each child's academic progress, work habits and social and cooperative skills are posted home at the end of Term 2 and Term 4.

Three Way Conversations, Learning Journeys and Parent Teacher Interviews held during the year provide opportunities for parents and students to meet with the teacher to discuss these reports. Learning goals are set together with children, parents and teacher at the Three Way Conversations.

Parents or teachers may request an interview at any time during the year. Any concerns you have should be discussed with your child's teacher. It is through partnerships and communication that we can do what is best for the children. To arrange an interview with the class teacher please contact your teacher via email.

Sacramental Programs

Children are invited to receive the sacraments in the following year levels:

- First Reconciliation – Year 3
- Eucharist – Year 3
- Confirmation – Year 6

School and family share in the preparation for these Sacraments. A major factor in the child's preparation is the example and Catholic practice of the family.

School Banking

School banking through the Commonwealth Bank is held every Friday. A group of volunteer parents organise the banking and a commission is paid to the Campus.

School Counsellor

CatholicCare and Catholic Education provide the school with the services of a trained counsellor to work with students and families two days per week. The role of the counsellor is to be available to parents, students and teachers who seek advice with academic, social or behavioural problems.

Referrals to the counsellor may be made by parents and teachers. Generally, primary school aged students do not refer themselves to the counsellor without parental consent. Referral forms for the school's counsellor are available from the school's front office.

School Fees

The Catholic Education Commission (CEC) sets the Tuition Fee and Building Fund Levy. The School Boards sets the remaining fees. Fees for 2019 are as follows: -

	Per Term	Per Annum
1 Child Family	\$ 888.00	\$ 3552.00
2 Child Family	\$ 1144.00	\$ 4576.00
3+ Child Family	\$ 1335.00	\$ 5340.00

Please Note: School Fee schedule does not include Year 5 and Year Camps

There are three components in the school fee:

- (a) **CE Tuition Fee** – per student, per term, discounted for the 2nd and 3rd child. These fees are remitted directly to the Catholic Education Office. This fee helps pay teacher salaries and operating costs of the Catholic Education system. There is a further discount for families who have children in systemic Catholic secondary colleges. (**Please note:** *Daramalan College, Marist College and St Edmunds College are not systemic colleges.*)
- (b) **School Levy** – per student, per term, discounted for the 2nd and 3rd child covers – retained by the school to pay all school expenses e.g. telephone, utilities, administration costs, school resources, equipment, photocopier expenses, cleaning, toiletries etc. This levy also includes classroom resources and student stationery, minor equipment, art and craft supplies, general expenses and the cost of student excursions/incursion (not school camps).
- (c) **Building Fund Levy** – per family, per term. This voluntary levy is collected by the school and remitted to Catholic Education to maintain and build schools. This amount is payable to the Archdiocesan Primary School or Archdiocesan Secondary College where the eldest child attends. This levy is tax deductible.

Fee Statements are sent out at the start of each term and are payable by the end of Week 4 of each term. Fees made by paid by Direct Debit, BPAY, QKR, EFTPOS, MasterCard, Visa, cash or cheque. Direct Debit is the **only** option to pay your fees in instalments.

Families experiencing significant financial difficulties may apply for school fees assistance. It is recognised that families make choices and priorities in regards to their standard of living, investments, education and extra-curricular activities. The school considers that families who have chosen a Catholic Education consider it important and that fee payments will be prioritised accordingly.

Enrolment Fee – a non-refundable Enrolment Fee of \$25.00 per child is payable on application of enrolment.

School Hours

Children assemble in class lines on the concrete area at 8.55am. The day concludes at 3.10pm. There are two breaks in the day, one from 11am – 11.30am and again from 1.30pm – 2.10pm. All children are supervised during the eating of their lunch from 1.30pm -1.40pm.

Sickness at School

In the event that a child becomes sick at school, the child will be accompanied to the Sick Bay where they will be supervised while the parents are being contacted. It is essential the school has correct contact numbers.

Specialist Teachers

In addition to classroom programs we offer individual and group tuition in keyboard and guitar. Taekwondo lessons are also offered at lunch time. An enrolment application form is available from the Front Office. Fees are set by the relevant specialist and sent directly to families.

