

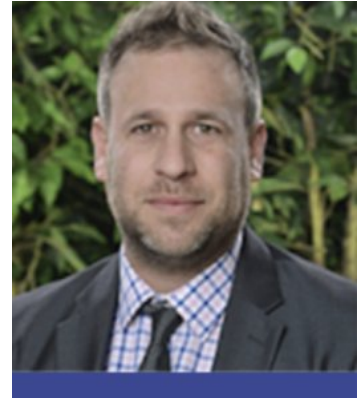


# PARENT HANDBOOK

# TABLE OF CONTENTS

Welcome Message from our Principal	3	L	
Mission and Vision	4	Learn Spaces	15
School Motto	4	Learning Support	15
School Logo	4	Lost Property	16
School Prayer	4	M	
School Pledge	4	Masses/Reconciliations	16
A System of Catholic Schools	5	Medical Conditions	16
School Contact Information	5	Mobile Phone	17
Parish Contact Information	5	Mufti Day	17
Sydney Catholic School Contact Information	6	N	
Staff at Holy Innocents'	6	Newsletters	17
Partnership with Families	7	Nut Awareness and Anaphlaxis	17
Parents as Partners	7	P	
Parent Association	7	Parent Teacher Meetings	17
General School Information	8	Parent Charter	18
A		Photographs	18
Attendance	8	Playgroup	18
Award System (Revised in 2023)	8	Professional Planning Time	18
Significance of the Nano Nagle & Mackillop Awards	9	R	
Arrowsmith	9	Reports	19
Australian Curriculum	9	S	
B		School Terms	19
Birthdays	10	Smoking	19
BYODD	10	Social Events 18	
C	10	Student leadership	19
Canteen	10	Staff Development Days (Pupil Free Days)	19
Carnivals	10	Supporting Your Child's Learning At Home	20
Colour House	10	T	
Communication	11	Traffic Restrictions	20
Contacting Your Child's Teacher	11	U	
Compass Kiosk	12	Uniforms, Hairstyles and Jewellery	20
Curriculum Overviews	12	V	
E		Valuables at School	22
Excursions	12	Volunteers	22
F		W	
Family Support	12	WhatsApp Groups	23
Fees & Levies	13	Important Policy and Procedures	
Food and Healthy Eating	14	- Anti-Bullying	23
H		- Students Wellbeing	23
Hours	14	- Complaints Resolution	24
I			
Incursions	15		

## Welcome message from our Principal



Dear Parents and Carers,

Welcome to Holy Innocents' Catholic Primary School,  
Croydon!

My years in Catholic education across various communities and leadership roles have been rich in faith and learning. I am inspired by working with young people and dedicated teachers who nurture potential, offer challenge and support, and genuinely care for the children they teach. I am committed to serving our community and partnering with you.

This Handbook aims to help parents understand the key procedures that guide our work, allowing us to focus our shared energy on the mission of the Church and the Gospel within our school. As an evolving document, your feedback on what is helpful, unclear or missing is valued and will guide future updates.

At Holy Innocents', we make a difference through strong learning partnerships. Our staff work collaboratively with students and parents to create a stimulating environment where each child grows as a learner and a person of faith.

Building quality relationships is central to our culture. We share with you the responsibility of supporting your child's faith and learning, and we value the insights you bring about their needs and aspirations.

Parents are always welcome. We encourage your positive involvement, open communication and constructive feedback. Please feel free to contact staff to discuss any matters related to your child's education.

Scott Manca  
***Principal***

## Mission and Vision

At Holy Innocents', we seek to create and maintain a Catholic environment where all members of our community, students, parents and staff co-operate with each other and engage in positive relationships that promote an environment where student learning flourishes.

## School Motto

Our motto, *'To Love, To Lead, To Shine'*, reflects our commitment to nurturing students who are grounded in faith, curious about learning and equipped to be confident, compassionate contributors to the world.

We foster a safe, inclusive and multicultural environment where students are guided by our shared values of **Respect, Empathy, Self-control and Teamwork (REST)**. These values underpin how students care for themselves, others and their environment, and how they act with fairness, responsibility and integrity.

## School Logo

The phrase *"Light My Way,"* displayed on our school logo, was developed in partnership with students, staff, and parents. It reflects our Presentation charism and our shared commitment to faith-centred learning through strong home-school partnerships.

As a Catholic school, we are committed to:

- nurturing faith and traditions founded on the teachings of Jesus Christ
- providing a high-quality, contemporary Australian education for all learners
- inclusive practices that honour the dignity of every student
- empowering students to make a positive difference in the world

## School Prayer

Dear Lord,  
We thank you for the gift of Life and a new day.  
We thank you for our parents who love and care for Us.  
We thank you for our teachers and friends who share our days at our school.  
Help us today, Lord, to grow more like you as we work and play together.  
Amen.

## School Pledge

This is our School of Holy Innocents' let peace dwell here.  
May the rooms be full of love and vitality.  
Let love abide here.  
Love of God, love of each other and of life itself.  
Let us remember that as many hands build a house, so many hearts build a school.  
May the Holy Innocents',  
Pray for us O Sacred Heart of Jesus, I place my trust in you.

