



Good Shepherd  
Catholic School

# HANDBOOK 2025

**...to be together the heart of God through**



*As a caring community, we welcome diversity and reach out to others.*



*As a collaborative community, we inspire learning to ensure sustainable growth.*



*As a dynamic community, we build identity and resilience to nourish wellbeing.*



## ***Good Shepherd School Prayer***

God who loves us all,  
Help us to be like Jesus the Good Shepherd.  
May we be your hands, eyes, voice and feet to all we meet.  
Guide us each day to live the Golden Rule,  
So together we are The Heart of God in Amaroo.  
Bless our school community with your love.  
Amen



### ***Explanation of our school logo:***

Deeply planted in the land of the Aboriginal people, our

### **Good Shepherd**

bends towards all people in a gesture of loving welcome.  
Each one is personally blessed and known by name.

Children and adults are drawn into this nurturing, nourishing,  
supportive, protective and compassionate love  
of the One who keeps all in view.

In this close companionship, the Good Shepherd reminds us that  
we too are to care for each other, to look after each other,  
to bend towards one another  
in comfort and support,

***to be together the heart of God.***

## Term Dates 2025

Term 1	Years 1-6 - Tuesday 04 February – Thursday 10 April Kindergarten - Wednesday 05 February – Thursday 10 April
Term 2	Tuesday 29 April – Thursday 03 July
Term 3	Tuesday 22 July – Thursday 25 September
Term 4	Tuesday 14 October – Thursday 18 December

## School Contacts

Phone	6255 7888
Email	<a href="mailto:office.goodshepherd@cg.catholic.edu.au">office.goodshepherd@cg.catholic.edu.au</a>
Website	<a href="http://www.goodshepherd.act.edu.au">www.goodshepherd.act.edu.au</a>
Before and After School Care	TeamKids: Phone: 1300 035 000 <a href="http://www.teamkids.com.au">www.teamkids.com.au</a>
Office opening hours	M-F 8.30am-3.30pm in school terms only.

## School Leadership Team

Principal	Trazel Scott
Assistant Principal	Vanessa Ross
Religious Education Coordinator	Brooke Jeffries
Coordinators	Philippa Brotchie, Matthew Maher, Sarah Whiley
Executive Assistant to Principal	Adriana Hindson

## Holy Spirit Parish Team

Parish Priest	Fr Troy Bobbin
Assistant	Fr Eden Langlands & team
Address	Holy Spirit Parish 93 Burdekin Avenue Amaroo ACT 2614
Phone	6242 9622
Email	<a href="mailto:office@holyspiritgungahlin.org.au">office@holyspiritgungahlin.org.au</a>

## Aboriginal and Torres Strait Islander Education

Good Shepherd School values its diverse student population, particularly the contributions of students of Aboriginal and Torres Strait Islander descent. The school fosters respect for Indigenous cultures, recognising them as vibrant and continuing traditions. Aboriginal Contact Teachers collaborate with staff, parents and wider community to organise school-wide events such as NAIDOC Week and Sorry Day, alongside other activities such as respectfully using our sacred yarning circle to celebrate and promote cultural enrichment.

## Absence for Family Holidays

We encourage families to take family holidays during the official school holidays to minimise any effect on the learning sequence. If a family holiday or extended absence occurs during term time, the school will not set any formal activities for a student during such a period.

Written notice of extended absence should be provided to the classroom teacher at the earliest opportunity and a Compass absence notification lodged. An 'Application for Extended Leave' form must also be submitted for any absences from school of more than 25 days to the school Principal for approval. Application forms can be obtained from the front office.

## Accidents and Illness

Should a student become ill or injured while at school, they will be sent to the Sick Bay, located at the front office. For minor incidents, basic first aid will be administered by front office staff, and parents/carers notified if necessary. Parents/carers will be contacted if their child has sustained an injury to the head, regardless of its seriousness. Sick or injured students will be supervised while waiting for parents to collect them. It is expected that injured or unwell children be collected promptly. For serious incidents, an ambulance will be called and parents contacted.

## Attendance at School

It is most important that students attend school each day. Generally, each day's work is built upon the previous day's work and any loss of time may hinder the learning progress of the student. The exception to this is if a child is sick. Ill students should be kept at home to receive the care needed for recovery. Educational support will be provided by their class teacher where appropriate.

The school should be notified of a child's absence on the day the absence occurs, or as soon as possible thereafter. A formal explanation of absence is a legal requirement and should be completed using the COMPASS Parent Portal.

Where possible, students' private appointments should be scheduled outside of school hours. If a student must attend an appointment during school hours, contacting the school is necessary. Please email the class teacher and the front office before the start of the school

day. Teachers will send the child to the front office at the nominated time. Parents/carers should collect their child from the front office and sign them out using the COMPASS kiosk.

Students are not permitted to leave school grounds without a responsible adult. In all cases, parents/carers must visit the office to sign out a student during the school day, and similarly, visit the office to sign the child back in when they return to school.

## Before and After School Care

This service is run by TeamKids and operates within the school hall. Hours of operation are 6:45am-8:55am and 3:10pm-6:30pm. Numbers are limited and bookings are essential. Phone: 1300 035 000 and email: [info@teamkids.com.au](mailto:info@teamkids.com.au). TeamKids also offers school holiday care.

