Let’s journey together!
Let’s make a difference!
Holy Name Primary School was established by the Sisters of Mercy in 1905. The Spirit of the Mercy Order and their foundress Catherine McAuley continues to be a significant influence upon the culture and community at Holy Name Primary School by explicitly carrying out the values of:

- **Hospitality**
- **Compassion**
- **Excellence**
- **Justice**

Our School Motto is “*Nec Aliud Nomen*” meaning “*No Other Name*”. This is referring to the holy name of Jesus. Jesus is our model for living.
Our Story

School’s Tradition

Holy Name Primary School has a proud and rich Mercy tradition and is Toowoomba’s second oldest Catholic primary school. Some students are the third generation of their family to attend the school. We acknowledge and thank the fine work of the Sisters of Mercy in our past and we wish to carry on their influence by enacting the values of hospitality, commitment, excellence and justice for today and in the future of our school community.

Early Days and the Sisters of Mercy

The Sisters of Mercy first arrived in Toowoomba on 23rd July, 1873 to teach at St Patrick’s Church/School, now known as St Saviour’s College. The children of the Holy Name area studied their lessons with a curtain drawn across in front of the Altar.

In 1905, an extract from, The Toowoomba Chronicle reported the dedication and opening of the original wooden Church and school by Archbishop Dunne. The Church was blessed and dedicated for worship on Sunday, 22nd and the school was formally opened at 10 o’clock on Monday, 23rd of January. The newly established school began with no less than 81 pupils present.

New Church/School Built – 1919

The Foundation Stone of the present Holy Name Primary School and Church was laid by Archbishop Duhig on 23rd November, 1919. At this time, Monsignor Fouhy referred to the generosity of Mr Peter Venaglia loaning the parish the sum of 5,000 pounds which allowed for the early commencement of the new building which was to be brick with cement ceilings and tiled roof. This present church/school building with its Gothic style architecture was opened on Sunday, 23rd January, 1921 by his Grace, Archbishop Duhig.

In 1956, the infant school was built by parishioner builder, Mr Jack Fitzpatrick, with the pre-school being added in 1963. A Federal Government grant was successfully applied for and the library was furnished and the book stock replenished in 1976. In 1977, further upgrading was carried out when the western verandah was glassed in.

During 1989/1990 extensive work was carried out on the school buildings. It included complete electrical rewiring, permanent partitions between the upstairs classrooms, new windows, lowering of the ceilings, heating and painting. New toilets were installed in both buildings.

Before 1992 the Holy Name Kindergarten was run by the Parish. In 1992, the kindergarten was formally established from a converted building in the grounds facing Rosewood Street. In 1994, the Parish Hall was relocated and lowered to the ground allowing for easier access. A new lower primary classroom block of four classrooms and a covered eating area was established. Two more classrooms were later added on the southern end of this building. The funding for this came from a combination of Federal and State Government Grants and the continued generosity of parishioners of the area. At the same time, the former Block (Maria Goretti Building) was remodelled as an administration area, staff-room, new library and extended pre-school.

Today, the school has an enrolment extending from Prep through to Year Seven, with new refurbished buildings and classrooms. Some of the students are third and fourth generation Australians of European descent. The school is also inclusive of Indigenous students and students with African and Asian heritage.

Holy Name Primary School is steeped in the Mercy tradition but at the same time is futures orientated. We offer innovative programs enhanced by information technology. By journeying together we aim to make a difference by acting out values of love, compassion, justice, peace and equality. We offer a curriculum that is child based and a place where students have a sense of belonging. We offer an authentic partnership between the home, school and wider community. This is our story!
**Our Mission**

**Together . . .**

**Together Holy Name Primary School is a faith community.**

Holy Name Primary School is a faith community, including students, parents, carers, teachers, staff, pastor, parish members and support staff from the Catholic Education Office. We follow Jesus’ way. The spirit of Christ’s teaching is reflected in all aspects of school life. Worship is a central function of Holy Name Primary School. Prayer and celebration of liturgy are extremely important to us because they are celebrations of our relationship with God and they build up the spirit of our community.