## A System of Schools

Holy Innocents' Catholic Primary School is part of the Sydney Catholic Schools system, operating under the leadership of the Sydney Archdiocesan Catholic Schools Board on behalf of the Archbishop of Sydney, Most Reverend Anthony Fisher OP.

## School Contact Information

General Information	School
School: Address:	Holy Innocents' Catholic Primary School 86-98 Queen Street, Croydon
Telephone: Email: Website: Facebook: Instagram:	9744 2122 <a href="mailto:info@hicroydon.catholic.edu.au">info@hicroydon.catholic.edu.au</a> <a href="http://hicroydon.syd.catholic.edu.au">http://hicroydon.syd.catholic.edu.au</a> <a href="https://www.facebook.com/HolyInnocentsCroydon">https://www.facebook.com/HolyInnocentsCroydon</a> @holyinnocentsprimarycroydon
Principal: Assistant Principal: Religious Education Coordinator: Instructional Specialist: Newman Coordinator:	Scott Manca Annemieke Kallay Zachariah Benedetti  Sarah Robson  Julia Kumm
Administration:	Sandy Ng (Administration & Finance) Sharon McCrystal (Enrolments & Communications)
Office Hours:	8:00 am - 4:00 pm (Monday - Friday)

## Parish Contact Information

General Information	Parish
Parish:	Holy Innocents' Catholic Church 1A Webb Street, Croydon
Telephone: Email:	9747 4291 <a href="mailto:holyinn100@gmail.com">holyinn100@gmail.com</a>
Parish Priest:	Monsignor Henryk Micek
Mass Times:	Saturday Vigil: 5:00 pm Sunday: 7:30 am, 10:00 am Family Mass

# Sydney Catholic Schools Information

Sydney Catholic Schools	Head Office Level 23, 680 George Street, Sydney
Telephone: Executive Director:	9569 6111 Mrs Danielle Cronin

## Holy Innocents Staff

### HIC Classes & Staff list for 2026

Principal	Scott Manca
Assistant Principal	Annemieke Kallay
Religious Education Coordinator	Zachariah Benedetti
Instructional Specialist	Sarah Robson
Newman Coordinator (G&T) + Wellbeing	Julia Kumm
Family Educator	Cindy Miu
Finance	Sandy Ng
Enrolment & Communications	Sharon McCrystal
Kindergarten	Catherine Sindone
Year 1	Adriana Scarabello
Year 2	Connie Maree
Year 3	Caroline Rozario
Year 4	Julia Kumm + Jack Townsend (Th+F)
Year 5	Sarah Robson + Stephanie Garcia (Th+F)
Year 6	Zachariah Benedetti + Cathy Colombo (Th+F)
Diverse Learning / Intervention	Annemieke Kallay + Colleen McMahon + Emma Cheng + Vanessa D'Onofrio
Arrowsmith	Colleen McMahon + Nick Cachia
Music, Dance, Drama	Jade Tinkler
Sports	Jack Townsend
Visual Arts	Joanne Corcoran
Learning Support Officers	Nicholas Cachia, Louise Katakouzinis, Ashleigh Marino, Rebekah Kyriakidis

## Partnership with Family

“The family is the primary community for forming identity and passing on religious and cultural values.” — *Pope John Paul II.*

At Holy Innocents', we recognise families as the first and most important educators of their children, particularly in faith. Rooted in love, family life plays a vital role in shaping identity, values and a sense of belonging.

Religious Education supports the Church's mission by helping students understand and celebrate the Catholic tradition. Through Scripture, tradition and thoughtful pedagogy, students are guided in lifelong faith formation using the *To Know, Worship and Love* series. Through approaches such as storytelling, children are invited to wonder, reflect and pray. They engage with Scripture, symbols and rituals, growing in their understanding of God's love and learning how to live that love in their relationships with others.

## Parents as partners

### How Parents Can Make A Good School Better

- See the school as *your* school and encourage your children to do the same.
- Promote positive, respectful communication and share constructive feedback directly with appropriate staff.
- Support the school's goals and values by engaging positively with new ideas and initiatives.
- Attend school events and activities to help strengthen our sense of community.
- Welcome new families and help foster a culture of belonging.
- Encourage your children to participate fully in school life and take pride in their school.
- Let the Principal and teachers know you value their work, offering support and thoughtful feedback as partners in your child's education.

## Parent Association – [Class parents and lantern night](#)

Each year, parent volunteers from each grade support the school by assisting with fundraising and community events, in consultation with the Principal. These roles help strengthen connections between families and the school community.

Lantern Nights are held once each term and are facilitated by the Principal and staff. Meeting details are shared via the parent calendar on the school website. All families are warmly invited to attend, connect with other parents and support school fundraising initiatives.

## General School Information

The following information is listed in alphabetical order. For a complete list of the topics within this section, please refer to the table of contents at the beginning of this booklet.

### Attendance

The school day begins at 8:50 am. Students are expected to arrive by 8:45 am to allow time to settle before the start of the day. Students arriving after 8:50 am must be signed in at the office by a parent or carer.

Parents are required to record all absences via the Compass App or by contacting the school office. Regular attendance is essential for learning continuity and well-being. Absences of more than five consecutive days for reasons other than illness or medical appointments require approval from the Principal. Holidays during term time are discouraged as they interrupt learning.

