2017
Year of Hope at IHM

Hope is an anchor for the soul

Hebrews 6:19
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Welcome to Immaculate Heart of Mary School

Principal’s Welcome

As Principal I would like to welcome you to IHM and extend an invitation to you and your family to take an active role in our school community. Your active interest in your child’s education and your support of the school are important in making effective the partnership of school and home. It is only by this means that the realisation of the best education of your children is possible.

We believe that the children at IHM are very fortunate because the size of the school, our excellent staff and our values are ideal for fostering high quality learning. Children are able to learn in a safe, secure and friendly environment. Children identify with the school and develop a strong sense of belonging and pride. At IHM every child is well known, supported and challenged to achieve their best and be happy and successful learners.

We strive to promote personal excellence for all in our community. This goal is underpinned by a focus on the values and traditions that are drawn from Heart Spirituality, a commitment to provide a holistic education and a desire to support the development of skills and knowledge required for today and the future.

IHM is an important part of the strong identity of the local area and has a warm and vibrant community atmosphere. Our community is one where diversity, inclusivity and creativity are embraced. Strong relationships between the school, families, parish and the local and wider community are supported by our priority for justice, inclusivity and connectedness.

Throughout the year you will be given opportunities to familiarise yourself with your children’s programs and progress, however if the need arises, please feel free to make an appointment to discuss the matter with your child’s Class Teacher, Assistant Principal, Lisa McCormick or myself.

This year, we are pleased to launch our new Vision and Mission which was collaboratively developed by parents, staff and students. It appears for your information on the adjacent page and is the basis of all we do and strive for at IHM.

We hope your association with our school will be a long and happy one, as we work together to achieve the best possible education for your child.

Kind regards,

Pauline Kinsman

PRINCIPAL
INSPIRED BY OUR MOTTO

STRIVING TO BE GOD'S HEART HERE ON EARTH

WE ARE COMMITTED TO:

A Heart Spirituality
Love
Hope
Justice
Connectedness
Inclusivity

Our Vision:
Building an inspiring learning community where every child will flourish, today and in the future.

High Quality Learning
Personalised
Inspiring
Creative
Critical
Life-long

Well Being
Resilient
Confident
Positive
Passionate

Using our minds, hearts and hands
To make the world a better place

Immaculate Heart of Mary School
“Striving to be God’s Heart here on Earth”
Curriculum

Australian Curriculum

We offer a varied and challenging curriculum based on the Australian Curriculum offering study within nine key learning areas:

- Religious Education
- English
- Maths
- Science
- The Arts
- Health & Physical Education
- Humanities and Social Sciences
- Languages
- Technologies

Should you require further information about what these areas entail for each year level, there is a list on our school website or you can contact the class teacher or leadership.

School Focus Areas

IHM has a strong focus on the capabilities of literacy and numeracy. These capabilities along with a focus on Information & Communication Technologies provide students with relevant skills for today’s world and the future.

Specialist Areas

We have specialist teachers for:

- Music
- STEM
- Physical Education
- Chaplaincy

Student Leadership

If your actions inspire others to dream more, learn more, do more and become more, you are a leader!

Immaculate Heart of Mary School offers the opportunity for students to be involved in decision making and leadership through a variety of opportunities such as class meetings, Student Representative Council and House Leaders.

The House names include:

- **Chevalier (Red)** - named after the founder (Jules Chevalier) of the Missionaries of the Sacred Heart priests and Our Lady of the Sacred Heart sisters who supported the opening of our school. The MSC priests continue to support our community and parish.

- **Hartzer (Green)** - Marie Louise Hartzer was the first Superior General for the congregation of the Daughters of our Lady of the Sacred Heart. This congregation of sisters were asked to run Immaculate Heart of Mary School from 1951.

- **Beovich (Yellow)** - was the name of the Archbishop who opened our school. He was appointed Archbishop in 1939; Matthew Beovich’s appointment was hailed as the beginning of a new era because he was the first Archbishop of Adelaide who had been born in Australia, rather than Ireland.

All students are expected to be heart centred leaders, but our formal roles allow students to participate in and share leadership in a way that helps others here in our school community, our parish and our global world.
Co-ordination Program

Purpose

The purpose of this program is to help children who have difficulties with gross motor and fine motor skills. They participate in specific activities which can help overcome individual problems. Early identification of a difficulty not only allows practical help to be given, but ensures appropriate early support for the child.

Aims

The aims of the program are:

- To encourage the child to gain confidence when performing physical activities
- To develop gross motor skills and co-ordinated body movements
- To encourage each child to communicate effectively and work with others
- To improve listening and concentration skills.

Activities

The activities take place in a non-stressful atmosphere highlighting fun and enjoyment. There are three 20 minute sessions each week. One adult helper supports a group of three children. They spend approximately six minutes at each activity station with three stations per session. The activities support fine motor skills, gross motor skills and social skills.

It is the policy of IHM to test the gross motor skills of five and six year old children after they have been at school for approximately three weeks, as research has shown that it is important to offer help as early as possible. You will be advised if your child is selected to be in the program. Some children only need to attend the activity sessions for a short time; others will need to complete the full 20 week program.

The success of these sessions depends on co-operation between school and home and parents who volunteer their time. Volunteers are always required for the successful continuation of the program.

Accelerated Literacy Intervention

Accelerated Literacy Intervention is a lower to middle primary literacy strategy. The intervention is a series of 30-minute lessons. The crucial goals are to accelerate literacy learning and reduce reading and writing difficulties for students.

It is a short-term intervention with an intense reading and writing focus. Critical features of Accelerated Literacy Intervention are the informed explicit and direct teaching, as well as the interactive nature of the work in the various components of the session. Emphasis is on building understanding in the areas of phonics, phonemic awareness, vocabulary development, fluency and comprehension.

Students initially are heavily scaffolded and gradually take increased responsibility and control of their learning. Accelerated Literacy Intervention is supplementary to the ongoing literacy programs in the classrooms.