## Behaviour Curriculum

Positive behaviour support at Good Shepherd is based on upholding the Catholic Social Teaching “The Dignity of the Human Person” and is a balance of rights, responsibilities, and consequences. Explicitly teaching our behaviour expectations to students supports everyone in promoting school and classroom expectations and maintains fair and just consequences. An explicitly taught behaviour curriculum protects rights and promotes responsibility for actions. The four school rules are: Be Safe, Be Kind, Be Respectful and Be Your Best. These rules are clearly displayed around the school and within each classroom.



Class rules and expectations of student behaviour are generated from these four key areas. These are negotiated between teacher/s and students within each class at the beginning of the school year and displayed clearly in the room.

Students who display unacceptable behaviours which run contrary to our values, are dealt with by the classroom or supervising teacher in the first instance and followed up by members of the school leadership team.

## Bus Travel

Transport Canberra provides school bus services. Information about routes and fares may be obtained from their website: [www.action.gov.au](http://www.action.gov.au) or telephone: 131 710. Students living in NSW are also able to access bus services for their area. These services are provided by CDC.

<https://cdccanberra.com.au/school-services/about-school-services>

Students who catch the bus after school are supervised by a teacher on duty. The bus stop is on Burdekin Avenue.

## Canteen

The Merchant's Feast provides a pre-ordered lunch service to the school each Friday. A selection of hot and cold food, vegetarian, and gluten-free options are available for purchase. Parents and carers place orders through our QKR! App. It is important to note that the cut-off time for orders is 1pm on Thursdays.

## Change of Address or Contact Numbers, including Emergency Contacts

Parents and carers can make changes to their mobile phone number and email address through the COMPASS Parent Portal. Please notify the front office in writing of any other changes to personal details such as home addresses, work contact numbers, medical conditions, emergency contacts and permissions.

## Classroom Support

The aim of the Classroom Support Program is to support, care and encourage those students in our school who, for a variety of reasons, are referred by the class teacher for extra educational support. We recognise that some students require additional assistance to maximise their educational growth in an inclusive environment.

The most effective practice for helping learners with additional needs is one which involves a concerted and collaborative approach between the class teacher, home and the Classroom Support Team. Our program provides support from teachers and Classroom Support Assistants who work under the direction and guidance of our Classroom Support Teachers.

## Communication between Home and School

Please download these apps and familiarise yourselves with the different communication platforms that Good Shepherd uses to connect and inform parents.

Compass Parent Portal – Our primary portal is where parents and carers can find all day-to-day information available at Good Shepherd. Parents and carers can submit absences, view attendance records, consent to excursions, update contact information, book parent/teacher conferences, and find information for term sports days, term dates and uniform reminders. Parents and carers can also access their child's school report through the Compass Parent Portal. Messages from our Principal, the Catholic Education Office and front office administration are delivered through the Compass app. Notably, the school newsletter and official communication are delivered this way. Log-in credentials are sent to parents and carers by front office administration staff.

Our school website – The Good Shepherd school website is the reference source for all the school's information. The school website will be revised when information needs to be updated. <https://www.goodshepherd.act.edu.au/>

Google Classroom – This learning platform is used by teachers in years 3 to 6 as a vehicle for student learning delivery. Parents can receive email summaries showing their student's workload and progress in the classroom. <https://gslearninghub.weebly.com/learning-platforms.html>

Seesaw – This learning platform is used by Kindergarten to Year Two teachers to allow students to demonstrate their learning, allow families to see student work, and celebrate progress. Please note - teachers do not use SeeSaw to communicate with families. <https://gslearninghub.weebly.com/learning-platforms.html>

QKR! App – Parents use this App to pay for Community Council payments and events, e.g. Mother's Day, Father's Day, and the purchase of second-hand uniforms.

Social Media - Our Facebook and Instagram accounts are used to connect with the community. Here, we post fun celebrations and good news stories. They are not intended for official information about the school. Please search for Good Shepherd Primary School on these platforms to locate us.

Facebook = Good Shepherd Primary School

Instagram = goodshepherdcps

Good Shepherd Parent Facebook Year Groups – These groups connect Good Shepherd parents and carers and include them in questions and experiences about how things work at our school. This platform is a safe and positive forum for all Good Shepherd parents and carers. These groups are administered by Good Shepherd parent volunteers and Taryn Ahern (Good Shepherd Communications and Social Media Officer). To join these groups, you will be asked to answer two questions. Please search for these groups by name. The Good Shepherd school logo is the symbol of this group.

Good Shepherd Kinder 2025

Good Shepherd Year 1 2025

Good Shepherd Year 2 2025

Good Shepherd Year 3 2025

Good Shepherd Year 4 2025

Good Shepherd Year 5 2025

Good Shepherd Year 6 2025

Please contact our Communications and Social Media Officer via email [taryn.ahern@cg.catholic.edu.au](mailto:taryn.ahern@cg.catholic.edu.au) if you have any questions.

Teachers are contactable by email via Compass. Please note that teachers will not read or respond to emails after hours. Parents/carers will however, receive a response within 48 hours.

## Community Council

Good Shepherd's Community Council meets once a term on the Tuesday evening of Week 5 at 6pm. The start of each meeting is open to all members of the Good Shepherd community.