Applications for extended leave of fewer than 50 school days must be submitted to the school in advance. Absences of 50 school days or more require approval from both the Principal and the relevant authority and may take several weeks to process. Families are encouraged to meet with the Principal before making long-term travel arrangements.

### Award System

Students are recognised for their efforts through **Pope Francis Faith Awards** and **Achievement Awards**, presented at regular school assemblies throughout each term. Families are notified in advance when their child is receiving an award and are warmly invited to attend. Awards recognise students who live the school values, show service to others and demonstrate academic effort and achievement. Award recipients may also be featured in the school newsletter.

As students accumulate awards across the year, they may receive higher-level awards that reflect our school's Catholic charism and heritage.

Number of Awards (per calendar year)	Award
5 awards	Silver Nano Nagle Award
10 awards	Gold Saint Mary of the Cross MacKillop Award
15 awards	Platinum Principal's Award

Award totals reset each year, with records maintained by the school. Students keep the awards and do not need to be returned.

### **Significance of the Nano Nagle and Mackillop Awards**

The Nano Nagle and Saint Mary of the Cross MacKillop Awards honour the founders of the Presentation Sisters and the Sisters of St Joseph, whose charisms continue to inspire faith, service and leadership at Holy Innocents’.



The Arrowsmith Program supports students in Years 3–6 by strengthening key cognitive skills that affect learning. Based on neuroscientific research, the program focuses on developing underlying cognitive capacities to improve learning and build confidence and independence.

Further information about the Arrowsmith Program is available via the Arrowsmith website and video resources. You can also view a short YouTube video on Arrowsmith at this link: [Arrowsmith](#).

### **Australian Curriculum**

The Australian Curriculum sets high, consistent standards for student learning and prepares young people with the knowledge and skills needed for the future. It outlines what students learn and what teachers teach through clear learning areas and achievement standards. The curriculum also embeds general capabilities and cross-curriculum priorities within learning areas, rather than teaching them as separate subjects.

The Key learning areas are

- English
- Mathematics
- Religious Education
- Science and Technology
- Human Society and its environment (History and Geography)
- Creative and Performing Arts (Music, Drama, Dance, Visual Arts)
- Personal Development, Health and Physical Education

## Birthdays

Student birthdays are acknowledged at school assemblies. To support student health and manage allergies safely, families are asked **not to send edible items**, such as cupcakes or ice blocks, for sharing at school.

If families wish to celebrate, the **school canteen offers birthday treats**, ensuring allergy-safe options for all students. Non-food party bags may also be provided and will be sent home at the end of the day, so families can decide what their child may enjoy.

## Canteen

The school canteen operates online Monday–Friday each week (while also providing face-to-face service Wed–Fri) to provide healthy lunches and snacks for the children and staff. See instructions for ordering and the menu in this folder.

 Canteen 2025

## Carnivals




Students participate in a range of sporting carnivals throughout the year, including Swimming, Athletics and Cross Country. Events vary from year to year. Parents are welcome to assist and must have completed the mandatory child protection volunteer training. Information about each carnival is shared via Compass.

## Colour Houses

Parents will be notified of their child's colour team before the beginning of the year. Children are placed in the colour team of their siblings.

Holy Innocents' Colour Houses  
Celebrating 100 Years in 2025



TANSEY	PRICE	LEONARD	AVERY
			
<p><b>Symbol:</b> Heart and Hands</p> <p><b>Value:</b> Dedication</p> <p><b>Fr Michael Tansey</b> dedicated his service to those of the Croydon community. He was described as a warm, kind and highly organised man who rallied his community. Through his leadership, the Parish community were able to raise money to purchase land and items for the use of the Church and school. Through Fr. Tansey's love and hard work, the strong foundations of our Church, Parish and school were formed.</p>	<p><b>Symbol:</b> Lantern</p> <p><b>Value:</b> Service</p> <p><b>Mother Carthage Price</b> was the first Presentation Sister to lead our school. The symbol of the lantern reminds us of the values of compassion, care and courage founded in Nano Nagle's legacy. The lantern reminds us of the power of leadership and service, to be a light for those who need it. Mother Carthage Price was known for her dedication to excellence and cultural enrichment, who was committed to providing a comprehensive education that was underpinned by the teachings of Jesus.</p>	<p><b>Symbol:</b> Church</p> <p><b>Value:</b> Community</p> <p><b>Fr Hugh Leonard</b> is the longest serving priest of the Croydon community, serving from 1979 until 1997. Fr Leonard was known widely in the community and sustained a great partnership between the parish and school. He was described as a quiet and gentle person who demonstrated a leadership style built upon humility and community connection.</p>	<p><b>Symbol:</b> Book</p> <p><b>Value:</b> Knowledge</p> <p><b>Mrs Marjorie Avery</b> was appointed as the first lay principal of Holy Innocents' in 1984. This appointment was an important milestone, marking the transition from many years of success and achievement under the Presentation Sisters' leadership. Mrs Avery pioneered modern teaching techniques including technology labs and language support programs that supported the growing diversity of the Croydon community at the time.</p>



## Communication

Compass is the school's primary communication platform. Each parent is provided with an individual login and is expected to check Compass regularly. Parents are encouraged to enable notifications to stay informed.

All school announcements, reminders and event information are shared via the Compass Newsfeed. The school newsletter is published fortnightly on Compass, with an email notification sent when it is released.