Mathletics

Each child at IHM, from Reception to Year 6, has their own username for the numeracy website Mathletics. This is an award winning interactive site that aims to improve children’s numeracy skills through fun activities.

This website can be accessed from any computer at home or school.

Learning is individual - At their own pace, children can complete activities they would like to do or complete activities set by their teachers. Activities are adjusted to meet each child’s ability.
Catholic Identity and Sustainability

“What kind of world do we want to leave to those who come after us, to children who are now growing up?”

Pope Francis published his highly anticipated encyclical letter Laudato si’ – ‘Praise be to you’ on June 18, 2015 in Rome. It challenges us to explore our understanding of integral ecology and what role we play in ensuring we are stewards of the earth.

It calls each person living on this planet to care for creation, our common home, and take collective action as we face global environment degradation. It offers us a unique opportunity to enter into dialogue on important social and environmental issues, such as fossil fuel consumption and climate change.

At Immaculate Heart of School:

- Curriculum – in the Australian Curriculum, sustainability is a key component and as such is part of our teaching in the classroom.
- As part of our call to be stewards of the earth our Catholic tradition can respond to this challenge.
- We all want to leave the world in a better place for our children and grandchildren.
- Our Missionaries of the Sacred Heart Charism brings an attentiveness to heart spirituality – what we do as a result of our understanding of Jesus’ life, death and resurrection.

Initiatives at our school:

- Wipe Out Waste - we are aiming to reduce the amount of waste to landfill at school.
- Nature Play.
- Use of gardens.
- Composting.
- Water efficiency.
Physical Education

At IHM all children participate in a Physical Education lesson once per week plus daily class fitness activities. Children are encouraged to participate in sport for enjoyment, to get a sense of team play and to develop their skill level and maintain a good level of fitness and health.

Various sporting organisations are invited to the school each year to conduct specialist clinics. Children also have the opportunity to take part in interschool sport in soccer, netball, basketball, cross-country, touch football, handball, swimming and athletics.

A school Sports Day is held annually to allow children to display their skills and to allow parents to see their children compete in a relaxed and friendly atmosphere.

All Reception to Year 5 students participate in a week-long aquatics program at the Thebarton Aquatic Centre early in Term 1. The Senior Unit (Year 6/7) takes part in a Surf Safety Program, generally in Term 4.

At IHM we believe sport contributes positively to the health and well-being of children. The principle concern of physical education in our school is the use of physical activity to help children to develop knowledge, attitudes and skills related to health, physical fitness and recreation according to their year level and individual capabilities.

Music

Music lessons are taught by a specialist teacher (Melanie Harrald) to all classes in a 45 minute block, once a week. The program for 2017 will include activities like:

- Playing classroom instruments
- Moving to music
- Singing
- Working individually and in groups to create and perform musical compositions
- Comparing and analysing music from different times and places
- Learning about musical elements such as pitch, rhythm, dynamics, tempo and form.

Also part of the music program is the Festival Choir for Years 5, 6 and 7, a Christmas Choir for Years 3 and 4, as well as a Ukulele Club for Years 4 - 7. This year, all Year 3 students will be learning the ukulele once a week.

In addition to the learning opportunities provided for all students within their class there are a range of additional music programs available for students.

Instrumental lessons are offered at the school for all students, R - 7. Guitar, piano, singing, drums and violin are currently being taught, but other instruments can be arranged if there is interest. Ask the Office for information about learning an instrument at IHM. These programs are an additional cost and families are invoiced by the tutors directly.

If your child is interested in any of the offered programs please contact the Office and we will forward a program specific application form and relevant information. Tutors will then strive to accommodate all expressions of interest.

STEM - Science Technology Engineering and Maths

In 2017, STEM specialist classes will be taught weekly to all year levels. STEM is an acronym for Science, Technology, Engineering and Math education. We focus on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively. In addition to subject-specific learning, STEM aims to foster inquiring minds, logical reasoning, and collaboration skills.

Languages

This year we will be reviewing our languages program (previously Spanish) and as a community will be deciding on whether the Spanish program will continue or whether a new language will be introduced in 2018. You will be updated about this through the newsletter as the year progresses.
Homework

At IHM we believe that students’ after school time is best spent with their families or pursuing individual hobbies and interests. However, we recognise that it can be beneficial for students to consolidate their learning by practising some basic skills at home.

Outlined below is some general information relating to homework expectations at IHM.

General Guidelines

- Students are encouraged to read every day of the week.
- Completion of class learning support activities will generally only be set for Monday to Thursday.
- **Class Learning Support Tasks** include practising tables and number facts, completion of work begun in class or not completed in class, problem solving tasks, ongoing work, literacy/numeracy games, research, sight words and consolidation activities such as practising letter sounds.
- **Out of School Learning Activities** include after school sport/physical activities, music/arts activity or practice, spiritual development and cultural/community activities. Some specific examples include helping cook a meal, playing a game with a parent, writing a letter, sharing stories with a grandparent, spending time on a hobby, practising or playing a sport, having a music lesson or spending time practising, participating in a dance lesson. The format and number of such activities will be dependent upon individual family circumstances. These learning activities will most probably be spread over seven days.

Year Level Guidelines

**Early Years** - Reception to Year 2

- **Reading:** Up to 15 minutes
- **Class Learning Support Tasks:** Letter Sounds, Sight Words, Counting
- **Tasks:** Students may occasionally need to prepare for an oral presentation.

**Primary Years** - Years 3 to 5

- **Reading:** A minimum of 15 minutes
- **Class Learning Support Tasks:** Learning contracts and activities as set by the teacher; up to 20 mins in Year 3 and 4 and up to 30 mins in Year 5 *(activities as outlined above)*
- **Additional Tasks:** Participation in out of school learning activities and occasional set projects or investigations.