**Together we continue to live out the Mercy values.**

The spirit of Catherine McAuley and the Mercy order founded by her continues to be a significant influence upon the culture and community of Holy Name Primary School by explicitly living out the values of hospitality, compassion, excellence and justice.

**Together Holy Name Primary School is a place of learning.**

Holy Name Primary School is a place of learning that is inclusive and outreaching and focusses on the total development of each child – including spiritual, moral, social, emotional, physical and intellectual development.

**Together we all contribute to the on going development of our school. We are a welcoming and caring community.**

Holy Name Primary School is a place where partnerships are developed. Respect, compassion, appreciation, humour and dedication underpin these partnerships. We acknowledge that parents are the primary educators of their children. Parents are encouraged to actively participate in the life of the school. Shared leadership operates at Holy Name Primary School, utilising the gifts of all to support the needs of the school.

**Together we are a people of hope.**

We are committed to social justice and ecological principles. Holy Name Primary School community has a focus on service in order to make our world a better place.

**Together we journey.**

Ultimately, Holy Name Primary School aims to promote the success of students and to produce students who are passionate about our world and the future. The achievements and behaviours of the children of Holy Name Primary School are the definitive measure of our success. We recognise and celebrate learning as a life-long journey.

**Together we offer...**

- A strong Catholic heritage.
- A sense of belonging.
- Experienced and compassionate staff.
- Pastoral care and leadership programs.
- Small class sizes with excellent educational outcomes.
- Innovative curriculum programs.
- A focus on positive thinking and behaviours.
- A genuine partnership with the home and wider community.
- Mutual accountability.
- Environmental responsibility.
- Community responsibility.
ENROLMENT POLICY

Holy Name Primary School exists primarily as a service to those families who wish to educate their children at Holy Name Primary School. Thus, when the number of applications exceeds the number of available places, preference is given in the following order.

1. Children from practising Catholic families.
2. Children with siblings in the school.
3. Children whose parents desire a Christian education.
4. Actual order of booking.

ENROLMENT PROCEDURES

- Children to be enrolled in Prep need to have had their 5th birthday by 30 June in the year of entry to Prep.
- Children to be enrolled into Year 1 need to have had their 6th birthday by 30 June in the year of entry to Year 1.
- Enrolment applications must be made using the school enrolment form and must be accompanied by the child's birth certificate/Visa document and baptismal certificate (if relevant). Enrolment interviews are held with the parents/guardians prior to the application being accepted.
- The school contract agreement must also be completed fully (signed by parents/guardians). This is part of the enrolment form.
- For all enrolments to be effective they must have all the necessary paper work completed and signed.

CURRICULUM

At Holy Name Primary School there are nine KLA’s (Key Learning Areas) taught to the students. The syllabus documents, which encompass what curriculum is taught, come to us from the Queensland Studies Authority. Queensland is the only state where curriculum development is undertaken by a statutory body, which encompasses educational expertise from the three education systems (Catholic Education, Independent Sector and Education Queensland). As a Catholic School, we add Religious Education to the other eight, which are, English, Mathematics, SOSE (Studies of Society and the Environment), Health and Physical Education, Science, Languages, The Arts and Technology.

EARLY YEARS PHILOSOPHY

Statement of Philosophy

The Early Years' Schooling consists of the years from Prep through to Year 3. It is dedicated to educating children and developing children’s skills, attitudes and values that will enable them to participate as active and informed citizens. This philosophy guides teaching practice and is communicated to parents and the wider community.
At Holy Name Primary School, we believe in valuing each child as a capable and competent learner. The Early Years’ teachers at Holy Name Primary School have a responsibility to be a living witness to the values of Jesus Christ by treating children with dignity, respect and love. We support children’s spiritual life through prayer, ritual, stories, real-life events, celebrations, silence and by nurturing children’s innate sense of awe and wonder in creation.