Parents are responsible for ensuring their contact details, including email address, are kept up to date. If you experience any issues accessing Compass, please contact the school office, and staff will assist with resetting access.

[Welcome to Compass - A Guide for Parents and Families](#)

## Contacting Your Child's Teacher

Your child's classroom teacher is the first point of contact for any questions or concerns. Meetings are welcomed and should be arranged by appointment through the school office to ensure teachers can give these conversations their full attention. Parents are asked not to approach teachers while they are teaching or on duty, as teachers have a duty of care for all students. Email is the preferred method of

communication, and all emails must be sent to [info@hicroydon.catholic.edu.au](mailto:info@hicroydon.catholic.edu.au), not to personal staff email addresses. The office will forward emails to the appropriate staff members, ensuring all relevant parties remain informed.

## **Compass Kiosk**

The Compass Kiosk at the front reception is used for late arrivals and early departures. Parents must sign students in or out and provide a reason for each. All visitors, including volunteers and contractors, must also sign in and out for roll accuracy and emergency management.

### **A Note from the School Office**

The office is open 8:00 am–4:00 pm, Monday to Friday. For confidential matters, please book an appointment. If staff are unavailable, leave a message or email [info@hicroydon.catholic.edu.au](mailto:info@hicroydon.catholic.edu.au). Payments are preferably made through Compass, with EFTPOS, BPAY and CentrePay also available. Absences should be recorded via Compass or emailed to the office.

## **Curriculum Overviews**

At the beginning of each term, parents receive an overview of the key learning areas their child will be studying. If you have any questions about the curriculum, please arrange an appointment with your child's classroom teacher.

## **Excursions**

Excursions and incursions provide valuable learning experiences that extend classroom learning. An incursion involves a visiting provider at school, while an excursion involves travel to a learning venue.

Excursions are organised by class teachers and communicated to families in advance. Parent assistance may be requested, and supervising parents are asked not to bring younger children to ensure appropriate duty of care is maintained. Excursion and camp opportunities vary each year and are planned to support curriculum learning.

## **Family Support**

Many agencies are available to support families and offer a variety of services. Some are listed below. If further assistance is needed, please contact the school.

Centacare Catholic Community Services

Central Office	9630 7404
Family Services	9630 7404
Children and Youth Services	9707 8555 / 9509 1111
Employment Services	8709 9333
Inner West Counselling Service	9744 1866
Croydon Community Health Centre 24 Liverpool Road, Croydon, NSW 2132	9378 1100
Early Childhood Health Centre (0 – 5 years)	9562 5400
Screening Clinic (Vision, Hearing & Speech) Wed & Fridays 9:00 am–3.30 pm	9378 1378
Hearing Clinic	Bookings Contact # for the following services: 9378 1100
Child Adolescent & Family Counselling Mon–Fri 9am–1pm 0–18yrs	
Speech Pathology	
Developmental Assessments and ADHD assessments; appointment required	
Occupational Therapy	
Physiotherapy	
Parenting Groups and Advice	
Adult Community Mental Health	9378 1100 (AH) 9767 5000
Child Dental Service – Mon–Fri 8.30 am–3.30 pm	9293 3333
Mental health support <ul style="list-style-type: none"> <li>• NSW Mental Health Line – 1800 011 511</li> <li>• Beyond Blue helpline – 1800 512 348</li> <li>• Lifeline – 13 11 14</li> <li>• Kids Helpline – 1800 55 1800</li> <li>• Service NSW <a href="#">mental wellbeing resources</a></li> </ul>	

## Fees & Levies

School fee accounts are issued to families at the beginning of Terms 1, 2 and 3. Information about school-based levies is provided at the start of each school year.

Families are asked to make payments promptly, and confidential arrangements can be discussed with the Principal if financial hardship is experienced.

### Payment Options

Compass is the preferred method for all payments and permissions. The school also accepts EFTPOS, BPAY and CentrePay, with alternative payment arrangements available through the school office by request.

### Collection of other monies

Where payment cannot be made through Compass, money sent to school must be clearly labelled with the student's name, class, purpose and amount. Whenever possible, families are encouraged to use Compass for all payments.

## Food and Healthy Eating

Holy Innocents' is an allergy-aware school. Families are asked to avoid sending foods containing nuts, including peanut butter and Nutella. Students are not permitted to share food.

Families are encouraged to provide healthy lunches and limit highly processed foods. If your child has food allergies, please contact the school canteen to discuss safe options. Healthy lunchbox ideas are available at [www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au).

## Hours

Any child on the school premises before 8.20am or outside the school gate must be accompanied by a parent until the teacher on duty arrives.

