

Parent Handbook 2020



ST HURMIZD
ASSYRIAN PRIMARY SCHOOL

Principals Message

Welcome

How much better to get wisdom than gold! And to get understanding is to be chosen rather than silver. Proverbs 16:16

St Hurmizd Assyrian Primary School is a stimulating and dynamic environment, guiding young children to grow and develop into confident life-long learners.

At St Hurmizd Assyrian Primary School educational excellence matters. Each student's holistic development is our central concern. We enable young people to build skills and develop the personal qualities that will serve them throughout their lives. Our staff are committed to exercising and extending each student's capacity for critical thinking, autonomous learning, problem-solving and collaboration.

St Hurmizd Assyrian Primary School is a school where making a difference in the lives of young people is at the forefront of everything we do; we foster a passion for learning and provide students with the opportunities to achieve their full academic potential whilst maintaining our pillars of Faith, Heritage and Education.

This handbook is therefore designed to provide introductory information that we trust will assist you in expanding your knowledge of our school and its operation. However, just like the students themselves, your understanding of, and love for, the School will be greatly enriched if you involve yourself fully in this vibrant school community and all that it has to offer.

Welcome to this unique school. I congratulate you on selecting St Hurmizd Assyrian Primary School for your child and I look forward to sharing with you the responsibility for shaping your child's future during this part of their learning journey.

Mr Benjamin Khoshabeh
Principal

School Information

St Hurmizd Assyrian Primary School

Address – 7-9 Greenfield Road, Greenfield Park, NSW, 2176.

Postal Address – 21A Fairfield Heights, NSW, 2165.

Telephone - (02) 9753 4185

Fax - (02) 9753 4192

Principal – Mr Benjamin Khoshabeh

Email – admin@sthurmizd.nsw.edu.au

Parish – St Hurmizd Cathedral

Address – 5-9 Greenfield Road, Greenfield Park, NSW, 2176.

Parish Priest – Chor-Bishop Ashur Lazar

Telephone - (02) 9610 8680

School Chaplain– Reverend Father Neil Makko

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School Vision and Mission Statement

Vision Statement

We foster the heritage and Christian values of the Assyrian Church of the East, developing individuals who strive for excellence, are life-long learners, and live their faith.

Mission Statement

We provide students of any background a unique education based on 21st century pedagogy in order to equip them with necessary skills so that they will be active Australian citizens, reflecting the faith, heritage, language and culture of the Assyrian Church of the East.

School Crest



School Motto

ܘܢܘܬܐ (Hay-ma-noo-ta) Faith

ܝܪܘܘܬܐ (Yar-too-ta) Heritage

ܝܘܠܦܢܐ (Yul-pa-na) Education

We practice a living faith founded on the teachings of our Lord and Saviour Jesus Christ, enriched and sustained by a proud Assyrian heritage progressed and enlightened by an excellent education.

School Song

ܘܚܒܕܢܐ ܕܒܘܕܢܐ ܕܡܘܠܩܢܐ

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Is the place for education & culture

ܘܚܒܕܢܐ ܕܒܘܕܢܐ ܕܡܘܠܩܢܐ
And forefathers' culture

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Show love, peace & respect

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
And faith in our God

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
And our ancestral country

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
The truth of the church of the East

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Purity, lent and praying

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
And our language & literature

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Our Assyrian School

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Education for the future

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
We take pride in it

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Respect of our parents

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Love for our new country

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
We all follow one path

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
Learning and faith

ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ ܘܚܒܕܢܐ ܕܡܘܠܩܢܐ
We preserve our name & existence

Our School

St Hurmizd Assyrian Primary School was opened on Sunday 20th January 2002 by His Beatitude Mar Meelis Zaia AM. In that year it had 86 students from K-4, the school since then has experienced a rapid growth with 750 students from Prep-6 in 2018.

At St Hurmizd we provide a differentiated approach to learning in which each child's needs are catered for by our experienced and devoted staff which leads to high level of academic achievements.

Our school as said by His Beatitude is *"...a school, in which our people from all denominations will have pride in knowing that they have accomplished their national obligations upon which rely all the coming generations may the blessings of our Lord and Saviour Jesus Christ be upon all of you."*

Our Educational Philosophy

Our educational philosophy is built on the premise that a child needs to be equipped to become a life-long learner. We want our students to acquire skills, be creative and solve problems. We also want them to be young adults of great character, integrity, confidence and poise, ready to make a significant contribution within society. To achieve this, our students participate in a program designed to foster academic achievement, physical and spiritual development and social responsibility

During their time at St Hurmizd Assyrian Primary School, students will build on their natural strengths and talents. Just as importantly, they will also be encouraged to develop new skills.

Our Teachers

The teacher who can establish a strong relationship with a student, who can discover and develop their interests and passions, who can inspire and enrich their wondering, the teacher who can laugh with a child, who can correct a child while still conveying a sense that they are valued – that’s the type of teacher we encourage here at St Hurmizd Assyrian Primary School.

Our Student Wellbeing Program

Our school Behaviour Management Policy considers the Anti Bullying and Discipline Policies. We adhere to a whole school approach to promote positive behaviour. This approach has a strong emphasis on *teaching* appropriate behaviours and providing systems of support to bring about these positive behaviours. Our school aims to provide a safe and supportive environment in which learning takes place.

Student Discipline practices are based on restorative principles and are respectful of the dignity, rights and fundamental freedom of individual students, and at the same time are focused on the effective running of the school for the benefit of all.

We recognise the importance of:

- Fostering the Christian values of justice, love and respect
- Encouraging collaboration between home and school
- Supporting student well-being
- Each child’s stage of development
- Care for self and others
- Maintaining a safe environment
- Awareness and respect for other cultures
- Restorative justice principles

K-6 Curriculum

A BALANCE IS SOUGHT BETWEEN THE ACQUISITION OF KNOWLEDGE, THE DEVELOPMENT OF SKILLS AND CONCEPTUAL UNDERSTANDINGS, AND LEARNING IMPORTANT VALUES.