**Middle Years** - Years 6 and 7

- **Reading:** A minimum of 20 minutes (for enjoyment)
- **Class Learning Support Tasks:** Learning contracts and activities as set by the teacher; up to 45 minutes in Year 7 *(activities as outlined above)*
- **Additional Tasks:** Participation in out of school learning activities and occasional set projects or investigations.
Excursions form a very important part of the overall learning program at IHM. In managing these opportunities our goal is to keep all children as safe as possible. We share the following information and procedures that are relevant to parents to support us in doing so.

**Excursion Notes and Consent Forms**

Excursion Notes and Consent Forms, and any other associated information are sent home well in advance of the activity. All Consent Forms must be returned by 9.00 am two days before the activity. Late notes will not be accepted. A Class Checklist, that includes the names of all students who will be attending the activity, will be prepared.

**Volunteers**

If volunteers are required to assist with the activity, numbers and names must be finalised five working days before the activity date. If by this date we are unable to confirm volunteer numbers and names and no other alternatives are available, unfortunately the activity will need to be cancelled.

- All volunteers must have a current Police Clearance.
- Other parents will not be permitted to attend due to Child Protection concerns.

**Excursion Day**

On the day of the excursion the Class Checklist will be checked ten minutes before the scheduled departure time. Children who are not in attendance at this time will not be able to attend the excursion. Children are not permitted to join an excursion once the class or group has left the school. We realise that this may mean a student or students miss out on an activity. These expectations are in place to ensure staff are not distracted from their management and supervision roles.

**Other Information**

We have also put in place a range of other measures and requests to make management on excursion easier. These include:

- No siblings to accompany parents who are assisting with the excursion. Please avoid making appointments for your child on excursion days.
- Excursions will be planned to leave no earlier than 9.00 am unless there is no alternative.
- If there is a need for a parent/caregiver to pick up or drop off a child from an excursion they will be required to sign them out, just as they are required to do at school. This arrangement must be finalised before the day of the excursion.

If you have any queries in relation to these details please discuss them with your child’s teacher or a member of the Leadership Team.

**School Camp Guidelines**

Our new camp guidelines have been developed based on what we deem as appropriate for the children’s ages. We aim to provide maximum opportunities for the children to have varied and rich experiences and learning opportunities which build their capabilities, knowledge, resilience and important social skills.

**Yearly Overview:**

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<th>Details</th>
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<td>R/1</td>
<td>Excursions only</td>
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<td>Year 2</td>
<td>Overnight camp at school and excursions</td>
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<td>Year 3</td>
<td>Overnight camp at school and excursions</td>
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<tr>
<td>Year 4</td>
<td>Overnight camp off site and excursions</td>
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<tr>
<td>Year 5</td>
<td>Overnight camp off site and excursions</td>
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<tr>
<td>Year 6/7</td>
<td>2 night 3 day camp off site and excursions</td>
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You will be notified of your child’s excursions and camps as the year progresses.
Community

School Board

On behalf of the School Board, I would like to welcome you and your family to Immaculate Heart of Mary School. Community involvement is strongly valued at IHM and serving on the Board is one small but significant way to contribute to the life of the school community and help shape its future.

The IHM School Board consists of parents, a staff representative, our parish priest Father Bill Brady and our Principal Pauline Kinsman. The Board meets regularly throughout the year to consult and make decisions on a range of items of focus for our school with the aim of ensuring the best outcomes for our students.

Please feel free to approach any of the board members to discuss any issues, thoughts or ideas that you would like to raise at Board Meetings. Your views and feedback are important to our community.

Alison Tanti-Clark - IHM SCHOOL BOARD CHAIR

Parent Involvement

Parent involvement is warmly welcomed and encouraged. As a parent, you are the most influential factor in how your child views school and its community. Your involvement with their learning goes a long way towards your child becoming a capable, resilient and happy adult.

Parents can support their child’s education in a multitude of ways. Currently parents can contribute in the following ways:

- Heart Centred outreach fundraising programs such as Caritas and St Vincent de Paul
- Assist in the classroom helping with reading, spelling, design and cooking
- Inter-school sport
- Parents and Friends Committee
- Excursions
- Chess Club
- Friends of the Arts
- Special Days - Harmony Day, Refugee Week, Shrove Tuesday etc.
- Co-ordination Program
- School Board
- Sacramental celebrations and R E programs working with the Parish
- After school sports
- Working Bees

We are always looking for new ways to engage parents, caregivers and families. The school recognises that you are a valuable resource and we welcome your participation. Please talk to your child’s class teacher, Leadership Team members or office staff to offer your support or seek more information.

Out of School Hours Care (OSHC)

The Brompton Out of Hours School Care (OHSC) provides its services to the IHM School community. They aim to provide a friendly home-like atmosphere where children can choose from many activities. All activities are recreation based and planned for the developmental needs of children from 5-12 years of age.

- Care is provided from 6:45 to 9:00 am and 3:00 to 6:00 pm.
- Commonwealth Childcare Fee Relief is also available for eligible families using this service.
- Transportation to and from the service is via the OSHC Bus.
- Due to increasing numbers in OSHC bookings are essential so that the child/staff ratio is not exceeded; this is due to accreditation criteria directed by the Federal Government.

Casual bookings: Casual bookings need to be made directly with the service and will only be accepted if there are any places available. The school is no longer able to take bookings or cancellations.

Cancellations: It is the parent’s responsibility to ring and cancel their child/children in OSHC – ring Pana or Karen between the hours of 7:00 – 8:00 am or between 1:30 – 2:30 pm.

If you require more information contact: Pana or Karen on: 8346 4486 or 0412 246 643 / 0412 246 645.
Brompton Playgroup

The Brompton Playgroup is held here at Immaculate Heart of Mary every Friday morning during school terms for all children under five years of age. Come and join the fun or let your friends know about our playgroup.

When: Friday mornings
Time: 9:30 - 11:30am
Where: Cuskelly Cottages
IHM School grounds
What to Bring: A piece of fruit/vegetable to share
Cost: Donation of $2.00 per week

Playgroup SA family membership (Payable on third visit)
Full Year Early bird Fee: $35.00 (Paid before 16/03/2017)
Full Year Fee: $40.00
Full Year Concession: $30.00
Half Year: $25.00
Term Fee: $18.00

‘Little Hearts’ Transition Program

An exciting new transition program commenced in 2015 and is available again for children enrolled to commence Reception at IHM in 2018.