At Holy Name Primary School, we support the principles that encompass the early phase of learning. These are:

- The image of the child: All children have potential, construct their own learning and are capable of learning since birth.
- Children build deep understandings when they learn through all senses and are offered choice in their learning experiences.
- Children learn best through emergent curriculum, projects, collaborative interactions, active exploration, experimentation and by representing their learning through a variety of modes, returning again and again to add to new insights.
- Interest in environment and beauty: School and classrooms are beautiful places.
- Community and system: Children, family, teachers, parents and community are interactive and work together.
- Early childhood programs are most effective when they recognise value and build upon the cultural and social experiences of children.
- Building continuity of learning as children move to and through school provides foundations for their future success.
- Children’s perception of God is based on awe and wonder, their experience in the world, the way they are treated and the values they see enacted around them.
- Children’s positive disposition to learning and to themselves as learners are essential to success and beyond.
- Documentation/Assessment of young children is an integral part of the learning-teaching process and is not a separate activity. They include observing, recording, thinking and showing children’s learning.

**RELIGIOUS EDUCATION**

At Holy Name Primary School, Religious Education consists of two distinct but complementary dimensions, namely an educational dimension and a faith formation dimension. The first dimension, most commonly referred to as the classroom teaching and learning of religion, is focused on Religious Education as an educational activity. It utilises a range of teaching and learning processes and resources. There are four strands of Religious Education - Scripture; Beliefs; Celebration and Prayer; and Morality. The second dimension, faith formation, is reflected in the religious life of the school, family and parish. Whole school Eucharistic celebrations take place on first Fridays of the month and Feast Days. As well as Eucharistic celebrations, the liturgical life of Holy Name Primary school is expressed in a variety of ways - Class prayer and liturgies; Whole school liturgies; Prayers to commence school assembly; and staff prayer. Classes use the church and other sites at the school for prayer, including the peace and hope gardens at the front of the school, the rosary garden in front of the church and the garden of St. Francis of Assisi, situated near the Prep classroom. A Mini Vinnies group operates at Holy Name Primary School. Children in Years Four to Seven are invited to be part of this group. Mini Vinnies meet every second Thursday for prayers/reflections and to plan their good works. A Garden Club operates every alternate Thursday.
EDUCATIONAL SUPPORT SERVICES

As this is a very important part of our schooling, we have a learning support teacher (LST) who works with the classroom teacher and other support staff to ensure the best outcomes for all students. This is accomplished by:

- Identifying children with special needs through assessment, observation and teacher referral.
- Developing and modifying programs to meet individual or group learning needs in the relevant curriculum areas.
- Identifying children who require extension outside the regular classroom curriculum.
- Working with Occupational and Speech Therapists as well as other service agencies associated with Toowoomba Catholic Education Office.
- Working with the school counsellor who visits on a regular basis.

FAMILY/STUDENT COUNSELLING

Students who may be experiencing difficulties at home or at school, have access to a qualified guidance counsellor, who visits our school on a regular basis. The counsellor is employed by the Toowoomba Catholic Education Office. Parental permission is sought when counselling is recommended.

One advantage of access to counselling in the primary years is that it can prevent minor situations becoming major problems which may interrupt the development of your child.

ENGLISH AS A SECOND LANGUAGE

Children who arrive in Australia from an overseas country where English is not the native tongue are eligible for assistance.

SPEECH PATHOLOGIST / OCCUPATIONAL THERAPIST

The Catholic Education Office employs a speech pathologist and an occupational therapist.

Applications for assessment are arranged by the learning support teacher after consultation with the class teacher and parental approval has been attained.

RESOURCE LISTS

This is available from the office upon enrolment. It is the belief of Holy Name Primary School, that textbooks are to be kept to a bare minimum. Exercise books, scrapbooks, colours, pens, etc, will make up part of the resource list along with other particular class requirements.

SPORT, HEALTH AND PHYSICAL EDUCATION

The school values the Key Learning Area of Health and P.E. Students are involved in daily as well as weekly physical education/sport. The students wear their sports uniform twice a week. All children participate in the development of skills and fitness. This is part of the school program which is co-ordinated by a specialist sport’s teacher.

EXTRA CURRICULAR ACTIVITIES

The Arts is very much part of our curriculum and we offer drama, music and art in school time as well as instrumental music. Physical Education classes as well as swimming and specialized sport training at the required times is offered.
**HOMEWORK**

Generally speaking, homework will be kept to a minimum and serves the purpose to communicate to parents what learning is taking place in the classroom. The emphasis will be on reading and parents communicating with children discussing the day’s activities.