At St Hurmizd Assyrian Primary School, our focus on the individual ensures that every student is educated to their full potential at every stage of their learning journey.

The K- 6 curriculum integrates the six Key Learning Areas (KLA):

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (HSIE)
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

The school model involves the core subjects of Literacy (English), Numeracy (Mathematics), Science and Technology, and History and Geography (HSIE). These are differentiated and integrated to cater for the needs of each student by modifying the pace, level and content of teaching, learning and assessment activities.

Specialist teachers provide expertise in:

- Language – Assyrian
- Religious Education – Assyrian Church of the East

Assyrian Language

Language is one of the most significant gifts human beings possess. It not only serves as a means of communication in our interaction with other people, but it is also the vehicle through which we rationalise and express our emotions and feelings. Our capacity to verbalise a range of emotions, thought processes, abstract concepts, even our sense of humour is dependent on our acquisition of competent language skills so that we develop the ability to express ourselves and communicate with other individuals.

Children enjoy exploring different ways of expressing themselves through the vehicle of language. At St Hurmizd Assyrian Primary School, students can learn Assyrian and appreciate it as one of the most beautiful and important languages in the world that gave voice to civilization!

Assyrian is taught as a second or foreign language to all students at St Hurmizd Assyrian Primary School and is compulsory until Year 6. Our program aims to inspire and motivate our young learners to develop language skills that are both relevant and useful. We provide the students with a diverse range of engaging activities to further their understanding of the Assyrian language. The fully qualified, specialist Assyrian teachers utilise a variety of educational technologies, as part of their daily lessons to bring the Assyrian language to life in our classrooms.

In infant classes, students receive two of Assyrian language instruction every week and this increases to three hours in the Primary years. Classes in Years K – 6 are grouped according to ability levels.

A School of Rich Values

At St Hurmizd Assyrian Primary School, we believe it is important to develop good values and positive character traits in our students. Our School uses a learner profile that describes the sort of student we wish to develop. We seek to develop students who are:

- principled
- caring
- open-minded
- balanced
- reflective
- inquirers
- thinkers
- communicators
- risk-takers
- knowledgeable

Students of St Hurmizd Assyrian Primary School are also expected to learn about and to follow the broader school values of Faith, Heritage and Education.

Spiritual Program

Christian Studies at St Hurmizd Primary School is at the heart of teaching and learning.

The program is based on the faith, traditions, teachings and doctrines of the Assyrian Church of the East.

Through our teaching and living the Christian faith, we aim to pass on to the students an understanding and love of Jesus Christ, a respect for themselves and others as people of God.

Our Christian Studies program allows students to develop skills, values and attitudes that will help them to be active members of their faith community.

Co-Curricular Enrichment

A RICH PROGRAM OF ENRICHMENT AND MANY EXTENSION ACTIVITIES THAT GO BEYOND THE ACADEMIC CURRICULUM

St Hurmizd Assyrian Primary School offers a wide range of co-curricular activities for students wishing to enrich their learning in various ways and to cater for special talents and abilities.

These include:

- Choir
- Dance
- Public Speaking
- Gardening
- Coding
- ICAS academic competitions
- Art Club
- Games Club
- Book Club
- Gala Sport Days
- Gymnastics
- Swimming
- Chess
- Karate
- School Music Band
- Debating
- Music Tutoring
- CSSA – Soccer
- CSSA – Oz Tag

Our Enrichment and Extension Programs

At St Hurmizd Assyrian Primary School, we believe that high potential learners, including gifted students, are entitled to rigorous, relevant and engaging learning opportunities that acknowledge their learning needs, strengths, interests and goals. The enrichment and extension opportunities offered endeavour to ensure the needs of all students are met. Our Enrichment Program is designed to identify, support and extend learners of a high potential within a challenging, creative and nurturing environment.

Enrichment

St Hurmizd Assyrian Primary School recognises that all students deserve to have their academic needs met. The School aims to provide quality whole school enrichment for students of all ability levels through varied and rigorous classroom and co-curricular experiences.

Extension

We also recognise that high potential learners, including gifted students, have specific learning needs and through the Extension Program we cater for these students. The Program is designed to ensure the intellectual, social and emotional needs of our high potential learners are identified and supported throughout their time at St Hurmizd Assyrian Primary School

Areas of Leadership

Student Leadership

At St Hurmizd Assyrian Primary School, we believe that the development of strong leadership skills begins in the early years.

St Hurmizd Assyrian Primary School's guiding principles of Faith, Heritage and Education provide positive leadership behaviour in all students.

In K–2, students are encouraged to become responsible organisers and positive role models, with class leadership roles shared to ensure an inclusive culture.

In Years 3–6, students are presented with a wide range of leadership opportunities. Each class elects a Class Captain every term and an SRC representative each year.

In Year 6, students can take on more complex leadership roles. These include Sports Team Captains and House Captains.

Community

ST HURMIZD ASSYRIAN PRIMARY SCHOOL IS UNITED IN ITS MISSION TO PROVIDE THE BEST POSSIBLE EDUCATION FOR ITS STUDENTS.

The co-ordination of parents, teachers, and students in this calling helps create a very caring community. We don't just enrol students at St Hurmizd Assyrian Primary School, we enrol families. Parents are partners in the learning process and parental involvement with the School is welcomed.

The St Hurmizd Assyrian Primary School Parents and Friends Association helps foster a strong sense of membership within the School community. Parents are often represented on the School's various governing and fundraising committees. Seldom would a week go by without there being some opportunity for parents and friends of the School to be engaged in some activity at St Hurmizd Assyrian Primary School. We love this involvement. It transforms our school into a community.

ST HURMIZD ASSYRIAN PRIMARY SCHOOL IS NOT JUST A SCHOOL, IT IS A COMMUNITY. IT IS A PLACE OF HAPPY COMMUNION. IT IS A PLACE OF NOBLE HISTORY. IT IS A PLACE OF BELONGING.