“Little Hearts” is a weekly active learning program designed to support the transition to school and children can attend our ‘Little Hearts’ Program during the term before commencing school.

The program is usually run in Term 4 at IHM one morning per week. The cost is $150.00 per term.

The aim of the transition program is to ensure our ‘Little Heart’ students feel comfortable, welcome, connected and respected, so that they start school with confidence and ease. We carefully design opportunities for the children that help them to be brave in taking risks, use their imaginations, work collaboratively, make connections and explore the environment.

Children will be involved in play based activities that will support and enhance their social, spiritual, emotional, and academic wellbeing. These activities will give children the opportunity to develop their fine and gross motor skills and concepts needed for pre-reading, writing and numeracy. You can expect to hear your child talk about reading and sharing big books, singing, practising their writing, making, visiting the library and playground, and different numeracy activities such as sorting and counting.

The Little Hearts program will also aim for children to develop independence by following instructions, exploring and working on set tasks, gaining confidence in seeking support when needed and by becoming familiar with the staff and school grounds.
Communication

At IHM we believe open and frequent communication between school and home is of great importance. We offer a number of ways to keep you informed and opportunities for you to communicate with your child’s teacher and staff.

**Website**

For any information relating to our school visit our website [www.ihm.catholic.edu.au](http://www.ihm.catholic.edu.au). This site is updated on a regular basis to ensure the latest information is available.

**School App – School Stream**

Families can download a free school app to receive school information and notifications, instantly and directly to their smartphone.

**How to download the School Stream app:**

1. From your mobile device go to the **App Store (iPhone/iPad)** OR **Google Play (Android)** search for **School Stream** and download the app to your phone.
2. Make sure you agree to **push notifications**.
3. Once School Stream has finished installing, open the app, type Immaculate Heart of Mary into the search **THEN** select our school. (For more detailed instructions please visit our school website)

**Facebook**

On our Facebook page you can find stories, information and photos relating to the everyday events and important moments of IHM. The purpose for a Facebook page is to build greater connection, advertise events, generate a wider audience and increase awareness of our school. It complements our school website and school app communication.

**Newsletters**

Newsletters are published fortnightly on Wednesdays and can be accessed via our school website or the school app.

**Parent-Teacher Communication**

Parents are encouraged to support their child/ren and the school through positive involvement in the learning program. Hence, two way, regular communication about student progress is essential. This occurs through:

- **Class newsletters** - are sent home at the beginning of each term. The purpose of the newsletter is to inform the parents of the learning planned, including particular routines, topics and expectations, inviting opportunities for partnership in supporting the child and further involvement whether at home or school.
- **Class Blog** – accessed through Office 365. This is optional and depends on the year level.
- **School Newsletter** - each class is rostered to share learning in a newsletter each term.
- **Student communication** – books and Office 365.
- **Email**- all staff can be contacted via email.

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<td>Book a Chat with Information Sheet from Parents</td>
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<td>End of Semester Reports</td>
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<td>Student Centred Conferences</td>
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<td>Term 4</td>
<td>End of Year Reports</td>
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**Meeting with Teachers or Principal**

The teachers and Principal encourage relationship building and are available to discuss children’s progress, problems or other matters. We encourage you to make an appointment time to discuss specific issues. This avoids class interruptions and ensures issues can be discussed appropriately.

**Change of Address, Telephone Numbers or Emergency Contacts**

It is **essential** that the school be notified of any change of address, telephone and mobile numbers or family arrangements of students so that parents and caregivers can be contacted easily in an emergency.
General Information

Term Dates

Term 1: Monday 30th January to Thursday 13th April (Good Friday 14th April)
Term 2: Tuesday 2nd May to Friday 7th July
Term 3: Tuesday 25th July to Friday 29th September
Term 4: Tuesday 17th October to Thursday 14th December

Please Note - Pupil Free Days

- Monday 1st May (Week 1, Term 2)
- Friday 9th June (Week 6, Term 2)
- Monday 24th July (Week 1, Term 3)
- Monday 16th October (Week 1, Term 4)
- Friday 10th November (Week 4, Term 4)

School Hours and Supervision

- School commences at 8:45 am and finishes at 3:10 pm.
- Teachers are on duty between: 8:30 – 8:55 am and 3:10 – 3:30 pm
- Playground Rules – As a matter of safety no students or siblings are to play on the playgrounds before and after school.
- Children are not to leave the school grounds during school hours unless written authorisation is given by parents and caregivers and the Principal is notified.
- All children are expected to arrive between 8:30 and 8:45 am. This ensures they are only on the school grounds during supervised times and are here in time for the start of the school day.

  It is extremely important that student safety is not compromised by them arriving early when they are not able to be supervised in a manner that we would wish to occur.

  It is also important that students arrive to begin their day by 8:45 am so that they are able to organise themselves and be a part of the beginning of day activities. This is an integral part of their education program.

- Children arriving after 8:45 am must report in at the Office to ensure their safety.
- We thank you in anticipation of your support of these guidelines.

Day Times

Students in Class: 8:45 am
Recess: 11:00 am - 11:30 am
Lunch: 1:00 pm - 1:10 pm (Eating) / 1:10 pm - 1:40 pm (Lunch Play)
School Finishes: 3:10 pm

Access to School Grounds

- Before school – gates adjacent to the Office, on the basketball court and oval gate are all open until 9:00 am.
- During the day - access is only available via the Office.
- After school – exiting the school is only available via the oval gate and the southern gate adjacent to the Office.