**GATHERINGS**

A school assembly will occur once a week, where parents and community members are encouraged to attend.

**LITURGIES**

Liturgical Celebration in whatever form it takes, and whether it be whole school or class will occur on a regular basis. You will be notified of these times, as parents are always welcome to attend.

**PARENTAL SUPPORT**

As we see education as a partnership, all parents are invited to be involved in their child’s education. The secret to this involvement is frequent and open communication between teachers and parents. Parents are always welcome to assist in and around the school in any capacity. Numerous opportunities exist such as reading, art, craft, tuck-shop, library, excursions, gardening and maintenance.

**COMMUNICATION**

*'Newsletter / What’s On'*

Newsletters will be sent home on a fortnightly basis with Thursday the designated day. A weekly, *What’s On* is sent out each Monday with a date claimer. Please make sure you read both of these to be kept informed. The *What’s On* and newsletter are also available on the school website.

*Teacher Interviews*

Parents wishing to have interviews with teachers may do so before or after school via appointment. We encourage parents to approach their classroom teacher first if there is an issue to be clarified. If your concern needs further attention, an appointment can be made with the Principal.

*Homework Folder*

Students at Holy Name Primary School have a Homework Satchel and Diary. The classroom teacher will check this daily and if there are any messages or reminders they will be written in the Diary by parents and teachers. If this system is used properly then the lines of communication are both open and time effective.
**Reporting**
At the beginning of each year, the class teachers will meet with the parent groups to talk about teaching goals, class plans, homework routines, communication and behaviour management.

Parent/teacher interviews are conducted at the end of Term 1. Parents are strongly encouraged to take this opportunity to meet and discuss their child's schooling with the class teacher. Written reports for Years 1 to 7 are issued at the end of Term 2 and Term 4.

Parent/teacher interview opportunities are offered to parents during Term 3. However, parents or teachers may request an interview at any other time during the year if it is considered necessary.

**Punctuality**
School commences for all at 8:30 a.m. Late students are required to be signed in at the school office on arrival by their parents/guardians.

**Absenteeism**
If your child is to be absent from school a phone call to the office by 9:00 a.m. would be appreciated. If the classroom teacher has not received a message and the student is away, contact with parents will be made.

**UNIFORM**
The school uniform represents the pride we have for our children and our school. A smart neat and user-friendly uniform encourages the children to take pride in their appearance and the school. The school uniform and accessories are available from the Clothing Pool.

The school uniform is compulsory.

**Personal**
The only jewellery allowed will be one set of fine studs or sleepers. A chain may be worn if of religious significance. Nail polish and make-up are not acceptable.

**Hair**
Hair if longer than shoulder length is to be tied back with school coloured ribbons (blue, white, gold). It is expected that hairstyles reflect the code of dress required by the school. The colouring of hair and inappropriate hairstyles are not acceptable.

**WORK PLACE HEALTH & SAFETY**
Holy Name Primary School is committed to promoting and securing the health and safety of all workers, students and users of our facilities.

**SICK CHILDREN**
1. Children who are sick should not be sent to school.
2. Please notify the school of their absence.
3. The school recommends that all children go through a comprehensive immunization program.
4. If you are not available to collect your sick child you must have an alternative plan.
**MEDICATION**

Should a student be prescribed by his/her medical practitioner to take medication while at school, the following procedure will apply:

1. The parent or guardian must in the first instance complete a school medication form.

2. The student’s medication, with the pharmacist’s written instruction on the container must be lodged at the school office for security purposes. This also includes inhaler therapy for asthma. Written permission from a parent/legal guardian on the school’s official medication form must accompany all medication brought to school.

3. Administering of medication will be carried out by an adult staff member at the school office.

4. Non-prescribed medications, for example, Panadol, must have a prescription by your doctor if it is to be administered by staff. Otherwise they should not be brought to school.

*It is the responsibility of the parent/child to ensure that medication is taken home each afternoon.*

**INFECTION DISEASES**

The school complies with the Queensland Department of Health regulation in this regard. Certain illnesses have recommended exclusion times when a child should be kept home and away from contact with other children. A list of requirements is available at the front office.