The Community Council is made up of elected parent representatives performing the duties of chair, treasurer and secretary. Additionally, the Parish Priest, Principal and Assistant Principal are ex- officio members of the Council. The Council co-ordinates several parent volunteer groups to assist with events and working bees. All parents are welcome to volunteer for these groups.

The Council plays a role in the governance of the school in the following ways:

- providing a parent forum;
- helping to build community;
- developing partnerships between parents and teachers;
- contributing to strategic and management planning;

## COMPASS Parent Portal

The COMPASS Parent Portal is a cloud-based information system that is accessed by parents and carers through an online portal. The portal is accessible via a web browser and/or by using the Compass School Manager mobile application. It is imperative that all parents and carers download the Compass app. Login credentials are emailed to new families prior to the start of the school year. Using Compass, parents and carers can submit past and future absences, view attendance records and financial information, give consent to excursions, update basic contact information, email teachers and importantly, access their child's school report.

## Counsellor

Marymead CatholicCare and Catholic Education provide the school with a part-time counsellor each week. The role of the counsellor is to be available to students who may require advice regarding academic, social and/or behavioural problems. Parents may request an appointment with the counsellor by speaking to the class teacher.

## COVID-19

CECG follows COVID-19 safe practices in the day-to-day operation of the school based on the advice of ACT Health. The most up-to-date COVID-related information can be found on the Catholic Education Office's website at <https://cg.catholic.edu.au/covid-19-information-and-updates/>.

## Crossing Supervision

To help students cross the road on Burdekin Avenue safely, a crossing supervisor is provided for the school crossing between 8:15am and 9:15am, and again between 2:55pm and 3:55pm.

## Curriculum Overviews

All curriculum taught at Good Shepherd is based on the Australian Curriculum, with the exception of Religious Education. Refer to:

<https://www.australiancurriculum.edu.au/parent-information/>.

### **Catalyst**

Informed by the Science of Learning & the Science of Reading research, Catalyst seeks to deliver excellent learning experiences for students through evidence-based pedagogy and high-quality curriculum resources. Catalyst aims to provide all the professional learning, resources and supports teachers need to help students to realise their full academic potential – transforming lives through learning.

Catalyst is an evidence-based teaching approach. By leveraging this research, we ensure our approach provides the best possible learning outcomes for students. Catalyst provides students:

- Access to excellent teachers who deliver engaging and impactful lessons for every student in every classroom across the Archdiocese;
- A consistent approach to teaching and learning across our Archdiocese, creating a seamless transition between classrooms and schools for both teachers and students;
- Exceptional learning experiences for students delivered by best practice teaching that is evidence based.

### **Religious Education**

Religious Education Curriculum utilises explicit teaching in our daily Religious Education lessons, where students learn about prayer and how to pray; about Jesus, His life and His teachings; various Bible stories and their authors; and the history of the Catholic Church tradition and its place in our modern world.

### **English**

The English curriculum has three strands: Language, Literature and Literacy. Incorporated in these are the elements of Reading, Writing, Listening and Speaking. These are viewed as a whole, not separate subjects. Our understanding is that students learn by doing. We expect students to learn to read by reading and to write by writing. The underlying skills of phonics, spelling and grammar are taught in context. In K-2 all classes are taught using the explicit *InitialLit* program.

### **Mathematics**

The Mathematics curriculum content is divided into the strands of: Number, algebra, Measurement, Space, Statistics and Probability (from Year 3). Mathematics is explicitly taught around 3 core concepts each week with daily review to practice current and previous concepts. A wide range of manipulatives and technologies are used to support learning. Content is drawn from [The Australian Curriculum V9](#).

## **Humanities and Social Sciences**

In Humanities and Social Sciences we promote learning through the process of investigation, communication and participation. The Australian Curriculum areas of History, Geography and Civics and Citizenship are covered over the course of each year.

## **The Arts**

Through the different areas of the Arts, students can exercise their imaginations and explore and engage creatively in different art forms. Instruction in Music, Dance, Drama and Media and Visual Arts is provided at Good Shepherd with use of specialist visiting teachers and performances throughout the year.

## **Technology**

Each class has daily access to technology in its many and varied forms. The use of technology in our classrooms opens endless opportunities for students to create, explore, construct and share in a structured and closely supervised environment. The ongoing purchase of iPads and Chromebooks allows all students to engage with technology as a platform for learning.

The BYOD classes of Years 5 and 6 use Google Apps to work collaboratively (and simultaneously) with their classmates and peers in other classrooms. Two over-arching rules for students with regards to using their devices are:

- when at school, my device is a tool, not a toy; and
- when at school, my device is for education, not entertainment.

Safe on-line behaviour is expected. Students sign a contract at the beginning of Year 5 which clearly states the school rules and expectations regarding the appropriate use of their device.

## **Science**

The Science curriculum leads students into the natural and constructed world and to search for explanations of natural phenomena. The curriculum has three interrelated strands: Science Understanding (biological, chemical, earth and space and physical sciences); Science as a Human Endeavour (nature and development of science and influence of science) and Science Inquiry Skills (questioning and predicting, planning and conducting, processing and analysing data and information, evaluating and communication).