These arrangements are in place to promote connections to key drop off and pick up zones and support student safety.
2017 Class Teachers

Year R/1 M  - Ms Sophie Mihelios
Year R/1 K  - Ms Angela Kernahan
Year 2/3 H  - Ms Catherine Hulley
Year 3/4 LC - Mr Leo Linardakis and Ms Ester Camarra-Dawes
Year 4/5 G  - Mr Manuel Garcia
Year 6/7 F  - Ms Milda Fahey

2017 Staff

PRINCIPAL - Ms Pauline Kinsman
ASSISTANT PRINCIPAL:
RELIGIOUS IDENTITY & MISSION (APRIM) - Mrs Lisa McCormick
LITERACY/NUMERACY SUPPORT & DATA CO-ORDINATOR - Mrs Mary Sapio
INDIVIDUAL NEEDS CO-ORDINATOR: - Mrs Lisa McCormick
PARISH PRIEST - Fr Bill Brady
BURSAR - Mrs Kristina Neumann
OFFICE MANAGER / RECEPTIONIST - Mrs Julie Hansen
STUDENT WELLBEING: Chaplain - Mrs Suzie Wallace
STEM - Ms Nadia Morris
MUSIC - Mrs Melanie Harrald
PHYSICAL EDUCATION - Ms Nadia Morris
EDUCATION SUPPORT OFFICERS - Mrs Carmel Johnston (inc. Resource Centre Co-ordinator)
- Mrs Doris Patini
- Mrs Angela Vagionas
- Mrs Rachel Belperio
IT SUPPORT - Mr Aaron Moylan
MAINTENANCE / GROUNDS PERSON - Mr Bruce Ramsay
General Routines and Expectations

Clothing and Footwear
Our school uniform is compulsory and the children are therefore expected to wear it. It has been designed to cater for children’s needs, the weather and affordability. All items except shoes are available from the Office. Information on the school uniform is included further in this booklet.

Absences
Parents and guardians must notify the school by phone, email or through the School Stream app when absences occur. This is a duty of care matter – the school needs to know children are safe if they have not arrived at school.

Fruit Snack
Every morning at approximately 10:00am all classes participate in a fresh fruit/vegetable snack. We ask that all families provide a piece of fresh fruit or vegetable for their child/children to be eaten at this time.

Lunches
Our school lunches are supplied through a local Foodworks store. A price list is included at the end of this booklet. Lollies, soft drinks and iced coffee are not to be ordered and will not be supplied by the store. Children should bring recess from home and families should supply own lunch order bags. Families are encouraged to avoid packaging that goes into landfill.

Naming of Personal Property/Lost Property
All students’ personal property items should be clearly named so that there will be no confusion as to who is the owner of the goods. Lost property is stored in containers in the Admin building and is accessible daily between 8:30am and 3:30pm. The school is not responsible for loss/damage to students’ personal property, however all possible care is taken.

Mobile Phones and IPads/IPods
Students are not permitted to have mobile phones or personal IPads/IPods in the classrooms (unless at times, teachers have requested their use for educational purposes). If students bring these to school they are to be handed in at the Office and will be kept safely there, until the end of the day.

Safety

Visitors Sign in Register and Students Leaving School Grounds
At IHM we welcome all parents and visitors as we work in partnership. When visiting or collecting children during the day, attending excursions, assisting in class, assemblies etc., ALL PARENTS, CAREGIVERS AND VISITORS must report to the Office.

The procedures are as follows:
- Report to the Office to sign in and collect a Visitor’s/Volunteer’s Badge.
- If you are collecting a child during the day, you must sign your child out in the “Student Sign-Out Book” in the Office.
- Upon your return to school, report to the Office to confirm that your child is back on school grounds.
- Children will not be allowed to leave the school grounds unless this procedure has taken place.

By registering your presence on the school grounds it assists us in complying with WH & S regulations and will enable us to account for visitors/students should an evacuation, lock-in or critical incident occur.

Hot Weather Policy
Children will remain at school for the normal school hours during hot weather as all learning areas are air-conditioned. If the temperature forecast in the Advertiser on the day is 35°C or more, most excursions, sporting events and practices will be cancelled or rescheduled.
Sun Protection Policy

From 1st September to 31st May children must wear an IHM hat whilst outside. It is advisable that children wear sunscreen protection and parents should provide appropriate sunscreen lotion for their children.

Police Checks

As part of Catholic Education SA Child Protection Procedures all volunteers must complete a Police Check. This can easily be done by completing a form through the school Office at no cost. If you have any queries come in and speak to the Office staff.

Parking

Parents are required to park their vehicles in the street. Council laws in relation to parking restrictions apply and are enforced by the Council. Parents are asked to consider residents, other parents and the SAFETY OF ALL, ESPECIALLY CHILDREN, when parking.

Outside the Office is the Kiss-and-Drop zone where parents can drop off and pick up their children before and after school – PLEASE NOTE this is not a parking area, you must not leave your car or park for longer than necessary.

The effort of all is necessary to ensure that parking is hassle free. Council inspectors patrol regularly issuing parking fines for non-compliance.

Health and Wellbeing

Medical/First Aid/Illness

All staff hold a current first aid certificate and senior first aid is held by office staff.

Sickness – students are taken to the sickroom/office and parents will be called if it is deemed necessary for them to go home. Parents are asked to make arrangements to collect children as soon as possible. If parents are not contactable, emergency contacts will be called.

Injuries - minor injuries will be treated at school. Depending on the nature of the injury parents may be called to collect their child. For emergencies an ambulance will be called and parents will be notified immediately. Depending on the emergency we will try to contact parents first.

Ambulance Cover

The school subscribes to St John Ambulance. The cost per child is included in the Resource Levy each year. In the event of serious accidents at school, on excursions or during sport this service can be used to transport children to hospital.

Administering Medication to Students

To administer medication at school, parents must issue full instructions in writing in the Medication Log kept in the Office. A qualified medical practitioner must prescribe any medication administered at school. Medication is kept in the Office and must not be in the classroom or the child’s school bag. Specific Medical Action Plans must be completed by a doctor and parents for specific medical condition management.