**SUN SAFETY**

Holy Name Primary School is a Sun Smart School and as such follows the Sun Smart Guidelines. *No hat no play!*

**TRANSPORT – SERVICES TO HOLY NAME PRIMARY SCHOOL**

1. Stonestreets Coaches: 78 Warwick Street: Phone 46875555.

2. Bus Queensland: 487 Greenwattle Street Phone 4634 9550.

**SCHOOL HOURS**

- For Years Prep to Seven the school commencement time is 8:30 a.m.
- Students arriving before 8:15am are required to wait quietly in the eating area.
- Morning tea starts at 10:30 a.m. and concludes at 11:00 a.m.
• Lunch time commences at 12:55 p.m. and concludes at 1:30 p.m.

• School finishes at 3:00 p.m.

**HOLY NAME PARISH**

Mass is held at **6 p.m.** every Saturday evening and at **8:30 a.m.** every Sunday morning.

**GENERAL DISCIPLINE**

We aim to cultivate a welcoming and positive climate in which students, staff and parents feel a true sense of belonging to a living-faith community. Our school policies are based on gospel values. Our discipline policy is based on the Christian understanding of failure: failure is not a stone around our neck to weigh us down but a stepping stone on the path to success. Thus, the gospel values of love, justice, reconciliation, forgiveness and compassion form the basis from which we lead our pupils towards self-discipline.

**BEHAVIOUR MANAGEMENT**

Life-long success depends in part on learning to make responsible choices. Students deserve the most positive educational climate for their growth and with the support of staff, students and parents, this is possible.

The behaviour plan at Holy Name Primary School revolves around our **C.A.R.E.** policy. Children and Adults Respecting Everyone.

An assertive discipline plan has been introduced at Holy Name Primary School whereby positive behaviour is rewarded, whilst inappropriate behaviour choices are treated in a fair and just manner with natural consequences. Students who choose to behave inappropriately are given opportunities in a series of steps, to change and improve their behaviour.

Continued inappropriate choices may lead to behaviour journals being sent home, teacher contact with parents, principal contact with the parents, individual behaviour plans negotiated or intervention from outside agencies such as Toowoomba Catholic Education Office.
**FUNDAMENTAL BELIEFS**

Our behaviour management policy is based on the following fundamental beliefs, being that each person:

- Has the right to be accepted and treated with respect.
- Has the right to be free from physical danger and emotional abuse.
- Has the right to expect his/her property to be safe.
- Has the right to natural justice (all parties must have a voice).
- Expects others to exercise self-discipline at all times.
- Will be motivated to become self-disciplined.
- Will have the opportunity to develop skills to learn self-discipline.
- Will regularly interact with appropriate role models.
- Will develop a healthy respect for self.
- Will adhere to the school rules.

**TUCKSHOP**

Each child’s order is written on a brown paper packet for big lunch. All children place their orders in the boxes in their classroom.

On the lower half of the packet, please write:

- **NAME:** John Citizen
- **YEAR:** 1C

Order required and correct amount of money enclosed.

Days for Tuckshop are nominated at the beginning of each year.

**OFF-STREET PARKING**

Car parking is provided on Rosewood Street and via West Street in front of the church. Cars should enter this car park via the entrance at West Street with due caution. We do not encourage parking on Bridge Street. The Bridge Street car park is the staff car park. The staff car park is off limits for parents to drop-off their children.

**CHANGES IN CIRCUMSTANCES**

Please notify the school office of any change in family circumstances e.g. change of address/phone number; health issues; custody issues or emergency contacts. It is important that we have accurate information.

**PRESENTATION**

How we present ourselves at work is often a reflection of how we see ourselves. At Holy Name Primary School there will be a very strong focus on personal presentation as well as a high standard of work presentation. Neat handwriting, clean pages and a pride in our work will be encouraged. Please make sure that work sent home returns in a respectable state.
**HOUSE KEEPING**

**Lost Property**

All lost property is to be placed in the lost property box. After two weeks it goes to the clothing pool. All items are to be clearly labelled.

**School Policies**

Throughout the academic year, school policies are developed and approved by our school board and in consultation with parents, staff and the wider community. These are accessible on the school website.