## **Health, Lifestyle, Sustainability and Physical Education**

In Health and Physical Education students learn to develop positive attitudes about themselves and their bodies, and to act in ways that will promote their all-round health. The principal strands of the syllabus include: Active Lifestyle, Dance, Games and Sports, Growth and Development, Gymnastics, Interpersonal Relationships, Personal Health Choices and Safe Living.

### **Specialist lessons – Library, Italian, STEM and Music**

All students receive these lessons from specialist teachers.

Library lessons provide opportunities for students to develop skills in information and research skills, literature and authors, and application of Media Arts practices to their learning. Students are encouraged to borrow books each fortnight and can access the library at both play break times. The librarian also provides opportunity for students to access Bookfairs and purchase items through Scholastic Book club.

Italian lessons provide opportunities for students to develop skills in understanding and speaking the Italian language. Simple concepts will include learning the name for numbers, days of the week, and greetings. Students will also learn about the Italian culture and traditions and have relevant experiences.

STEM (Science, Technology, Engineering and Mathematics) lessons cover content from one or more of these areas of the Australian Curriculum. These lessons take place in our dedicated STEM room, which affords the students the space and resources to have “hands on” interactive experiences.

Music lessons provide students with exposure, teaching and understanding of key musical concepts, experiences with a variety of percussion instruments, movement and singing. There is also opportunity for students to take part in junior and senior choirs and ensemble performances. The choirs have opportunities to perform at school assemblies, concerts and other venues.

### **Explorations**

Integrated learning is organised under 4 main 'Explorations'. These Explorations are an avenue for curriculum areas to be purposefully connected and to provide children with connections to real-life and world events. Different curriculum areas are connected within each Exploration, and these are fluid depending on the age of the students and the purpose for the learning. The 4 'Explorations' are Identity, Change, Systems and Sustainability.

### **Other experiences**

Students are offered the opportunity to participate in experiences such as lunchtime clubs. These clubs change each term based on student need and interest. Some examples of lunch time clubs include coding, Minecraft, Lego, and art/craft construction. Students can also participate in choir, gardening, and a range of sporting clubs. At different times opportunity is provided for students to participate in paid clubs provided by external providers, for example dancing and chess. These are optional opportunities and parents must enrol their child and pay the provider directly.

## Defence School Mentor

At Good Shepherd the Defence Support Mentor's duties include assisting children and families to integrate into the new school and local community, coordinating welcome and farewell community activities for relocating families, smoothing the transition between schools and different education systems (including minimising the impact of relocation on children's learning outcomes), monitoring the social, emotional and academic wellbeing of Defence students, helping students develop self-confidence, self-reliance and resilience, directing students to programs, services or opportunities that suit their needs, enhancing awareness and appreciation of the unique Defence lifestyle in schools and communities, and providing support to children during times of parental absence. The Defence Support Mentor also helps to co-ordinate the commemoration of our ANZAC Day and Remembrance Day services. The Defence Support Mentor is part of the Wellbeing Team at Good Shepherd.

The Defence Support Mentor is available from 1:00-4:30pm Monday to Friday and can be contacted via email: [taryn.ahern@cg.catholic.edu.au](mailto:taryn.ahern@cg.catholic.edu.au).

## Enrolment Policy

As part of the Archdiocese of Canberra-Goulburn, Good Shepherd works within the enrolment policy developed by Catholic Education. If there are fewer places than the demand in any year, the following priorities will apply:

1. Baptised Catholic children who are members of Holy Spirit Parish, and designated priority enrolment area, or where there is more than one primary school within a Parish, the designated enrolment area within the Parish as agreed from time to time;
2. Siblings of children already attending Good Shepherd;
3. Children of Good Shepherd staff;
4. Baptised Catholic children from other parishes or enrolment areas who cannot obtain places in their local parish/in area primary school; and
5. Non-Catholic children whose parents/guardians desire, and are committed to, a Catholic Education.

Enrolment period is during May each year, and enrolment applications are to be submitted online via the school's website. A non-refundable fee of \$50.00 per child is payable at the time of application.

## Excursions, Performances and Camps

During the year students are given opportunities to participate in a variety of educational activities either at school or at other venues. The cost of the activity and transport is included in school fees.

Students in Years 4, 5 and 6 participate in a 3-day, 2-night school camp experience each year. The cost of this camp is added to the school fees of these year groups.

Students from Kinder to Year 3 participate in an intensive swimming program in Term 4. The cost of this program is added to school fees.

## Family Involvement

To help us provide the best possible education for your child, your involvement as parents and carers is encouraged and most appreciated. Help comes in many forms:

At home:

- talking with your child about school (highlighting the positive aspects);
- ensuring that you provide your child with the correct uniform, hat, sunscreen, fruit boost, recess and lunch each day;
- reading with or to your child every day; and
- ensuring that Home Learning is completed and discussed.

At school:

- participating in the Sacramental Programs;
- attending assemblies and Masses;
- assisting the teachers upon request;
- attending grounds maintenance working bees;
- nominating to be a member of the Community Council;
- assisting with a Community Council working party or sub-committee; and/or
- volunteering at sports carnivals (swimming, athletics, cross country).

In line with mandatory ACT legislation, all volunteers who work with students are required to have a Working with Vulnerable People (WWVP) card. Parents, grandparents, and friends are able to register for their card online at <https://www.accesscanberra.act.gov.au> or at any government shopfront. A copy of your WWVP card must be kept on file at the front office. Your WWVP card must be always on your person.