Dental Care

Students who are dependants of/holders of Centrelink Concession Cards, Veterans Affairs Pension Concession Cards or School Cards are eligible for free dental care from the Dental Service located at Prospect Primary School, Burrage Place, Prospect.

For primary and secondary school children who are not dependants of/holders of the above concessions, a fee will apply for each course of general dental care provided. Appointments are made between the Dental Clinic and each family directly by phoning 8269 4579.
IHM is an **ALLERGY AWARE SCHOOL**.

As an **ALLERGY AWARE SCHOOL** we are trying to:

- Educate staff, students and families about how allergies can cause a severe reaction for some people
- Build awareness about how staff, students and families can ensure safety at school for students with allergies by being cautious and aware of the dangers.

In response to specific student allergies we have explicit guidelines in place. For these students exposure to their triggers can cause a life threatening allergic reaction (anaphylaxis) requiring emergency medical intervention.

To reduce the chance of this occurring we ask that adhere to the following guidelines:

**Reception, Year 1 and Year 2 students**

- Do not send / bring NUTS or NUT PRODUCTS to school. (Nutella is acceptable at present)
- Remind your child NOT to share any food with other students – this is not being unkind – this is being sensible and supports every parent in knowing what their child is eating.
- Check the labels of food being brought to school.
- Please consult with your child’s classroom teacher regarding appropriate birthday treats.
- When sending food for class parties please be aware of the ingredients.
- If you are volunteering at the school we ask that you also limit any potential exposure to nuts.
- Please do not send anything which may contain nuts for sharing.

**Year 3 to 7 students**

- Remind your child to limit any potential exposure to nuts.
- Remind your child NOT to share any food with other students – this is not being unkind – this is being sensible and supports every parent in knowing what their child is eating.
- Check the labels of food being brought to school.
- Please consult with your child's classroom teacher regarding appropriate birthday treats.
- When sending food for class/group parties please be aware of the ingredients.
- If you are volunteering at the school we ask that you also limit any potential exposure to nuts.
- Please do not send anything which may contain nuts for sharing.

We appreciate your support with these procedures.
BEHAVIOUR GUIDELINES

At Immaculate Heart of Mary School, we promote

Hope
Connectedness
Love
Justice
Inclusivity

To make our world a better place

WE KEEP SAFE
Ourselves
Others
Environment

WE SHOW RESPECT
Ourselves
Others
Environment

WE BUILD COMMUNITY
Ourselves
Others
Environment

THIS MEANS

Safe Hands
Safe Words
Sun Safe

Be responsible
Participate
Take pride in your learning
Use strategies to solve problems

Listen
Try your best
Co-operate
Encourage others
Help each other
Ask for help

Immaculate Heart of Mary School
Striving to be God's Heart here on Earth
Behaviour Expectations

At IHM we believe that school should be a positive and enjoyable experience for all. We have embedded Restorative Practices Approach to behaviour management and solving conflicts.

This is a whole school approach for building a school community based on cooperation, mutual understanding and respect. Restorative Practices includes processes for holding students accountable for their choices, actions and behaviour while at the same time building and repairing relationships within a nurturing school environment.

Class Expectations

Each class will have their own guidelines and expectations based on the school’s guidelines of keeping safe, showing respect and building community.

Yard Expectations

- Year levels are rostered onto the various areas of the playground to ensure equity in the playground and on the little basketball court R-3.
- No kicking games or contesting games are to be played on the corner grass area.
- Toys, collector cards or other games should not be brought to school for general play.
- Students must get permission from a teacher on duty before going into an area that is out of bounds (e.g. upstairs, garden etc.)
- Hats must be worn from 1st Sept to 31st May. Children without a hat must remain in the shade under verandahs or breeze way.
- Walk in high traffic areas.

Unacceptable Behaviours

If yard or class expectations are not met then an appropriate response or consequence is undertaken. These may include:

- Reminder of Expectation
- Alternate Play Area
- Walk with the Teacher
- Sit Out
- Redirect Behaviour
- Removal from the area
- Time Out

Parents are notified of these instances via a Behaviour Notification Slip sent home with your child. (Shown here)

Please ensure these are signed and returned to school so that we know that you are aware of the incident and if you have any queries, contact us.

In the case of serious unacceptable behaviours, parents will be contacted by the Principal or Assistant Principal.

Parent Concerns

If parents/caregivers have concerns in relation to behaviour issues we encourage you to speak to staff about these, initially with the class teacher so that they are aware and if needed to leadership. It is expected that parents/caregivers address issues in this manner and do not try to resolve any matters by speaking to other children or their parents. We believe adverse situations can be prevented and resolved with good communication.
Anti-Bullying and Anti-Harassment Policy

Your Rights and Responsibilities
Everyone has the right to be safe, happy and free from any bullying or harassment at this school.

We believe that:
- We all have the right to be treated as a worthwhile person
- We all have the right to feel safe

Rationale
In keeping with our Vision and Mission Statement we believe that all members of the school community (staff, children and parents) have the right to a learning and working environment free from intimidation, humiliation and hurt. We all share a responsibility to create a culture of caring which will not tolerate bullying. This policy builds on our schools and diocesan pastoral care policies and practices to provide clear and agreed procedures and strategies for ensuring bullying and harassment is at a minimum and support is provided for all involved.

Definition of Bullying
Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts are obviously addressed and resolved.

Behaviours that do not constitute bullying include:
- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

The nature of bullying behaviour and harassment can be characterised by the following acts:

Verbal - put downs, name calling, teasing, gossiping
Physical - actual contact (hitting, tripping, pushing, holding, spitting)
Social - exclusion (isolating, hiding, ignoring, lying)
Psychological - interference with property of others (hiding, damaging, stealing), extortion (demanding favours or money), threats or intimidation (repeated staring, mouthing of words, gestures with hands, facial expressions)
Written - writing about someone, graffiti or sending notes that are derogatory (including the misuse of e-mail, social media, etc.)