8.20 am	Children can enter the school grounds. Playground supervision begins. Before this time students are not supervised. The school recommends that students attend SCECS Before and After School care if they need supervision before 8.20 am. (subject to their availability) Entry via Cheltenham Road (Kiss n' Ride drop off) and Webb Street gates.
8.50 am	Morning assembly. The gates at Cheltenham Road and Webb Street are locked after the bell (9:00 am). Please enter via Queen Street with your child to sign them in at the Compass Kiosk for late arrivals (otherwise, your child may be marked as an "unexplained absence").
8:50-10:50 am	Morning block of learning
10.00 am	Fruit Break: Please pack a small piece of fruit for your child to eat as they learn.
10.50 - 11.20 am	Recess
11:20 - 1:20 pm	Middle block of learning

1.20 – 2.00 pm	Lunch Break (Eating time 1:20–1:30 pm)
2:00 – 3:00 pm	Afternoon block of learning
3:00 pm	School gates opened for afternoon dismissal. Please wait for a staff member to arrive and unlock. Kiss n’ Ride on Cheltenham Road. Walkers and parents picking up students via Webb Street gates.
3.20 pm onwards	SCECS after-school care
Totals	= 5 hours of learning time = 1 hour 10 minutes break times

### **Incursions**

Incursions are learning experiences that take place at school and complement classroom programs, often involving visiting artists or guest presenters. The cost of incursions is included in the annual school fee account. Payment is required for student participation.

### **Learning spaces**

Learning spaces at Holy Innocents’ are designed to be flexible and adaptable, supporting collaborative, small-group and individual learning. They are ICT-rich, well-resourced and connected to both indoor and outdoor learning environments.

### **Learning Support**

Holy Innocents’ takes a collaborative and inclusive approach to supporting the learning and well-being of all students. The Diverse Learning Team, comprising classroom teachers, specialist staff and school leadership, works together to plan for the diverse learning and emotional needs of students across the full range of abilities.

The team partners with families and, where appropriate, external specialists to develop and review individual support plans. Support may include in-class adjustments, targeted interventions or short-term withdrawal for assessment and focused teaching, with the goal of building student independence and teacher capacity.

## Lost Property

Lost property is located near the canteen. Parents are encouraged to check this area regularly and ensure all clothing and belongings are clearly labelled with their child's name to help items be returned promptly.

## Masses / Reconciliations

Students participate in Masses and special liturgical celebrations throughout the year in partnership with the parish. These celebrations follow the liturgical calendar, and families are warmly invited to attend. Details of whole-school liturgies are shared in the school newsletter.

## Medical Conditions

Families must notify the school of any significant medical conditions, such as asthma, diabetes or anaphylaxis, and provide a current medical action plan at the beginning of each school year. Action plans should be supplied by the child's GP or specialist.

**ASTHMA ACTION PLAN**  
Take this ASTHMA ACTION PLAN with you when you visit your doctor

NAME: \_\_\_\_\_ DOCTOR'S CONTACT DETAILS: \_\_\_\_\_ EMERGENCY CONTACT DETAILS: \_\_\_\_\_  
DATE: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
NEET ASTHMA CHECK-UP BUS: \_\_\_\_\_ Address: \_\_\_\_\_

**WHEN WELL** (Asthma under control or becoming so again) ALWAYS CARRY YOUR RELIEVER WITH YOU

Your reliever is: \_\_\_\_\_ OTHER INSTRUCTIONS: \_\_\_\_\_  
Take: \_\_\_\_\_ (puffs/ inhalations) \_\_\_\_\_ times every day \_\_\_\_\_  
Your reliever is: \_\_\_\_\_  
Take: \_\_\_\_\_ (puffs) \_\_\_\_\_  
When: You have symptoms like wheezing, coughing or shortness of breath  
☐ Use a spacer with your inhaler

**WHEN NOT WELL** (Asthma getting worse, coughing more, wheezing, chest pain, waking up at night with asthma symptoms, waking up with asthma, asthma or breathing with your mouth closed)

Keep taking preventer: \_\_\_\_\_ OTHER INSTRUCTIONS: \_\_\_\_\_  
Take: \_\_\_\_\_ (puffs/ inhalations) \_\_\_\_\_ times every day \_\_\_\_\_ ☐ Contact your doctor  
☐ Use a spacer with your inhaler  
Your reliever is: \_\_\_\_\_  
Take: \_\_\_\_\_ (puffs) \_\_\_\_\_  
☐ Use a spacer with your inhaler

**IF SYMPTOMS GET WORSE** (When you have not taken preventer within 2 hours, increasing difficulty breathing, waking up at night with asthma symptoms)

Keep taking preventer: \_\_\_\_\_ OTHER INSTRUCTIONS: \_\_\_\_\_  
Take: \_\_\_\_\_ (puffs/ inhalations) \_\_\_\_\_ times every day \_\_\_\_\_ ☐ Contact your doctor today  
☐ Use a spacer with your inhaler  
Your reliever is: \_\_\_\_\_  
Take: \_\_\_\_\_ (puffs) \_\_\_\_\_  
☐ Use a spacer with your inhaler

**DANGER SIGNS** (Asthma emergency features: breathing problems, persistent cough or wheeze, persistent asthma symptoms, persistent asthma symptoms, persistent asthma symptoms, persistent asthma symptoms)  
**DIAL 000 FOR AMBULANCE** (Call an ambulance immediately. Say that this is an asthma emergency. Keep taking inhaler as often as needed. ☐ Use your adrenaline autoinjector (EpiPen) if required.)