Sport

All students participate in two hours of physical activity each week. During this time the students develop important skills, participate in team games and develop their fitness.

At Holy Spirit each year we hold our own swimming, athletics and cross country carnivals and we send representative teams to participate in district carnivals. During the school year students are also given the opportunity to participate in the Catholic Schools' Netball and Soccer carnivals as well as various clinics, gala and competition days in sports such as tennis, rugby, league, AFL and touch.

Our students are divided into four sporting houses.

O'Neill:	Blue
Bradman:	Green
Freeman:	Red
Laver:	Yellow

Stationery requirements

Stationery items are purchased by the school and issued to the classrooms. The cost of stationery items is included in the resource levy. Children are urged to keep a range of stationery supplies at home for assignments and home learning.

Volunteers and Visitors

Holy Spirit Primary School fosters the growth of Christian community and we believe it is most important that volunteers and visitors are greeted warmly and made to feel welcome. All visitors are asked to report to the Front Office to complete the visitor's register and wear a visitor's sticker at all times.

If visiting the school on a regular basis or assisting in classrooms, visitors are required to hold a current Working With Vulnerable People Card. The WWVP Act requires those who work or volunteer with vulnerable people to have a background check and be registered. The premise of background checking is that the past behaviour of an individual can provide an indication of the possible future behaviour of that individual. Examples or patterns of abusive or inappropriate behaviour can sometimes be evident in information available for assessment, which includes an individual's criminal record.

To apply for a WWVP registration card follow these three easy steps.

1. Complete a [WWVP application for registration \(Online\)](#)
2. Attend an [Access Canberra Service Centre](#) located at Belconnen, Gungahlin, Tuggeranong or Woden to provide proof of your identity (refer below) and have your photo taken.
3. Receive your WWVP registration card by post after Access Canberra has assessed your application.

#

SCHOOL UNIFORM

Hats are a compulsory part of the uniform. All students are required to wear a **MAROON** hat for all outdoor activities, including sport, lunch, recess and excursions.

A '**NO HAT! PLAY IN THE SHADE**' policy applies.

Hats are available from the Clothing Pool or Front Office for \$10.

During the winter terms, the children are allowed to wear a navy blue beanie.

GIRLS' SUMMER	BOYS' SUMMER
Standard Catholic Primary School Summer Dress, <u>or</u>	Sky blue polo shirt
Navy blue shorts and sky blue polo	Navy school shorts (no cargo shorts)
Maroon Polar Fleece jumper with school logo	Maroon Polar Fleece jumper with school logo
White socks	Navy blue socks
Black leather school shoes (no joggers or canvas shoes)	Black leather school shoes (no joggers or canvas shoes)
GIRLS' WINTER	BOYS' WINTER
Standard Catholic Primary Pinafore, <u>or</u> Navy slacks	Long navy trousers
Long sleeve sky blue blouse with peter pan collar <u>or</u>	Long sleeve sky blue shirt <u>or</u>
Sky blue long sleeve polo/skivvy	Sky blue long sleeve polo/skivvy
Maroon Polar Fleece jumper with school logo	Maroon Polar Fleece jumper with school logo
Navy socks	Navy socks
Black leather school shoes (no joggers or canvas shoes)	Black leather school shoes (no joggers or canvas shoes)
GIRLS' SPORT	BOYS' SPORT
Sport Polo – Embroidered	Sport Polo – Embroidered
Microfibre sports shorts with embroidered school name	Microfibre sports shorts with embroidered school name
White socks	White socks
Predominately white sports shoes	Predominately white sports shoes
Navy sport track jacket – embroidered	Navy sport track jacket – embroidered
Navy sport track pants	Navy sport track pants

Holy Spirit Maroon School Bag is also required, not any other bags.

Other information in the interests of setting high standards, safety and hygiene:

- A student's hair should be cut off their face and, if longer than shoulder length, it must be **tyed 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.
- Black joggers or 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 are to be **predominantly white**.

**IT IS ESSENTIAL THAT FULL SCHOOL UNIFORM BE WORN AT ALL TIMES.
PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.**

Please see **School Uniform Policy** for more details