## Home Learning

Home Learning experiences provide opportunities for students to become more responsible for their own learning and growth. The term 'Home Learning' refers to the wide range of learning experiences undertaken by students and their families outside school hours. At Good Shepherd Catholic Primary School, we believe Home Learning:

- promotes the joy of reading;
- balances a range of educational, recreational, family and cultural activities;
- develops student responsibility and self-discipline; and
- provides relevant, interesting and enjoyable experiences.

At Good Shepherd, we recognise that parents are partners in their children's learning. We support Home Learning experiences that:

- foster positive family interactions;
- can be shared, reflected upon and celebrated with family; and
- provide an opportunity for families to support and encourage learning.

## Fees

Catholic Education provides our buildings, ongoing maintenance, and is responsible for staff salaries. The school is responsible for all other costs associated with the running of the school. The payment of school fees is essential to our existence as a quality learning institution.

School fees are invoiced to families via email. BPay is the preferred method of payment. BPay Biller Code details are provided on invoices. School fees can also be paid by credit card or EFTPOS at the front office. School fees can be paid via the Compass app, however a surcharge may apply.

Families experiencing significant financial difficulties may apply for school fees assistance. The application form is available on request from the Principal or Finance Manager. Applications are assessed individually, using guidelines set by the Catholic Education Office. All applications are kept in the strictest confidence. **A fee remission is only valid for the calendar year of application.**

Please contact the Principal or Finance Manager for questions or concerns regarding school fees.

## Healthy Food

We ask parents to ensure that their children come to school having eaten a healthy breakfast, and to provide healthy food choices for their recess and lunch.

We have a designated 'Fruit Break' time during the morning learning session, when students are given time to enjoy a snack of **fresh** fruit or vegetables. Fruit Break should be a small piece of fruit or vegetable, which is easily managed by your child. Please do not provide pre-packaged fruit in juice or syrup.

## Holy Spirit Parish - Vision of Community

Our school is built on the vision of home, school and parish growing together. The Holy Spirit Parish Team leads our community and directly supports the school through:

- participation in staff development;
- participation in school community prayer and sacraments;
- weekly classroom visits;
- the sacraments and rituals which celebrate children's experiences;
- spiritual support for families;
- leadership of and support for the Sacramental Programs;
- parenting courses; and
- prayer and practical support.

## Hours of Operation

The school day begins at 8:50am, at which time the children line up for assembly in the courtyard. The school day concludes at 3:10pm. There are two breaks in the school day: recess from 11:00–11:30am, and lunch from 1:10–1:40pm. Students are supervised during eating time after their play. We have introduced a minimal waste policy and remind students to 'Don't let it roam, take it home.' All food packaging is returned to the student lunch box and taken home for disposal.

## Houses

The Sports Houses at Good Shepherd are named in honour of people who, in one way or another, have brought leadership, identity and connection to our community.

**NOOLUP** – Yellow and Orange

**CAVANAGH** – Green and White

**PATTERSON** – Red and Black

**BRESCIA** – Blue and Purple

## Immunisation

The ACT Public Health Regulations reflect an attempt to prevent children from contracting the eight-childhood vaccine-preventable diseases. You must present a copy of your child's Immunisation Records at the time of enrolment. If your child is not immunised, you must follow the procedures set out by ACT Health. Students who are not immunised will be excluded from school when there is an outbreak of a vaccine-preventable disease in the school. It is mandatory that you notify the school if your child contracts an infectious disease. You will be required to adhere to the appropriate school exclusion periods as set by ACT Health.

## Information and Communication Technologies (ICT)

ICT is integrated across a range of learning areas at Good Shepherd. The school is committed to building a strong resource base in technology. All classes are frequently exposed to this essential element of modern education. Our student computer network is accessed from individual classrooms using iPads, Chromebooks and interactive whiteboards.

Students in Years 5 and 6 are required to bring their own device (BYOD) for use at school each day. Information regarding this program is forwarded to the parents of Year 4 students during the semester prior to their entry into Year 5.

## Kindergarten Health Checks

All ACT schools participate in the Kindergarten Health Check programme. An information pack is sent home at the beginning of the school year to explain the programme and obtain parent/carer consent for their child's participation.

Registered nurses conduct checks on students' vision, hearing, height, weight and development. Nurses can provide information or a referral letter to the appropriate specialist service for any issues identified through the checks.

## Kindergarten Information

Towards the end of Term 4, an orientation session is conducted for those enrolling in Kindergarten the following year. The preschool children will join the Kindergarten teachers for their introduction to primary school. Dates for these sessions are nominated, but finalised closer to the time.

Kindergarten commences on Wednesday 5 February 2025. Kindergarten students have a 'rest day' on the following three Wednesdays of Term 1, beginning Wednesday 12 February 2025. On one of these 'rest days' you will be asked to bring your child to school for initial 1:1 testing and a brief feedback session with your teacher.

Kindergarten Buddy Program - The Good Shepherd buddy system promotes the development of positive cross-age friendships with the pairing of senior primary school students with junior primary school students. The buddy system works to encourage older students to support and care for younger students as they transition to primary school, while older students develop a sense of being valued and responsible leaders to their younger peers. Kindergarten students are buddied with Year 6 students.