National Asthma Council Australia  
www.nationalasthma.org.au

**ascia** ACTION PLAN FOR **Anaphylaxis**  
www.allergy.org.au

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Confirmed allergies: \_\_\_\_\_  
Family/emergency contact name(s): \_\_\_\_\_  
Work Ph: \_\_\_\_\_  
Home Ph: \_\_\_\_\_  
Medic Ph: \_\_\_\_\_  
Plan prepared by doctor or nurse practitioner (print): \_\_\_\_\_

**For use with EpiPen® adrenaline (epinephrine) autoinjectors**

**SIGNS OF MILD TO MODERATE ALLERGIC REACTION**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for most allergy)

**ACTION FOR MILD TO MODERATE ALLERGIC REACTION**

- For insect allergy - flick out stinging if visible
- For tick allergy ☐ seek medical help or ☐ freeze tick and let it drop off
- Stay with person and call for help
- Locate adrenaline autoinjector
- Give other medications (if prescribed)
- Phone family/emergency contact

**Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis**

**WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

- Difficult/ noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

**ACTION FOR ANAPHYLAXIS**

- Lay person flat - do NOT allow them to stand or walk
  - if unconscious, place in recovery position
  - if breathing is difficult allow them to sit
- Give adrenaline autoinjector
- Phone ambulance - 000 (AU) or 111 (NZ)
- Phone family/emergency contact
- Further adrenaline doses may be given if no response after 5 minutes
- Transfer person to hospital for at least 4 hours of observation

**If in doubt give adrenaline autoinjector**

Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

**How to give EpiPen® adrenaline (epinephrine) autoinjectors**

- Remove cap and hold EpiPen® against outer thigh (inner side) without touching needle
- Hold leg still and PLACE ORANGE END against outer thigh (inner side) without moving
- PUSH DOWN HARD until a click is heard or felt and hold in place for 2 seconds. REMOVE EpiPen®

EpiPen® is prescribed for children over 20kg and adults. EpiPen® is prescribed for children 7.5-20kg.

© ASCIA 2018. This action plan is a model document and can only be completed and signed by the person doctor or nurse practitioner and used to inform other staff members.

If your child requires medication at school, parents must complete a **Medication – Authority to Administer** form, available from the school office. Medication must be provided in its original, clearly labelled packaging, including the student's name, dosage, storage instructions, expiry date, and time to be administered. Where possible, medication should be accompanied by information from the prescribing doctor or specialist. Medication must be delivered to and collected from the school by an adult.

## Infectious Diseases

NSW Department of Health – See full details of Public Health Units at:

<https://www.health.nsw.gov.au/infectious/factsheets/pages/childhood.aspx>

## Mobile Phones

Students are generally discouraged from bringing mobile phones to school. The school recognises that some students may require a mobile phone for travel to and from school. In these circumstances, parents must notify the school and seek approval from the Principal. If approved, mobile phones must be handed in at the school office on arrival and will be stored securely during the school day, then collected at dismissal. Messages for students can be left with the school office as required.

## Mufti Days

Mufti Days allow students to wear clothes other than the school uniform and are usually held as fundraisers for charities or school projects. There are typically 4–6 Mufti Days each year. Students are expected to dress appropriately for school, including wearing closed shoes and clothing with no inappropriate logos.

## Newsletters

The school newsletter is published fortnightly via Compass and provides important updates, reminders and key dates. Families are encouraged to read each edition to stay informed.

## Nut Awareness and Anaphylaxis

Holy Innocents' is an **anaphylaxis-aware school**. To support the safety of students with life-threatening allergies, families are asked **not to include foods containing nuts** in school lunches. This includes peanuts, tree nuts, and nut-based products such as peanut butter, Nutella, and other nut spreads.

We thank families for their care, cooperation and vigilance in helping keep all students safe.

## Parent-teacher meetings

Meet-the-Teacher sessions are held in Term 1. Parent-Teacher interviews take place in Terms 1 and 3. Student reports are issued at the end of Term 2 and late Term 4. Parents are welcome to arrange additional meetings with teachers as needed.

## Parent Charter

The Sydney Catholic Schools Parent Charter outlines the principles that support positive partnerships between families and schools. Parents at Holy Innocents' are expected to follow these principles when engaging with members of the school community. [The SCS Parent Charter](#) is available on the Sydney Catholic Schools website.

## Photographs

School photographs are taken annually. Dates are shared via the parent calendar and Compass. Photo orders are placed online.

## Playgroup

A free community playgroup is held each Thursday from 9:00 am–11:00 am. Parents must sign in and remain with their child for the session. Each week features a different theme.

**HOLY INNOCENTS' CATHOLIC PRIMARY SCHOOL CROYDON**

# PLAYGROUP

Join us every  
**Thursday from 9 - 11am**  
for a fun morning of play, craft, story,  
music and friendship!

**At Holy Innocents'**  
**Catholic Primary School, Croaydon**  
School Hall  
(enter via Cheltenham Road)  
Bring along morning tea, hat and drink bottle  
**ALL ARE WELCOME!**

**Term 1 Dates**

- Week 1 (6/2) - Chinese New Year
- Week 2 (13/2) - Valentine's Day
- Week 3 (20/2) - Shapes and Colours
- Week 4 (27/2) - Animal Farm Visits**  
School Open Day
- Week 5 (6/3) - Dinosaurs**  
School Open Day
- Week 6 (13/3) - St Patrick's Day
- Week 7 (20/3) - Harmony Day**
- Week 8 (27/3) - Autumn Day
- Week 9 (3/4) - All About Me
- Week 10 (11/4) - Journey to Easter

## Professional Planning time

Executive staff are allocated release from classroom teaching in line with their leadership responsibilities. In addition, classroom teachers receive allocated professional planning time in accordance with award conditions. This time is usually taken weekly and may occasionally be combined to support effective planning and collaboration.