A-Z Guide to St Hurmizd Assyrian Primary School

Parent Information

Absences

If your child is absent from school, you will receive a txt message from the school requesting verification to be submitted via the skoolbag app. You can also provide a doctor certificate or an explanation in writing to the classroom teacher on the day your child returns to school.

Accidents and Sickness at School

If a child reports that they are sick at school, the following procedures will be followed:

- The teacher will ascertain if the child needs to be sent to the office. If deemed appropriate by office staff, the parents will be contacted.
- If they cannot be contacted:
- The nominated contact person will be contacted.
- If they cannot be contacted:
- The school will act in the best interest of the child.

In the event of a serious accident at school, the following procedure will be followed:

- Appropriate first aid will be administered.
- If appropriate, an ambulance will be called by the school.
- The school will ring the parents.

If the parents are unavailable:

- The school will ring the contact person nominated by the Parents/Guardian.

Anaphylaxis

Anaphylaxis is a severe form of allergic reaction and is potentially life threatening. St Hurmizd Assyrian Primary School has several students at the school with Anaphylaxis. Peanuts, nuts,

eggs, milk, soy, sesame and shellfish are the foods that commonly trigger anaphylaxis. Even trace levels of these foods can cause anaphylactic reactions.

In order to support and protect children the school expects all children and parent not to bring peanut butter, Nutella or either nut products or foods containing any advertised nut derivatives to school. Do not send Nutella or peanut butter alternatives that indicate that they are nut free as it makes it difficult for staff to monitor.

Children are discouraged from sharing their food to assist children and families to live with, and manage, this serious condition.

Students Birthdays

Since St Hurmizd Assyrian Primary School has several students with allergies and cannot accept cakes to celebrate classroom birthdays. An alternative option has been provided for parents to order a Birthday Bucket that contains Jelly Sticks, which will be delivered to the student's classroom by a staff member to celebrate their birthday. A slip at the school office must be completed with a payment of \$15 two days prior to the event date. Parent will receive a photo of their child's classroom celebration via txt message.

Assemblies

A whole school assembly is held every Monday at 9:00am in the Quadrangle. This is an opportunity for children and teachers of the school community to come together to pray, to celebrate and to be made aware of relevant information pertaining to the day-to-day operation of the school.

Awards Assemblies

Once a month the school runs Awards assemblies for all grades in the afternoon. Years 3-6 are on Tuesdays and Years K-2 are on Wednesdays. Those dates are usually provided in the skoolbag app in the events for parents to attend.

Arrival and Dismissal

Formal supervision of playground begins at 8:00am and concludes after school at 3:40pm.

Parents should endeavour to ensure that their child is not at school outside the hours of stated supervision.

School gates will be opened at 8:00am and closed at 3:30pm each day. Children should not arrive at school prior to the gates being unlocked.

Arrangements for Students Entering School Grounds (Morning)

Arrivals - Students arriving at 8:00am to go straight to their morning playground area.

Teachers on duty will supervise the students until the morning bell at 9:00am. As students arrive in the morning, they need to take their bags to the designated area near the classroom and then return to the playground area.

During the winter months, between 8:00am and 9:00am the students sit under the shelter of the veranda. In case of wet weather, students will be directed to their classes.

Children who catch the bus - These students are dropped off at the crossing line at the front of the school. They then walk along the path and onto the playground.

Arrangements for Afternoon Collection of Children

Dismissal - Following the 3:10pm bell students will stay in the classrooms supervised by their classroom teacher waiting to be collected by the parent/guardian. No student is to meet a parent/guardian at another area of the school unless they are called to the office.

Children who leave with After School Care - Parents who made pick up arrangements with after school care, their children may be collected from the Canteen covered area where an executive staff member at the dismissal time 3:10pm will supervise them (A dismissal form must be completed in the school office).

Children who catch the bus - Bus students will line up at the back-school gate waiting for the teacher on duty to walk them to the bus area at Devenish Street.

Bell Times: Daily Schedule

Years K-2	
Morning Bell	9:00am
Learning Time	9:00am – 10:30am
Recess	10:30am – 11:00am
Learning Time	11:00am – 1:00pm
Lunch	1:00pm – 1:40pm
Learning Time	1:40pm – 3:10pm
Dismissal	3:10pm

Years 3-6	
Morning Bell	9:00am
Learning Time	9:00am – 11:00am
Recess	11:00am – 11:30am
Learning Time	11:30am – 1:30pm
Lunch	1:30pm – 2:10pm
Learning Time	2:10pm – 3:10pm
Dismissal	3:10pm

Car Park

It is essential that parents follow the signs and procedures of our car park. Updates will be placed in the school's newsletter and the skoolbag app. School has a traffic staff who manages the traffic at the drop off and pickup times. School personnel should not need to "police" the car park but in the interest of children's safety will do so from time to time monitor the traffic movements and compliance. The Roads & Traffic Authority and local police are often patrolling the nearby streets and offer a necessary deterrent to parents who believe their convenience is more important than another's safety.

Child Protection (summary)

Teachers are mandated notifiers of child abuse for children they suspect are at risk of significant harm. Where a teacher has 'responsible grounds', they should follow the procedures and responsibilities listed below.

- The key responsibilities of teachers and school counsellors are:
- To comply with the mandatory reporting requirement if there are reasonable grounds to suspect 'risk of significant harm' concerning a child or young person involving any students under 18 years.
- To provide information required by the Principal to assist in the assessment of a student's safety and well-being.

- To provide on-going care and support to students who experience abuse or neglect in accordance with the school's pastoral care policy and within the range of normal school duties.
- To participate, at the direction of the Principal, in interagency protection planning and case review meetings co-ordinated by the Community Services key worker and provide information and advice where appropriate.
- To ensure confidentiality in relation to every aspect on an incident or allegation of suspected 'risk of significant harm' to children or young person.