The Good Shepherd buddy system contributes to all students experiencing a sense of belonging within a caring and friendly school community. It supports the learning of improved social skills, self-confidence, responsibility, and empathy towards others, while fostering a more inclusive school environment.

## Library

One of our primary objectives is to develop a love of literature in children. Students are encouraged to use the library as an extension of their classrooms.

All classes have a formal library lesson each week, during which time they are encouraged to borrow from the school collection. All students should have a library bag to help protect books from accidental spills and damages.

### **Book Club**

Scholastic Book Club catalogues are distributed to students twice a term. Parents and carers can submit an order from these catalogues online through LOOP. The orders are sent to the school and given to students via the communication note bags.

### **Book Fair**

Book Fair is an exciting opportunity for students, and it happens bi-annually. It is a week of fun and festivities around a theme. Books are available for purchase at this event.

## Medical Information

If your child has any specific medical needs or conditions (eg. asthma, allergies, epilepsy), it is essential that the school be provided this information. Please record any relevant information on the enrolment form and discuss your child's needs with the principal, at the time of enrolment.

If there is a need to administer medication to your child, parents must provide written consent by completing the appropriate form and providing the necessary information and medication. These forms are available from the school front office or the school website. Medication cannot be administered without this authority. Medication must be supplied in its original packaging. Parents/carers must also provide to the school an Asthma Action Plan and/or an Anaphylaxis Action Plan signed by a medical doctor.

Medication is not to be stored in students' bags or desks. Lockable storage is provided at the front office where a record is maintained of all medication administered. Class teachers must be made aware if any students need to visit the front office to take medication.

## Messages to Students

After school arrangements should be made with students before school commences. Any unforeseen changes in arrangements can be phoned through to the school office prior to 2:30pm. The message will be written on a form and placed in the student's class communication note bag. The front office cannot guarantee delivery of messages received after 2:30pm.

## Mini-Vinnies

Mini Vinnies is a thriving social justice group that follows the motto 'See, Think, Do'. It is a primary school program connected with the St Vincent de Paul Society. For many years Good Shepherd Mini Vinnies has held the record for the biggest Mini Vinnies group in the Archdiocese of Canberra and Goulburn and possibly Australia. Our annual Mini Vinnies whole-school events continue to raise awareness and donations for those in Canberra doing it tough.

## Nut Free

Conscious of many allergies, particularly to nuts, we endeavour to keep our school environment nut-free. We ask that students not bring peanut butter or hazelnut spread sandwiches to school, or other products containing nuts (such as some muesli bars). Students should not share food.

## Parking, Drop-off and Pick-up

For convenience in the mornings, a 'Kiss and Drop' zone is located along the front of the administration building. Parents are encouraged to use this if they do not intend to stay at the school. Parents are asked to note the disabled parking zones.

Due to limited car parking space and with the aim to reduce congestion, the 'Kiss and Drop' zone becomes the pick-up zone in the afternoon. The car park adjacent to the church is available for parents who wish to park their vehicle to collect their children.

We request each family to have a card with their name in large print displayed on the dashboard as they drive through pick-up. Our front office staff can provide this on request. The teacher on duty will call each family name as the car approaches, so that those children can come to the kerb. This enables quick and safe collection of children. Pick-up begins at 3:20pm each afternoon. Parents are asked not to queue before this time, to allow other cars to exit the carpark. **At no time is parking permitted in the drop-off and pick-up zone.**

Children should be collected by 3:30pm, when supervision finishes.

## Playground Supervision

Supervision by a member of the teaching staff begins each morning at 8:30am. Students should not be at school prior to this time unless they attend Before School Care. Recess and lunchtime breaks are supervised, as is the final duty of the day from 3:10pm – 3:30pm. Outside these times, parents requiring care for their children need to make arrangements with TeamKids, our before and after school care provider.

Supervision is provided for those who catch the bus and those students who walk home when using the school crossing.

Several playground areas are available for students at playtimes. The play equipment and sandpit are accessed on a rostered basis. Students also have access to the school library during lunchtime breaks on designated days of the week.

## Prayer

Prayer is an essential part of daily school life. During the day, each class takes time to pray. We endeavour on most days to ensure that the first ten minutes of the school day are not interrupted, to allow time for morning prayer. Prayer itself takes many forms - traditional prayers, scriptural, liturgical and creative. These forms of prayer may be expressed in many ways: stillness, listening, reflection, dialogue, music, drama, song or dance.

## Private Extra-Curricular Lessons

External providers may offer opportunity for small group classes in a range of activities. Currently students have the option to receive classes in chess, dance and an instrument. Fees for these services are payable directly to the provider. Please refer to the school newsletter and website for details.

## QKR!

QKR! is a mobile phone payment app designed for Australian schools. Parents and carers can download this free app. At Good Shepherd this app is used to pay for items and events managed by the Community Council such as second-hand uniforms, Mother's Day/Father's Day stalls, and our school lunch service provided on Fridays.

## Religion

Good Shepherd Catholic Primary Schools provides the opportunity for all to view the world through a Catholic lens. Opportunities to know Jesus more deeply and to build a deeper relationship with him are central to daily school life.

Religious Education within a Catholic School is two dimensional, focusing the Religious Education Curriculum as well as on the Religious Life of the School.