## Reports

Student reports provide a clear snapshot of learning progress at a point in time. Teachers use a range of assessments to make balanced judgements against Australian Curriculum outcomes, recognising that students progress at different rates.

Reports highlight student growth, strengths and areas for improvement, and include ways families can support learning at home. Reports are issued at the end of Semester 1 and Semester 2 via the Compass Parent Portal.

## School terms

2026	First day of term for students	Last day of term for students	Staff development day dates for 2026
Term 1	Thurs 29/1/26 Week 1	Thurs 2/4/26 Week 10	Tues 27/1/26 Week 1 (HIC) Wed 28/1/26 Week 1 (HIC) Fri 27/3/26 Week 9 (SCS)
Term 2	Tues 21/4/26 Week 1	Thurs 2/7/26 Week 11	Mon 20/4/26 Week 1 (HIC) Fri 3/7/26 Week 11 (SCS)
Term 3	Tues 21/7/26 Week 1	Fri 25/9/26 Week 10	Mon 20/7/26 Week 1 (HIC)
Term 4	Tues 13/10/26 Week 1	Tues 15/12/26 Week 10	Mon 12/10/26 Week 1 (HIC) Wed 16/12/26 Week 10 (HIC) Thurs 17/12/26 Week 10 (HIC)

## Smoking

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

## Social Events

Social events occur throughout the year and are advertised in the school Newsletter and the Compass App. We always encourage parents to attend and be active to help build community.

## Student leadership

 [Public - Student Leadership Elections Policy and Procedures 2026](#)

## Staff Development Days (Pupil Free Days)

In line with NESAs requirements, staff participate in designated Staff Development Days each year, which are pupil-free days. These include the first day of the school

year. Additional Staff Development Days may be scheduled to support curriculum implementation. Families are notified of these days via the school newsletter.

### Supporting Your Child's Learning At Home

Learning continues beyond the classroom, and families play a vital role in supporting their child's growth. Establishing positive routines, allowing time to unwind before homework and maintaining a relaxed approach all support effective learning.

If your child becomes anxious or unsettled about schoolwork, families are encouraged to speak with the classroom teacher. Most importantly, continue to nurture curiosity and connection through conversation, shared experiences, play and regular reading together.

### Traffic Restrictions

#### **Traffic Management Plan for Holy Innocents' Croydon 2023**

Families are asked to follow the school's Traffic Management Plan and observe all parking and speed restrictions around the school. Student safety is at greatest risk during drop-off and pick-up times. Please do not stop in No Stopping zones or Kiss and Ride areas, and be mindful of local residents and access to their homes.

Parents are responsible for making safe collection arrangements for their children. If arrangements change, please contact the school office by 2:30 pm.

### Uniforms, Hairstyles and Jewellery

Students are expected to wear the correct school uniform at all times. Uniforms are purchased through Yeronga Uniforms, including via their online service, with school hats available from the school office. Wearing the school uniform with pride supports a positive school identity within the wider community. All clothing items should be clearly labelled.

For health and presentation reasons, long hair must be tied back. Hairstyles should be neat, well-groomed and natural in colour, with hair accessories worn with school uniforms in blue. Haircuts shorter than a number three are not permitted.

Jewellery is limited to watches (excluding smart watches), signet rings and one pair of studs or sleepers in pierced ears. Nail polish is not to be worn to school or school-related activities.

## 🌟 Wearing Our Values: Uniform Expectations at Holy Innocents 🌟

At Holy Innocents Catholic Primary School, our uniform is more than just clothing, it's a symbol of pride, unity, and respect. When students wear their uniform correctly and confidently, they represent not only themselves but the entire school community. Ultimately, it helps our students foster a sense of belonging and be proud to be part of such an amazing community.

### 👂 What to Wear & When

Students are expected to wear the full school uniform daily, including the correct hat, school bag, and black school shoes with school-coloured socks or tights. Sports uniforms are worn only on designated days. Parents will be notified at the start of each year.

### 👱 Hair

Hair should be neatly styled. Extreme styles like coloured braids, undercuts, streaks, or rats' tails are not permitted. Girls with hair past their shoulders must tie it back using navy blue accessories.

### 💍 Jewellery & Nails

Permitted jewellery includes a watch, a crucifix or holy medallion necklace, and simple sleepers or studs. Nail polish, fake nails and fashion earrings or bracelets are not suitable for school.

### 👟 Footwear Matters

Approved shoes include black school shoes for regular days and suitable runners for sports days. Thongs and sandals are not allowed.

### 🎒 School Bags & Hats

Only navy school bags with the school crest are permitted. Hats must be worn during outdoor play and sport to ensure sun safety.

### 👕 Mufti Days

On uniform-free days, students must wear closed-in shoes, sun-safe clothing that covers the torso and shoulders and a suitable hat.

### 📣 A Shared Responsibility

Staff, students and families all play a role in upholding our uniform standards. If a student is unable to wear part of the uniform, a note from home is required.

Let's continue to wear our uniforms with pride, knowing that each ribbon tied reflects our commitment to excellence, respect, and community.