All the staff, teachers and volunteers working in schools will need to sign a declaration and be screened to ensure that they are not prohibited from working with the children as a result of any conviction of child sex related charges. Screening of employees will be conducted by the Assyrian Schools Human Resources Office. Visitors to St Hurmizd Assyrian Primary School who have business in classrooms or on site will need to sign in at the office and wear a visitor's badge.

Communication

A fortnightly newsletter is the major communication link between home and school. This is emailed on the Friday every second school term week. Another reliable and convenient communication option is the skoolbag app which contains notices, events, absence verifications, school newsletter and other important information.

Parents can contact the school via phone, email admin@shaps.nsw.edu.au or skoolbag app.

Parents can view school information via the school website: www.shaps.nsw.edu.au.

Complaints and Grievances Policy (summary)

Any parent or caregiver has the right to raise a concern and have it responded promptly, fairly, without repercussions and according to procedural fairness. Most concerns will be resolved informally. Any parent/caregiver has the right to confidentiality regarding concerns raised, however if others need to be informed, this will be explained to the parent/caregiver raising the concern. Parents/caregivers have a responsibility to maintain confidentiality in the best interests of their child and other persons involved. Every endeavour will be made to address concerns within reasonable timeframes and under mutual agreement. Any person raising a concern may have a support person present as an observer or by mutual agreement may take a

more active role. Support persons must maintain confidentiality. The Principal is to be advised of the attendance of the support person prior to the meeting. Similarly, the Principal will advise of any person he/she may invite to attend.

The Principal has the delegated authority to manage concerns and complaints at school.

Computers

The school makes a significant investment in information and communications technology (ICT). There are many varied educational programs and applications appropriate to each year's level of skill and learning. All students and their parents are expected to be aware of, and sign, the school's Acceptable Use Policy. This policy outlines the responsibilities that go with the use of the school's information and computer technologies. Students in St Hurmizd Assyrian Primary School have been using laptops for their school programs starting in Year 2. Purchase of laptops are organised via the school where parents complete a purchase form and enclose a payment to place an order.

Custody of Children

The school needs a certified a copy of a Court Order if you have sole custody of your child/children or if there are Custody Arrangements in place. If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a phone call or a note from you advising us of this is needed. This saves us and your friends or relatives from an embarrassing situation.

Discipline

Under no circumstances should a parent ever discipline other children in our school. All issues and concerns should be brought to the teacher in the first instance of school leadership team for resolution. Parents should not contact other parents regarding student's behaviour, actions or learning.

Excursions/Incursions

Excursions are a valuable tool in the learning process and are incorporated into all key learning Areas. Teachers with current First Aid and/or CPR qualifications accompany all excursions. Risk assessments are conducted for all excursions. A permission form is signed by a parent or guardian for each class excursion, sports and school carnivals and other school events.

Fees

Generally, school fees are divided into three payments per year however, parents can opt for annual, termly, monthly or fortnightly payments. Invoices will be sent home at the beginning of the school year unless an alternate request has been made. Otherwise invoices would normally be emailed or sent via post. We ask that these fees be paid by the due date. Payment can be made by arranging a direct debit payment through your bank or by completing a Centrelink form at our account's office as a convenient way to make regular payments. Alternatively, fees can be paid by cash, cheque or eftpos. A receipt will be issued when your payment is processed.

<i>SCHOOL FEES</i>	<i>YEARS K-2</i>	<i>YEARS 3-4</i>	<i>YEARS 5-6</i>
Tuition	\$1,210	\$1,530	\$1,530
Curriculum Levy	\$195	\$195	\$195
Building Levy	\$555	\$555	\$555
Admin Fee (<i>fully discounted if fees paid in full by the due date</i>)	\$200	\$200	\$200
Sports Levy	\$185	\$185	\$185
Total School Fees	\$2345	\$2665	\$2665
Plus Camps Cost for Yrs. 5&6			\$390

Please Note - The above figures are subject to change in 2020. AGSRC (Average Government School Recurrent Costs) reflects the rate of inflation in Education. As a Policy the Assyrian Schools would not increase school fees above the AGSRC or the rate of supplementation that the government provides to the schools. An increase in the school fees would not be more than 5%.

Building Levy

A fee of \$530.00 Building Levy is charged per student annually. Discount for siblings applies as follows:

Second Sibling	25%
Third Sibling	45%
Fourth & Subsequent Sibling	100%

Sibling Discount

The School offers substantial sibling discounts on the Tuition Fee. These discounts are as follows:

Second Sibling	25%
Third Sibling	45%
Fourth & Subsequent Sibling	100%

Food

EMJULES Catering and its friendly staff run the school canteen. Our canteen provides a wide selection of healthy nutritious food. A price list is available in the skoolbag app. It is important not send too much food for children to eat, as food may be wasted. Know what your child can eat at home and prepare accordingly. Children do not normally eat more at school than they do at home. The students are supervised during eating time each day. As part of our commitment to the environment all rubbish except food scraps will be placed back in the lunch box and taken home by the child.

Lunch orders - can be sent with your child in the morning to be placed in the classroom basket, which will be taken to the canteen at 10am to process the order.

Buying at the counter -The canteen is open for breakfast (8:30am), recess and lunch each day.

The school is an allergy friendly school.

Fundraising

St Hurmizd Assyrian Primary School relies on fundraising for much needed extra equipment, programs or projects. The school and parent body provide support and energy towards this

end. All parents are asked to support our fundraising efforts for the benefits of the school community.

Head Lice

Periodically the presence of head lice is found on individual students. (Head lice enjoy both clean and not-so-clean hair!) If lice nor nits are found, parents are contacted, and information is provided to help treat the problem. Head lice should be treated quickly to prevent them from spreading. Children must not attend school until the hair has been successfully treated and a clearance certificate from the doctor or the pharmacist has been provided to the school. It is advisable that parents regularly check their children's hair and report any infestation to the school. Advice on treatment can be obtained at any time from the school office. As a precaution any items, which may harbour lice such as bed linen, towels, combs and brushes should be washed in hot soapy water.