In our daily Religious Education lessons, students learn about:

- prayer and how to pray (Christian Meditation is a core part of prayer)
- the life and teachings of Jesus
- Scripture
- history of the Catholic Church tradition and its place in our modern world.

Our religious education curriculum is scoped and sequenced by Catholic Education, Canberra-Goulburn Archdiocese and is founded on the Brisbane Religious Education Curriculum.

Within the Religious Life of the School everyone is invited and welcomed to be part of the different religious and Liturgical experiences throughout the year including: class, grade and school prayer, Mass, Liturgy, Priest Visits, Liturgical events, and Sacraments.

Similarly, through both dimensions students learn about Catholic Social Teaching, social justice and acts of Charity through learning about, raising awareness for and supporting specific Organisations such as St Vincent de Paul, Catholic Mission, Caritas and Global Schools Partners.

Additionally, an important part of the Religious Life of the School, Good Shepherd Primary School is one of three primary schools that is connected to Holy Spirit Parish in Gungahlin. Holy Spirit Parish, together with the primary schools, run a Sacramental preparation program for the Sacraments of First Reconciliation (Year 3 in Term 1), First Eucharist (Year 4 in Term 3) and Confirmation (Year 6 in Terms 1 & 2)

## Reporting and Assessment

Assessment in primary school occurs throughout the full school year. Every teacher continuously gathers information and makes informed decisions about students' strengths, weaknesses, abilities, achievements and needs. Such assessment is used in planning future learning experiences.

Teachers use a range of assessment procedures including:

- personal reflection and goal setting;
- recording observations of students' learning;
- administration of progress tests;
- anecdotal notes;
- maintaining checklists;
- analysis of work samples;
- NAPLAN (National Assessment Program Literacy and Numeracy) in Years 3 and 5; and
- specific screening.

Communication between teachers and parents is vital to the success of students. The following opportunities are available for reporting and communication:

Term 1:	Year overview letter Welcome breakfast and meet the teacher morning Welcome Conversations NAPLAN Testing (Yrs 3 & 5)
Term 2:	Parent/Teacher Interviews Semester One Reports NAPLAN Reports (Years 3 & 5)
Term 4:	Semester Two Reports Opportunity for follow-up interviews

Should you require additional communication outside this formal structure, please contact your child's teacher via email.

School reports are delivered to parents and carers via the COMPASS Parent Portal.

## Sacramental Programs

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

First Reconciliation	Year 3 – Term 4
Eucharist	Year 4 – Term 3
Confirmation	Year 6 – Terms 1 and 2

The parish, together with the schools in our parish, aim to help the parents in their role as primary teachers of the Catholic Christian faith to their children by teaching lessons to help prepare students to receive the sacraments. A home program also helps the parents in their role as transmitters of faith to their children.

## Sport

We maintain a strong commitment to a sound sporting program. Students participate in weekly Physical Education activities. Sporting clinics, run by sporting clubs, are also conducted throughout the year. These clinics may include cricket, hockey, tennis, AFL, rugby league, rugby union and soccer.

Students from Kindergarten to Year 3 also participate in an intensive Learn to Swim Safely Program during Term 4 each year.

Good Shepherd offers a range of opportunities for students to participate in sport gala days and carnivals. The principle aim of these days is to encourage participation and enjoyment in playing sport based on an inclusive approach. For many students it may be a starting point. For students seeking a more competitive focus, the trials system via the School Sport Pathway is more suitable or weekend sporting competitions through local clubs.

The Community Council manages the Good Shepherd Netball club. Students are invited to register at the beginning of the school year.

Good Shepherd Primary organises numerous school-level carnivals and actively participates in various sports events, including gala days, regional-level, and representative-level carnivals.

Where required, teams for these events will be selected based on students' skills, enthusiasm, sportsmanship, and relationships with peers.

## Stationery

The school supplies exercise books, art and craft supplies, and all other stationery needs for all students. The cost of stationery is incorporated into school fees. Students are urged to keep a range of stationery supplies at home for assignments and general home learning activities. All materials should be clearly labelled.

## Sun Smart

In accordance with the ACT Government SunSmart Policy, students at Good Shepherd are expected to comply with the '**No School Hat-No Play**' rule. Shaded areas are available for students to play in if they wish. It is important that parents help their children apply sunscreen before coming to school. Sunscreen is provided in every classroom for students to reapply throughout the day.

In June and July, students are not required to wear their hats. This policy is supported by the Cancer Council ACT. We use the motto "End of May – hats off day. Start of August – hats on for all of us". A plain navy beanie may be worn during Terms 2 and 3.

## Uniforms

The school uniform, sports uniform and all accessories are available through Lowes Gungahlin only. Please note, other providers do not have permission to sell our uniforms. At the beginning of each term the class teacher will inform parents on which days students are required to wear the school sport uniform.

The Community Council operates a clothing pool for second hand uniforms. These items can be ordered by completing an order form available at the front office or on our website.