**After School Care**

We are very fortunate to be able to provide this service for parents who do not finish work until well after school. This service is supported by outside agencies. It is available for all children who attend Holy Name Primary School. Please see the school office for details.

**School Website (www.hntwb.catholic.edu.au)**

Our school website is informative and user friendly. The address is www.hntwb.catholic.edu.au. The website consists of enrolment forms for instrumental music, drama and general school enrolment. Parents and friends can also gain access to the fortnightly Newsletter and the weekly, What’s On. Also on the website, parents will find the school calendar, information pertaining to health issues, a weekly snapshot of things happening in the school and a photo gallery highlighting school activities much more. I encourage you to surf our site and make it one of your favourites in your web address book.

**Excursions**

As part of the education program, children will be attending a number of excursions to extend their educational environment. When this happens a permission form will be sent home to be returned to school.

**Code of Conduct**

To all those who are on school grounds, you are expected to treat others with respect, ensuring a safe and happy environment for all. This relates to the manner in which people speak to each other, care for school and parish property and the following of school rules and procedures. Holy Name Primary School is a smoke free zone and is noted as a Peanut Allergy Aware school.

**FEES**

Our Catholic Schools exist to provide a Christ-centred education for your child(ren). We can only exist by your willingness to pay fees which supplement our limited government funding. Therefore, it is expected that all families contribute financially to the education of their children. If the school fees result in hardship to your family you are welcome to make an appointment to organise alternative arrangements with the Principal.

Currently, our school offers direct debit, EFTPOS, internet banking and Centrelink payment options, as well as cash and cheque payments to the office.
GOVERNANCE AND ADMINISTRATION

School Board

The Catholic Education Board of the Diocese provides policies for all schools to ensure compliance with legislative, regulatory, canonical and system requirements. A Diocesan Vision Statement has been in place for some years. The Catholic Education Office Toowoomba provides personnel to support schools in implementing policies and regulations, ensuring compliance through a process of formal school visits.

In 2007, a school board at Holy Name Primary School was established. The Board meets once a month and assists the Principal in the development of policies and procedures.

Parents and Friends Association

Holy Name Primary School has a Parents and Friends’ Association, which operates under the auspices of the Corporation of the Roman Catholic Diocese of Toowoomba.

The Parents and Friends’ Association supports the school in terms of promoting it within the local school community. It promotes community involvement through conducting local events such as the welcome barbecue, Indigenous Games, Art Show and the Parish / School Fete. The Parents and Friends’ Association also supports the school through fundraising activities and the running of the school tuckshop and the clothing pool. The Parents and Friends Association meets the second Monday of each month and we encourage parents to be actively involved in the association.

Financial Viability and School Fees

Holy Name Primary School operates under the auspices of the Toowoomba Catholic Education Office, which allocates and remunerates staff according to an accepted formula and salary schedule. Therefore, financial viability is guaranteed. The Office also provides some resource monies to support local initiatives.

The school fees collected assist us in the payment of salaries, classroom / library resources, technology, maintenance of grounds and buildings and administrative resources. Each year our school tuition fees increase with the educational CPI. The school fees consist of a P&F levy, an ICT Levy and a Building Fund levy. The school fees are available on the school website.
MAJOR SCHOOL EVENTS

Each year our school community support various school events that build inclusive and outreaching practices. Parents upon enrolment are encouraged to become involved in all activities presented. They include

- Annual Swimming Carnival.
- Cross Country.
- School Athletics Carnival.
- The Indigenous Games.
- Harmony Day.
- The Art Show.
- Winter Week.
- Holy Week – (Easter).
- Students Fund raisers, for example – Shave for a Cure, Care Flight and Jeans for Genes’ Day.
- Queensland Day / Mother’s Day liturgy and Father’s Day Breakfast.
- End of Year Celebration Evening and Awards Night.
- Year Seven Graduation Dinner.
- School Discos.
- School Masses.
- Family Sunday Masses.
- Outdoors Stations of the Cross on Good Friday.

All these events are linked to our six defining features as referred to in the *Voices* document included with this enrolment package.

THANK YOU

We would like to take this opportunity to thank you for selecting Holy Name Primary School for your child. We hope our journey together is one of joy where learning takes place for all involved.