Health Concerns: Illness and Medication

Regular attendance is most important as it maintains continuity of learning experiences and helps social adjustment.

Home, however, is the place for a sick child. If in any doubt about your children's health, it is wise to keep them at home.

If a child becomes ill at school, parents are contacted and asked to come and collect the child. External treatment is given for cuts and bruises, but schools do not administer oral medication of any kind without written permission from parents. Some children attending school need medication to control illnesses such as asthma, epilepsy and conditions relating to behaviour. The children's continued attendance at school and benefit from education is dependent on this therapy.

Under these circumstances the school may be agreeable to administering medication. A request in writing should be made stating the name of the medication, the time it is to be taken and the dosage. Parents must bring this medication to the school in the original container and hand it to of the office staff. The office staff will then provide you with an indemnity form to be completed which is kept with the medical records in the school office.

An alternative is for parents to come to school and administer the medication themselves. If medication is required for such things as flu or gastric upset, it is advisable that the child be kept home until the course of medication has been completed.

Under no circumstances should students be in possession of, or administer, their own medication at school. After consulting with the teacher, an exception may be made for students with asthma who are able to administer their own Ventolin puffers.

The Health Department publishes an “Exclusion Table” for contagious diseases like Chicken Pox, Measles, Mumps, Ringworm etc. This table sets out the time the student is to be excluded from classes. Please notify the school if your child contracts an infectious disease.

Homework

Parents play a valuable role by supervising their children’s homework and helping when necessary, and in the case of the younger children, by reading to them frequently.

At the commencement of each school year teachers will outline expectations around homework for each particular year level. At the discretion of the class teacher, home activities will be set for pupils. The nature, extent and frequency of homework will have regard to the student’s stage of development and their individual needs.

The purpose of homework is to:

- Practice skills learn at school where this is considered necessary
- Follow up activities commenced at school which are of interest to the individual student
- Consolidate daily schoolwork
- Tie together the school and home a bases for education
- This work will be evaluated by the teacher

Times set aside for homework should not exceed the following guidelines:

- Infants (Years K, 1,2) 20 minutes
- Year 3/4 30 minutes
- Year 5/6 45-60 minutes

In setting patterns for home study, it is important for the parents to know homework policy of the school and the class procedure.

A specific time and place for homework needs to be arranged at home. The time should not normally be directly after school, as children need to burn off energy. The place for homework should be away from distractions, such as television. It is, however, advisable to have the

computer located in a family area where adult supervision is available. Any concerns regarding homework should be raised with the class teacher as soon as possible to allow for any necessary changes.

If the homework period becomes a time of stress for both child and parent, this also needs to be discussed with the teacher.

Immunisation

Should there be an outbreak of any contagious diseases such as chicken pox, measles, etc... as per NSW Health requirement you will be notified of the outbreak. If your child contracts a disease they will be required to be excluded from school. Any unimmunised child may also be excluded from school for their own protection if there is an outbreak of a vaccine-preventable disease.

Incursion

An incursion is a “within school” activity. Usually involves a visiting artist or guest coming to the school. This cost is included on the school fee account (Excursions/Incursions) and failure to pay this cost could mean exclusion of your child from participating.

Interviews with Parents

A Parent-Teacher-Student Interviews are held end of Term 2 of each year after the Progress Report has been sent home. Interviews may be requested by the teacher or parent at any other time. Parents requesting an interview should do so by letter to the teacher or by phone to the school office. Parents are asked not to seek an interview with teachers while teachers are caring for children e.g. either on the playground or in classrooms during school time. If a parent has a concern it should first be discussed with the class teacher. If the matter is still not resolved then the parent may seek an interview with the Grade Leader, Deputy Principal or the Principal.

Keep your child at home if he or she has:

- A temperature over 38.3°C (101°F) in the morning.
- A severe cold (fever/sneezing, nasal discharge)

- Vomited or had loose bowel motions (diarrhoea) during the previous 24 hours
- Conjunctivitis (until all discharge from the eyes has stopped)
- Bronchitis
- Unidentified rashes (unless cleared by a doctor)
- Impetigo (infected sores)
- Head Lice or Scabies
- Any contagious disease (measles, German measles/rubella, mumps, chicken pox, whooping cough).

Late Arrival

Students need to arrive at school in time for the 9:00 am bell. Students who arrive after 9:00am need to be accompanied to the school office by his/her parent where your child will be signed in by office staff as being late. School gates are closed immediately after the bell.

Leaving School Grounds Early

Any student leaving the school other than at home time must be accompanied by a parent or guardian. Students leaving early need to be signed out from the office.

Parents who need to take children during recess and lunch, K-2 Recess (10:30am – 11:00am), 3-6 Recess (11:00am – 11:30am) and K-2 Lunch (1:00pm – 1:40pm), 3-6 Lunch (1:40pm – 2:10pm) are requested to be at the school office at least 10 minutes prior to recess or lunch time commences. This will help minimise any delays. If you are aware that your child needs to leave early for an appointment or other reason, it would be appreciated if a note is provided to the class teacher on the given day, so that your child can meet at the office for early departure.

Library

Students have a Library lesson every week. Before a student is able to borrow from the Library, he/she must have a library bag to protect the book. Library bags may be purchased from The School Locker store in Liverpool. Students borrow general library books during their library lesson for home reading. Parents will be billed for any loss or damage to library books.

Lost Property

Parents are advised to clearly label student's belongings. Regular checks are necessary to ensure that the name is still visible. Items found are to be handed to the teacher or administration staff at the office. The staff will make every possible endeavor to return items handed in and will encourage students to be responsible for their personal items. All unclaimed items will be donated.