School uniform requirements:

Girls Summer Uniform	Boys Summer Uniform
<ul style="list-style-type: none"> <li>- ACT Catholic Schools summer dress OR navy skort (Lowes only)</li> <li>- and sky blue polo shirt with embroidered school logo</li> <li>- Navy fleece with embroidered school logo</li> <li>- White school socks (covering the ankles)</li> <li>- Black leather shoes</li> <li>- Navy legionnaires hat</li> </ul>	<ul style="list-style-type: none"> <li>- Navy unisex cargo shorts</li> <li>- Short sleeve sky blue polo shirt with embroidered school logo</li> <li>- Navy fleece with embroidered school logo</li> <li>- White school socks (covering the ankles)</li> <li>- Black leather shoes</li> <li>- Navy legionnaires hat</li> </ul>
Girls Winter Uniform	Boys Winter Uniform
<ul style="list-style-type: none"> <li>- ACT Catholic School pinafore OR navy unisex long trousers</li> <li>- Navy blue stockings or socks</li> <li>- Sky blue blouse with peter-pan collar or long sleeve sky blue polo shirt with embroidered school logo</li> <li>- Navy fleece with embroidered school logo</li> <li>- Navy legionnaires hat or navy beanie</li> <li>- Black school leather shoes (not canvas or jogger)</li> </ul>	<ul style="list-style-type: none"> <li>- Navy unisex long trousers</li> <li>- Navy socks</li> <li>- Long sleeve sky blue polo shirt with embroidered school logo</li> <li>- Navy fleece with embroidered school logo</li> <li>- Navy legionnaires hat or navy beanie</li> <li>- Black school leather shoes (not canvas or jogger)</li> </ul>
Girls Sports Uniform	Boys Sports Uniform
<ul style="list-style-type: none"> <li>- Good Shepherd sports polo shirt (<i>During winter a navy long sleeve t-shirt may be worn underneath the polo shirt</i>)</li> <li>- Navy blue sports shorts with logo</li> <li>- White socks (covering the ankles)</li> <li>- Navy blue and emerald green tracksuit with embroidered school logo</li> <li>- Navy legionnaires hat or navy beanie</li> <li>- Predominantly white sports shoes (no fluoro colours or laces)</li> </ul>	<ul style="list-style-type: none"> <li>- Good Shepherd sports polo shirt (<i>During winter a navy long sleeve t-shirt may be worn underneath the polo shirt</i>)</li> <li>- Navy blue sports shorts with logo</li> <li>- White socks (covering the ankles)</li> <li>- Navy blue and emerald green tracksuit with embroidered school logo</li> <li>- Navy legionnaires hat or navy beanie</li> <li>- Predominantly white sports shoes (no fluoro colours or laces)</li> </ul>

### Hats

Navy blue legionnaire-style hats are a compulsory part of the school uniform. Students are required to wear a hat for all outdoor activities including sport, outdoor play and excursions. From the beginning of August to the end of May, Good Shepherd enforces the rule of '**NO SCHOOL HAT, NO PLAY**'. We adhere to the advice given by the Cancer Council ACT stating students can play outside without a hat in the months of June and July. Students are welcome

to wear a navy beanie or the regular school hat during these months. For more information, please visit [www.actcancer.org](http://www.actcancer.org).

### **School bags**

All children carry a navy-blue school bag printed with the school logo. It is recommended that students have an identifying name tag or accessory to help personalise their bag.

### **Personal grooming**

A student's hair should be kept off their face and, if touching their collar, it must be tied back in a blue and/or white coloured band. This policy applies to both male and female students. This means wearing hair in plaits, braids or ponytails. Hair should be of natural colour, and extreme haircuts are not acceptable. Jewellery, particularly necklaces and bangles/bracelets, must not be worn to school. The only jewellery items which may be worn to school are a watch, a medical bracelet, and plain gold or silver stud earrings (no hoops, loops or dangles). This rule is for safety reasons on the playground. Please consider carefully keeping the wearing of a chain and cross or medal for special occasions only.

Please note that fleecy pants or leggings are not official uniform and are not to be worn. If the children wear a parka or coat to school, it must be plain navy.

### **Wellbeing Team**

The role of the Wellbeing team is to actively promote student wellbeing by working with students, carers, families and staff. The team meets fortnightly to discuss student referrals, provide social and emotional support, implement school programs and provide recommendations for further specialist supports.

The team comprises representatives from Catholic Care school counselling services, Classroom support team members, school leadership representative, Defence Support Mentor and the school Wellbeing Officer.

Good Shepherd's School Wellbeing officer is Mrs Teree Olive. Please contact via email.

### **Year Six Student Leadership Program**

We believe that all students have leadership potential. Leadership skills can be taught and learned. It is the school's social responsibility to develop an understanding of leadership and leadership skills in all students, with particular focus on the leadership class. Therefore, we consider all members of the Year Six class to be student leaders.

Student leadership is about learning to be a good leader in a variety of situations and making wise choices when given leadership responsibilities. Students are given many opportunities to learn about and display leadership qualities and earn the right to wear the school leadership shirt.

Leadership at the school level is learned and then earned, so every facet of the leadership program is dependent on the student earning the leadership roles and privileges. All members of the leadership group are trained as student leaders in various positions throughout the year: The student leaders work on leadership skills throughout the year and are encouraged to display good leading behaviours at all times. The Year Six students are also given the shared responsibility of leading the other students. In addition to leading by personal example, these students facilitate a 'Good Shepherds' program of peer support. This program enables the Year 6 students to provide additional social and pastoral support to students at specific areas across the school during breaks. Students are provided with training to assist students with the development of appropriate skills and strategies for this purpose.