Definition of Harassment
Harassment is behaviour that targets an individual or group due to their:
- identity, race, culture or ethnic origin
- religion
- physical characteristics
- gender
- sexual orientation
- marital, parenting or economic status
- age
- ability or disability.

It offends, humiliates, intimidates or creates a hostile environment. It may be:
- an ongoing pattern of behaviour or a single act
- directed randomly or towards the same person(s)
- intentional or unintentional.
# School Uniform

The wearing of school uniform can contribute a great deal to the good atmosphere of the school and the sense of well-being among students. It can foster a stronger feeling of belonging and can help reduce anxiety caused through materialism. It can also promote a positive image of our school.

- **Full uniform** must always be worn unless instructed otherwise by the Principal.
- A written explanation is required from parents and caregivers if a student is not in correct uniform for any reason.
- **All the uniform items** listed below are available from the Office at any time and can be paid for at time of purchase.
- **Jewellery.** If children have pierced ears, only one stud or sleeper earring in each ear is permitted. A wrist watch may be worn. **NO OTHER JEWELLERY IS TO BE WORN.**
- **Long hair must be tied back** with scrunchies/ribbons/headbands in school colours **ONLY.**
- **Extreme hairstyles** and/or colours are not permitted.
- **Nail polish and make-up** are not to be worn. Students will be asked to remove nail polish and make-up if worn to school.

<table>
<thead>
<tr>
<th>Summer Uniform – Boys and Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy and gold short sleeve polo top with school emblem</td>
</tr>
<tr>
<td>Navy shorts with school emblem</td>
</tr>
<tr>
<td>Socks - plain white ankle height or IHM school socks</td>
</tr>
<tr>
<td>Sneakers - predominantly white</td>
</tr>
<tr>
<td>Sports Style Sandals – black or brown and to be worn without socks. <strong>Dress sandals are not part of our uniform.</strong> If unsure about the appropriateness of particular sandals please check with the Office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Uniform – Boys and Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy and gold short or long sleeve polo top with emblem</td>
</tr>
<tr>
<td>Navy long pants or shorts with school emblem</td>
</tr>
<tr>
<td>Navy Windcheater with school emblem</td>
</tr>
<tr>
<td>Socks - plain white ankle height or IHM school socks</td>
</tr>
<tr>
<td>Sneakers - predominantly white</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legionnaire cap with school emblem (adjustable)</td>
</tr>
<tr>
<td>Brimmed hat with school emblem (adjustable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bags</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bag with school emblem</td>
</tr>
<tr>
<td>School library bag with school emblem</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uniform Price List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Short Sleeve Polo Top</td>
</tr>
<tr>
<td>Long Sleeve Polo Top</td>
</tr>
<tr>
<td>Shorts</td>
</tr>
<tr>
<td>Track Pants</td>
</tr>
<tr>
<td>Windcheater</td>
</tr>
<tr>
<td>Legionnaire Cap</td>
</tr>
<tr>
<td>Brimmed Hat</td>
</tr>
<tr>
<td>School Bag</td>
</tr>
<tr>
<td>School Library Bag</td>
</tr>
<tr>
<td>School Socks</td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Hat Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO HAT = NO PLAY</strong></td>
</tr>
<tr>
<td>The wearing of an IHM hat is compulsory and must be worn during all outdoor activities between 1st September and 31st May.</td>
</tr>
</tbody>
</table>
School Fees and Levies

Billing Cycle

School fees will be billed in full at the beginning of the year and are payable in three instalments in Terms 1, 2, and 3, unless other arrangements are in place. Direct debits are calculated to allow for fees to be paid in full by 29th September (end of Term 3).

Early Payment Discount

A 5% discount is offered on Tuition Fees if paid in full by 17th March 2017.

School Fee Payment Options

The school provides a range of payment options including:

- Cash/cheque please deliver to the Office
- EFTPOS please process at the Office
- Credit Card form available on the IHM website
- Direct Debit form available on the IHM website
- BPAY details can be found on your fee statement.

We welcome regular payments throughout Term 1 – 3 and many families find that direct debit and BPAY work well for this.

School Card

School Card provides support to families that hold a Health Care Card or a Pension Card. It is a minimal amount to assist families in paying costs associated with stationary and curriculum fees.

In 2017 the amount for a primary school student is $157.00. At IHM, School Card funds are applied to eligible family’s school fees.

A 40% discount on Tuition Fees applies to all eligible School Card holders.

Applications must be made annually, whether or not you have been approved in previous years. Forms are available at reception and must be completed and returned to the School for processing at the beginning of each year. We are only too happy to assist you in your application.


Application Fees

An application fee of $30 is payable upon application for enrolment. Once families have met with the Principal and have received an offer of placement, a further $30 is payable to secure their child’s placement. This $30 will be deducted from the school fees when your child starts school.

Exclusions

Fees do not cover student’s participation in:
- Team sport/uniform hire
- Choir costs
- Instrumental tuition
- Sporting carnivals
- Camps
- Lost/damaged library books.
Students Leaving/Commencing part way through the School Year

- One term’s written notice must be given for students leaving permanently part way through the year. Students taking holidays during school term do not attract a reduction in fees or levies.

  Students leaving part way through the year will not receive a refund for any fees or levies. All accounts are to be settled prior to leaving the school.

- Students commencing part way through the year will be charged pro-rata tuition fees and excursion levies. All other levies will be at full year cost.

We encourage families to discuss any concerns they have regarding school fees the Principal.

Unpaid School Fees and Levies

In the event that fees remain outstanding the school will take action as per the school’s Fee Recovery Policy.