Masses

Students will participate in the School Mass and will be offered the Holy Communion by the School Chaplain. These celebrations are planned according to the liturgical year and feasts, and parents are invited to attend. Whole school liturgical celebrations are advertised in the skoolbag app and the school newsletter. Whole school attends Mass twice a term.

Medication

Students on prescribed medication for sickness should not be sent to school. Medication will only be administered to a student if appropriate arrangements have been made. Parents are asked to complete a Dispensing Medication form for any medication administered at school. Students who suffer a chronic illness, such as Asthma, must be familiar with the use of a puffer. Other types of inhalers can only be used under the supervision of a parent or guardian. Every student needs to show an immunisation certificate before he/she begins school, or they will be excluded from school should there be an outbreak of a communicable disease. The immunisation certificate must be forwarded to the school, before the first day of the school year. A Medical Form is available from the school office for you to advise us of any medication requirements.

Parents whose child has severe reaction that may require an EPI PEN will need to inform the school and complete an Action Plan for Anaphylaxis.

In partnership with parents and appropriate professionals' students with identified health concerns will have a Medical Action Plan.

Mobile Phones

The school requests that students from K-6 not bring mobile phones to school. If students bring mobile phones to school, it must be understood that the school is NOT RESPONSIBLE for them. If parents give permission for their child to bring a mobile phone to school e.g. your child

catches the bus and has a long walk from the bus stop, the phone is to be brought to the office on arrival at school and collected at home time. The student's name also needs to be on the phone. Mobile phones are not to be taken into the classrooms or onto the playground. The school has telephone lines and in extreme circumstances messages can be left with the Office Staff who in turn will pass the messages on to the students.

Money Sent to School

All money should be sent with the student to the classroom in clearly labelled envelopes indicating name, class and purpose (If payment is made for school and bus accounts, an invoice must be attached to the payment). These envelopes are sent to the office via the class-office communication bags. Receipts will be sent home through the same channel.

School Fee Accounts will be sent via email or post. The preferred method of payment is direct debit through your bank or Centrelink to the school account. School fees may be paid in person (Invoice must be provided with the payment); facilities for payments including cash and eftpos will only be available each school day between 8:30am – 3:30pm at the school office.

Mufti Days

Mufti Days are days on which students wear clothes other than their school uniform. These days are normally held as fundraisers either in connection with charities or for school projects. Parents are requested to ensure that student's dress is suitable for school, i.e. no "open" shoes, no inappropriate logos on shirts, no exposed midriffs etc. These will be advertised in skoolbag app and the School Newsletter "The Sparrow" events or in other written communication.

Parental Involvement

St Hurmizd Assyrian Primary School encourages and actively supports a positive, supportive partnership between home and school. The involvement of parents within the school is highly valued.

Parents are encouraged to help in our school library covering books, CLAG (Cutting, Laminating & Gluing) etc.

Parents and Friends - The Parents and Friends Association (P&F) at St Hurmizd embraces all the parents in the school and is underpinned by enormous contribution made by an enthusiastic group of dedicated parents. The P&F is an important communication link between the school

and our parents. There are many ways that our St Hurmizd community is coordinated to make it possible for all our members to be involved. Parents or grandparents who would like to help, as a volunteer in the school must ensure that the WWCC Volunteer form is complete and submitted to the School Office.

Photographs

School photographs are taken each year. The date is announced in the skoolbag app and the Newsletter. This is an opportunity for parents to purchase photographs of individual children, the class group, and siblings at the school.

Privacy

In line with privacy legislation, at enrolment time a 'Standard Collection Notice' will be issued to parents. This outlines what the school does with this information. The 'Standard Collection Notice' provided to you by the school specifically itemises the reasons for collecting information about students and families and the way in which that information will be used by the school.

Punctuality

A role of the school is to promote in children attitudes and habits associated with responsible citizenship. Punctuality is one such habit. Lateness in arriving at school means a poor start to the day, and disrupts the class, teacher and lesson. **We seek the support of all parents in ensuring their child arrives at school by 8:45am in time for the Morning bell.**

Any student arriving after 9:00am must be accompanied by parent/guardian and go directly to the school office to receive a 'Late Notification', which is entered electronically and remains as part of the attendance register. Parents needs to be aware that each time a student arrives after 9:00am a part absence must be recorded on the class roll for that particular student.

Relief Teachers

When teachers are absent due to in-service, illness, long service leave or for pressing domestic necessity, qualified relief staff are employed to teach the students. Where possible the aim is to provide a degree of continuity. The relief teacher will normally follow the program of the classroom teacher.

Reporting to Parents

Formal written reporting to parents on the progress of their children occurs digitally twice a year. At the end of Term 2 and Term 4 reports will be sent electronically to parents via emails indicating their child's performance in all Key Learning Areas.

Opportunities for parent/teacher/student interviews will be provided at times which coincide with reports. At the end of Term 2 every parent or guardian will be invited to attend a parent/teacher/student connect meeting. End of year parent/teacher/student interviews are also available by request of either parent or teacher when needed.

In addition to the above, class workbooks will be sent home each week throughout the year. It is anticipated that at the time of the formal reporting process, no parent would hear of a concern that had not already been raised by the teacher. The following formal arrangements occur throughout the year.

Sport

All students participate in weekly sports lessons. Each grade will wear sports uniforms on their chosen days.

Gymnastics and Dancing: All grades participate in Gymnastics (usually in Term 2 or 3) and wear their sports uniform.

Athletics Carnival: For students from Years 2 to 6 a day is set aside each year for all students to participate in a variety of activities that will emphasise co-corporation, team spirit, sportsmanship, as well as allowing students to experience success at their level of ability. The students participate in these family-based House names and colours: Seleucia (Yellow), Nineveh (Red), Nisibis (Blue) and Edessa (Green). The Athletics Carnival is held at an appropriate local oval.

The students in Kinder and Year 1 participate in a 'Fun Day', which is held at school. The 'Fun Day' and the Athletics Carnival are held on different days.