## Summer Uniform



## Winter Uniform



## Sports Uniform








## Valuables at School

Families are encouraged not to send valuables, including expensive or special toys, to school, as the school cannot accept responsibility for loss or damage.

## Volunteers

Refer to Child Protection

HOLY INNOCENTS' CATHOLIC PRIMARY SCHOOL		
<p>Would you like to be a Parent Volunteer? FOLLOW THIS 4-STEP PROCESS</p>		
	1	<p><b>APPLY FOR A WWCC NUMBER</b> You must have a Working with Children Check number. You apply for this from <a href="#">Service NSW</a></p>
	2	<p><b>COMPLETE SCS's VERIFICATION PROCESS</b> When you have your WWCC number, go online to the Sydney Catholic Schools Child Safe Communities Portal at: <a href="https://scschildsafecommunities.wordpress.com/wwc-accreditation/">https://scschildsafecommunities.wordpress.com/wwc-accreditation/</a></p>
	3	<p><b>READ THE VOLUNTEER RESOURCE KIT</b> This Resource Kit contains key points you must familiarise yourself with prior to commencing engagement with SCS.</p>
	4	<p><b>REGISTER YOUR DETAILS</b> You are required to enter your details following the SCS Verification process. You will be asked a series of questions which you will need to complete, sign and date. HIC will provide you with this form.</p>
	5	<p><b>COMPLETE THE SCHOOL'S INDUCTION (Face to Face or by Zoom)</b> You must be informed about</p> <ul style="list-style-type: none"> <li>Engaging with children at HIC safely, lawfully, and</li> </ul>

		<ul style="list-style-type: none"><li>· That you are aware of best practice in Child Protection</li></ul>
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### **WhatsApp Groups**

Class WhatsApp groups are independently established and managed by Class Parents to support friendly, informal communication and connection between families. These groups provide a helpful space for sharing general, school-related information and reminders and complement official school communication through Compass. Holy Innocents' Catholic Primary School does not create, manage or monitor these groups and therefore holds no responsibility for their content or administration. Parents who choose to participate are encouraged to communicate respectfully, respect privacy, and contribute to a kind and supportive community. By joining a class WhatsApp group, parents acknowledge that the group is parent-run, that contact details are visible to other members, and that participation is optional.

### **Anti-bullying Policy and School Procedures**

At Holy Innocents', we are committed to providing a safe, respectful and supportive learning environment for all students. Guided by our Catholic identity, we believe that the way we teach, relate and care for one another reflects God's presence in our school community.

Student well-being, belonging and self-worth are central to learning. Positive behaviour is actively taught, modelled and reinforced across the school to support strong relationships and social competence.

Bullying, harassment and intimidation are not accepted at Holy Innocents'. Preventing and responding to bullying is a shared responsibility between students, staff and families. Through a proactive, whole-school approach, we work together to promote respectful behaviour, address concerns early, and support students in learning positive ways of relating to others.

Holy Innocents' follows the [Sydney Catholic Schools Prevention and Management of Student Bullying Policy](#), which guides school procedures and responses.

### **Student Wellbeing Policy and School Procedures**

At Holy Innocents', student well-being is central to learning. We believe students learn best when they feel safe, valued and connected, and when positive relationships are nurtured across the school community.

Guided by our Catholic identity, our wellbeing approach supports the social, emotional and spiritual growth of every child. Wellbeing is fostered through high-quality teaching, clear expectations, respectful relationships and strong partnerships with families.

Every student is unique and is supported to develop resilience, confidence and positive social skills. Students are encouraged to take responsibility for their actions and well-being, with parents recognised as key partners in this shared work.

### **Positive Behaviour – REST IS BEST**

Holy Innocents' follows a whole-school Positive Behaviour Plan based on **Respect, Empathy, Self-control and Teamwork (REST)**. These values guide behaviour in classrooms, on the playground and during all school activities.

Students are explicitly taught what REST looks like in action and are regularly acknowledged for demonstrating these values. Positive behaviour is celebrated through classroom recognition and whole-school activities, helping students build responsibility, pride and a strong sense of belonging.

Through REST, students learn to treat others with kindness, manage challenges appropriately, seek help when needed and work together to create a safe, inclusive and caring Catholic community.

## **Complaints Resolution Policy**

### **Purpose**

Holy Innocents' Catholic Primary School is committed to maintaining a respectful, safe and positive school environment. We aim to resolve concerns fairly, promptly and respectfully through open communication, in line with Sydney Catholic Schools policies.

Most concerns can be resolved through early and clear communication. Families are encouraged to read school communications, seek clarification when needed and raise concerns as soon as they arise.

### **How to Raise a Concern**

**Step 1:** Contact the relevant staff member, usually your child's classroom teacher, to discuss the concern.

**Step 2:** If the concern is not resolved, contact the Assistant Principal or Principal for further discussion.

**Step 3:** If the concern remains unresolved, families may contact Sydney Catholic Schools for guidance and support. Families may contact Sydney Catholic Schools at any time.

### **Fairness and Confidentiality**

All concerns are managed confidentially and documented as required. Informal processes are used wherever possible, with formal processes applied when necessary.

All parties have the right to be informed of the process, to be heard respectfully, to respond to concerns and to be supported during meetings.