---

**2017 Fee Schedule**

**Tuition Fees**

Payable in Three Instalments – Term 1, Term 2 and Term 3

<table>
<thead>
<tr>
<th></th>
<th>1 CHILD</th>
<th>2 CHILDREN</th>
<th>3 CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>$2,325</td>
<td>$3,720</td>
<td>$4,650</td>
</tr>
<tr>
<td>Tuition Fees (School Card Discount 40%)</td>
<td>$1,395</td>
<td>$2,232</td>
<td>$2,790</td>
</tr>
</tbody>
</table>

**Other Student Fees and Levies**

Payable at the Beginning of the Year:

- Resource Levy                      $420 per Student
- Excursion Levy – Reception to Year 5 Year 6 and 7 $175 per Student $190 per Student

Payable in Three Instalments – Term 1, Term 2 and Term 3:

- Building Levy                      $370 per Family
- Technology Levy                     $275 per Student $550 per Family (max)
- Parents and Friends Levy           $150 per Family

**Early Payment Discount**

A 5% discount applies to all Tuition Fees paid in full by the 17th March 2017.
### Brompton Foodworks – Lunch Order Price List
(Prices effective 30/1/17)

#### GREEN FOODS – CHOOSE PLENTY

<table>
<thead>
<tr>
<th>Sandwich/Roll</th>
<th>Sandwich Price</th>
<th>Roll Price (Single Cut)</th>
<th>Extras</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef / Ham / Chicken</td>
<td>$3.50</td>
<td>$4.50</td>
<td>Toasting 20 cents</td>
</tr>
<tr>
<td>Tuna</td>
<td>$3.50</td>
<td>$4.50</td>
<td>Extra Topping 20 cents</td>
</tr>
<tr>
<td>Cheese</td>
<td>$3.00</td>
<td>$3.50</td>
<td>Sauce 20 cents</td>
</tr>
<tr>
<td>Tomato</td>
<td>$3.00</td>
<td>$3.50</td>
<td>Plain Roll $1.50</td>
</tr>
<tr>
<td>Salad</td>
<td>$4.00</td>
<td>$4.50</td>
<td></td>
</tr>
<tr>
<td>Wraps (Meat, cheese &amp; 2 salads)</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greek Salad (Cucumber, olives, tomato, feta)</td>
<td>$5.00</td>
<td>600ml Spring Water</td>
<td>$1.50</td>
</tr>
<tr>
<td>Tuna Wrap (Tuna, avocado, olives, lettuce)</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold Rolls (Chicken, Prawn / Vegetarian)</td>
<td>2 for $5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custards (Chocolate / Vanilla)</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yoghurts (Banana / Vanilla)</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bananas / Apples</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruit Salad</td>
<td>$6.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### AMBER FOODS – SELECT CAREFULLY

<table>
<thead>
<tr>
<th>Hot Foods</th>
<th>Price</th>
<th>Hot Dogs</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better Bite Low Fat Sausage Roll</td>
<td>$3.80</td>
<td>Plain</td>
<td>$3.80</td>
</tr>
<tr>
<td>Better Bite Low Fat Pie / Pasty</td>
<td>$3.90</td>
<td>with Sauce / Mustard</td>
<td>$4.00</td>
</tr>
<tr>
<td>Pizza Wraps – Ham, pineapple, mozzarella</td>
<td>$5.00</td>
<td>with Cheese / Sauce</td>
<td>$4.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ham, salami, olives, mozzarella</td>
<td>$5.50</td>
</tr>
<tr>
<td>Kids Yiros (Chicken, tzatziki, cheese, lettuce)</td>
<td>$5.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lasagna (Beef)</td>
<td>$5.50</td>
<td>Nippy's Small Fruit Juice</td>
<td>$1.60</td>
</tr>
<tr>
<td>Chicken Schnitzel &amp; Mayonnaise Sandwich</td>
<td>$5.50</td>
<td>(Apple, Orange, Apple &amp; Blackcurrant)</td>
<td></td>
</tr>
<tr>
<td>Chicken Schnitzel &amp; Salad Sandwich</td>
<td>$6.00</td>
<td><em>Combo Specials</em> (Available Everyday)</td>
<td>Price</td>
</tr>
<tr>
<td>Hot Chicken, Chicken &amp; Mayonnaise Roll</td>
<td>$6.00</td>
<td>Hot Dog with Sauce + 200ml Milky Max</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cheese Toastie + 200ml Milky Max</td>
<td>(Chocolate or Strawberry Milky Max)</td>
</tr>
</tbody>
</table>

#### RED FOODS – OCCASIONALLY
(Avoid or limit to a maximum of two times per term)

<table>
<thead>
<tr>
<th>Pies / Pasties / Sausage Rolls</th>
<th>Price</th>
<th>Cakes / Miscellaneous</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain Pies, Pasties &amp; Vegetarian Pasties</td>
<td>$4.20</td>
<td>Donuts</td>
<td>$2.50</td>
</tr>
<tr>
<td>Sausage Roll</td>
<td>$4.20</td>
<td>Finger Buns</td>
<td>$2.00</td>
</tr>
<tr>
<td>Mini Pizza (BBQ Chicken, Supreme, Hawaiian)</td>
<td>$6.00</td>
<td>Custard Tarts</td>
<td>$3.50</td>
</tr>
<tr>
<td>Villis Cheese Dogs</td>
<td>$4.70</td>
<td>Small Packet Chips (Smiths, Doritos, Twistees)</td>
<td>$1.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 cents</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icecreams / Miscellaneous</th>
<th>Price</th>
<th>Drinks</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zooper Dooper</td>
<td>$0.50</td>
<td>Small Flavoured Milk (Nippy’s 375ml - Chocolate, Strawberry, Banana, Honeycomb, Vanilla)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Icy Pole</td>
<td>$1.20</td>
<td>Large Flavoured Milk (Nippy’s 500ml - Chocolate only)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Fangdangles</td>
<td>$1.70</td>
<td>500ml Iced Tea (Peach, Lemon, Raspberry, Mango, Citrus)</td>
<td>$3.20</td>
</tr>
<tr>
<td>Frosty Fruits / Lifesaver</td>
<td>$2.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milo Shakes</td>
<td>$2.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apricot Bars x 5</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** ICED COFFEE AND SOFT DRINKS CANNOT BE ORDERED BY STUDENTS AND WILL NOT BE SUPPLIED.