Swimming Program: All students in Years K-6 are expected to participate in the school swimming program in Term 4.

Swimming Carnival: Swimming Carnival is held in Term 1 or Term 4 for Years 3-6.

In addition to the above St Hurmizd Assyrian Primary School will introduce the Soccer program for students in 2020.

Staff Development Days

To assist professional development of staff and to facilitate the development of contemporary teaching and curriculum, the school conducts eight Staff Development Days each year, including the first day of Term One and the last two days of the school year. Parents will be notified in advance of the dates via the skoolbag app and the school newsletter. Students do not attend school on these days.

Support Programs

St Hurmizd Assyrian Primary School is 4 stream with 28 classes from Kindergarten to Year 6. We aim to address individual needs amongst our students through the provision of special programs. These include Special Education, English as an Additional Language/ Dialect (EALD), Gifted and Talented (G&T), Reading Recovery and STAR Counselling.

Smoking

The School is a Smoke Free Zone. Smoking is not permitted anywhere on the school premises.

Special Education and Special Needs in the Mainstream Classroom

The special needs of children are catered for in many ways. The classroom teacher establishes leaning groups based on the children's instructional level. Other strategies involve enrichment and /or remedial activities and providing rich learning tasks related to higher level thinking, or simplifying work of the child who needs such an approach. We also have the professional services of a Special Education Teacher, Special Education Teachers' Assistants and a Special Needs Support Team who meet regularly to discuss individual cases in order to plan for the children's needs. Individual Adjustment plans are prepared and implemented for children with special needs.

Transport

Safety of students as they travel to and from school each day is important. It is expected that parents/careers, grandparents and family members will support the school through role modelling safe road use behaviours.

These include:

- Using designated footpaths or walking in areas away from the road.
- Holding the children’s hand (for those up to 8 years of age) and actively supervising all children as they walk to and from the school.
- Teaching children to stop. Look, Listen and Think every time they cross the road.
- Walking with children to crossroads (do not call children across the road).
- Crossing roads away from parked cars.
- Parking correctly in designated areas.
- Getting children in and out of the car on the footpath side.
- Using seat-belt restraints for all passengers prior to driving away.
- The rear curb side door is usually the safest door for children to get in and out of vehicle.
- Children should never be left in a vehicle without supervision.
- Waiting safely at bus stop and waiting until the bus has gone and choosing a safe place to cross.

The school is in a 40km school zone where a 40km speed limit applies for the hours 8:00am – 9:30am and 2:30pm-4:00pm on school days. The speed limit is lowered to 40km during these hours to increase the safety of the students arriving and departing the school. Drivers must abide by these speed regulations.

Arrival and Departure by bus:

It is recommended that students up to 10yrs old should be accompanied by a parent to the bus stop in the morning and met at the bus stop in the afternoon. When a bus is fitted with seatbelts, students must buckle up.

When waiting for a bus, students should stand well away from the road back from the curb.

When getting off a bus, students under 10 should be met by an adult at the bus stop, not across the road. After the bus has gone, adults should choose a safe place to cross the road holding the child’s hand if under 8yrs.

Toys

Students can bring inexpensive toys such as handballs to school. However, expensive toys, games and special treasures should not be brought to school, as the likelihood of breakage or loss is too great a risk. If students do bring such items to school, the responsibility for dangerous toys e.g. guns, sword etc., are banned.

Uniform

Wearing a school uniform is an important part of belonging to a school community. Students and families at St Hurmizd Assyrian Primary School take pride in their uniform, which always needs to be worn.

- Students will be encouraged to wear their school uniform with pride and as a symbol of their belonging to St Hurmizd.
- St Hurmizd always has a NO HAT-NO PLAY policy to be observed on each playground.
- Hair should be neat and tidy. Extreme hair styles or colours or extremely untidy hair are not permitted.
- Excessive hair gel is not permitted.
- Students need to arrive and leave school wearing full school or sports uniform-including the correct hat and shoes.
- A pair of small studs and sleeper earrings is permitted. Bracelets, bangles, rings and necklaces are not permitted.
- Students are not to wear jewellery to school except for a wristwatch and stud earrings.

Uniform items are available to purchase seven days a week from The School Locker store at: 2/20 Orange Grove Rd, Liverpool.

The school sports uniform is worn one day per week, to be determined by each grade at the beginning of each term.

The following items are part of the uniform

Girls Summer and Winter Uniform

Dress	Dress with Navy/Blue Pin Stripe
Tunic	Tunic with Navy/Maroon/Sky Tartan
Blouse L/S	Blouse Long Sleeve White
Tab Tie	Tie Tab Navy
Tight Navy (1pk)	Tight Navy Cotton
Sock Girls (3pk)	Sock White (3pk)

Boys Summer and Winter Uniform

Shirt S/S	Shirt Short Sleeve White with Navy Crest
Shirt L/S	Shirt Long Sleeve White with Navy Crest

Trousers	Trouser Navy
Shorts	Short Navy
Tie Loop	Tie with Loop Navy/White
Tie (no loop)	Tie Navy/White
Sock Boys (1pk)	Sock Navy Knee High with White Stripes

Sport Summer and Winter Uniform

Sport Polo S/S	Polo Sport Short Sleeve White with Navy Crest
Sport Polo L/S	Polo Sport Long Sleeve White with Navy Crest
Sport Shorts	Short Sport Navy with SHAPS
Track Jacket	Jacket Track Navy/Maroon/White with White Crest
Track Pants	Pant Track Navy/Maroon/White
Cap Sport	Cap Navy with White Crest
Sock Sport (3pk)	Sock White Quarter Crew (3pk)

Winter Formal Uniform

Soft Shell Jacket	Jacket Soft Shell Navy with White Crest
Jumper	Jumper Navy Wool/Nylon with White Crest
Vest	Vest Navy Wool/Nylon with White Crest

Accessories

Backpack	Bag Backpack Medium with White Crest
Backpack	Bag Backpack Large with White Crest
Excursion Bag	Bag Excursion Navy with White Crest
Library Bag	Bag Library Navy with White Crest
Boys/Girls Bucket Hat	Boys Bucket Hat Navy with White Crest
Girls Hat	Girls Navy Dress Hat

Visitor Policy

To ensure the safety of students and the smooth organisation of visitors to our school, all persons who visit St Hurmizd Assyrian Primary School must sign in at the office foyer and wear a badge whilst on the school grounds.

Workplace

Schools are workplaces for thousands of teachers and support staff across Australia. As such they are guided by awards, legislation, industrial obligations and pastoral needs. From time to time teachers will be on leave due to health, long service leave, maternity, carer duties, domestic necessity or professional development. These are natural and normal events in any workplace. Students need to be comfortable with learning in various situations with various teachers; the class program is generally followed when leave is taken.

Zoo

Because we needed a 'Z' in our A-Z of Parent Information we thought you may be interested to know that Year 1 students sometimes attend the Taronga Park Zoo as an excursion to support their learning.

Getting Ready

We ask that you use the following as a checklist of things to prepare before your child starts school next year.

Your child should be used to:

	Playing and sharing equipment with groups of children
	Staying without you for a few hours
	Looking after and packing away playthings
	Helping with small jobs
	Talking about thing they have done during the day
	Following simple instructions
	Listening to stories, looking at the pictures and talking about them
	Using their best manners always. (<i>Manners are magic!</i>)

Student should be able to:

- Use a handkerchief or tissue and dispose of it after it's been used.
- Locate, pack and open and close their school bag. Please remember to use a special key ring or label to help your child identify their own school bag.
- Put on, take off and pack away their school jumper and jackets, raincoats, and hats. **All items should be clearly labelled with your child's name.**
- Tie their shoelaces independently. If this is too hard for them, we suggest Velcro straps.
- Identify, unpack and open their lunch boxes. Label ALL parts of the containers.
- Ask clearly for help. "Miss _____, may I please go to the toilet?"
- Use the toilet appropriately and wash their hands. Boys need to know to use a urinal.

Below is a list of items which are required to be packed each day:

- Spare underwear, pants and socks/stockings in a plastic bag. Accidents happen sometimes. Please wash and return any borrowed clothes.
- Our school hat must always be worn when outdoors. Please make sure it is clearly labelled with your child's name.
- A raincoat when its wet weather (Definitely **NO umbrellas**).

- A library bag and their library books only need to be packed on your child's library day. (Library bags can be purchased from The School Locker store in Liverpool).
- Your child's 'Home Folder'. This communication folder will be supplied by your child's class teacher.
- At the start of the year, please send in a paint shirt and 2 boxes of tissues.
- A healthy lunch with only a few snacks and a drink bottle. Example: Healthy sandwich, fruit, biscuits, water bottle.

More Handy Hints

- We start learning at 9:00am sharp. If arriving late, you will be required to go to the office to receive a late card.
- Always send a note to your child's class teacher when your child is absent or needs to leave early. Please include the date, your child's name and class, reason for absence and your signature.
- In line with our Allergy policy, please do not send food containing nuts, eg. Nutella, Nut bars, peanut butter spread etc.
- Students Birthdays - You can order a Jelly Birthday Bucket for your child's classroom celebration (a form must be completed in the school office with a payment of \$15).
- Canteen – Students can order lunch from the canteen by placing a lunch order in the classroom bucket before 10am each morning.
- Your child's teacher is always willing to meet with you to discuss any concerns. Please contact your child's class teacher via the office or in writing for an appointment.
- Your attitude towards Kindergarten will influence your child's attitude to school. Please make sure to smile as you wave goodbye each morning as children are very clever and can sense fear!

Arrival and Departure

Morning- In the first week of Term 1, parents are asked to drop their child off at the classroom door. From Week 2 onwards, the children will be lining up at the quadrangle every morning in their class lines.

Afternoon- Kindergarten students will be collected from the kindergarten classrooms at the dismissal time 3:10pm. If parents have other arrangements, a form must be completed at the school office.

Help Prepare Your Child

Parents/caregivers can do a lot to help prepare their child for Kindergarten before the big 'first day'. Below is a list of skills that will be useful for children starting Kindergarten. We recognise that not all children will have these skills as everyone develops at a different pace, so this is intended only as a guide so that starting school may be just a little easier.

Encourage your child to attempt the things mentioned below, but don't worry if your child can't do all of them. Talk to the Kindergarten teacher, and together you can support and assist your child's learning.

Give your child time and opportunities to:

Language

- Talk to other people about familiar objects and events
- Answer and ask simple questions
- Make needs known
- Follow simple instructions
- Use books for enjoyment or for looking at pictures
- Identify pictures in books, magazines, on television or video
- Use a variety of things (pens, pencils, textas, paintbrushes, sticks to draw, to scribble or to write join in singing familiar songs

Mathematics

- Recognise that numbers can be used to count
- Use words such as man, a lot, more, less
- Identify things in a group that are different
- See different in shapes
- Differentiate between opposites – up and down, under and over, in front and behind, day and night

Personal/Social Skills

- Use the toilet independently
- Say own name and address
- Adapt to unfamiliar settings and new experiences
- Can finish a task, and tidies up afterwards
- Play cooperatively with other children – shares and takes turns
- Sit still to listen to a story for a few minutes
- Be curious about the world
- Share an adult’s attention with several other children
- Participate in imaginative play

Physical Skills

- Use scissors to cut along a straight line
- Enjoy a variety of indoor and outdoor play
- Put on and take off jumpers, shoes, socks independently
- Make and design things using a variety of materials



RIGHTS RESERVED

The information in the School Handbooks is accurate at the time of publication, but the School reserves the right to alter any of the arrangements outlined in the Handbooks at any time