Holy Trinity Lutheran School
Horsham

Quality Christian Education from Prep to Year 6

Since 1978
OUR MISSION

‘Holy Trinity Lutheran School is a Christian Community committed to providing a quality Christian Education and the nurturing of young people for a life of faith and service’

OUR VALUES

• Provision of a Christ centred school helping students to grow in their knowledge, faith and love of their Saviour Jesus Christ.

• Discovery of each student’s individual God given gifts.

• Value of each student as a whole person.

• Nurture of each student’s special gifts and development in a caring Christian environment.

• Encouragement of students to achieve their personal best.

• Establishment and maintenance of an atmosphere of cooperation, mutual respect and tolerance.
OUR VISION

Holy Trinity Lutheran School is committed to providing a safe, caring and supportive learning environment in which children can:

- Grow in faith and love for their Saviour.
- Give witness to their faith in Christ.
- Know that they were created with special gifts and talents to develop, enjoy and use to God’s glory and the benefit of others.
- Develop cooperative and group skills of sharing, leading and supporting.
- Accept responsibility, use initiative, and grow in self confidence.
- Develop higher thinking and problem solving skills.
- Strive for excellence and work conscientiously towards their full potential.
- Learn to set goals and evaluate their progress.
OUR COMMUNITY

Governance

The School Council is responsible for the governance of the School, and consists of:
- Members of Holy Trinity Lutheran Church.
- The School Pastor.
- Additional members.
Members of the School Council are elected by the congregation of the Holy Trinity Lutheran Church at their Annual General Meeting.

Staff

Our staff are dedicated, and positively model the values of the school. Their commitment and expertise supports our students in a caring and encouraging learning environment.

Parents

Parents are warmly invited and encouraged to actively participate in the life of the school to enhance their child’s education and the wider school community. Parents can assist in a variety of ways such as:
- Classroom assistant.
- Membership of the Parents, Teachers and Friends Association.
- Literacy tutor.
- Canteen, catering and fete committees.

Homework

Parents are encouraged to support the value of homework by timetabling set times for its completion, and being available to assist if needed. It is important that your child has a place to do homework that is well lit, comfortable, and reasonably free from distractions.

All students are expected to read each night. The actual activities set for homework may vary according to the class teacher. In the lower levels it may be limited to a home reader each night and spelling whereas in the upper year levels other work may be given.
LEARNING WITH CHRIST

Curriculum

Time is devoted to the study of God’s Word. All subjects are taught in the light of the Christian faith. Specialist teachers support the class teacher in the areas of:

- Art
- Music
- Choir
- Library
- Technology
- Physical education.

Special Education Programs

Programs for individuals and groups are timetabled on a needs basis in the areas of:

- Reading Recovery
- Bridges Literacy
- Perceptual Motor Program
- Integration
- Children with specific learning needs
- Extension.

Assessment and Reporting

Evaluation of the teaching program and assessment of student learning are ongoing activities. Each teacher is required to assess student work on a regular basis by means of informal observations, checklists, assessment tasks, assignments and tests. Standardised tests are also used in formal areas of work eg. Spelling, Reading, IT, Science and Mathematics.

Parent/teacher interviews are held in term 1, and optional interviews at the end of each term. Formal written reports are sent home mid-year and at the end of the year.
Pastoral Care

Pastoral Care permeates every aspect of school life and extends into the school community through our “Share Care” program, which is coordinated by the School Pastor.

Student Behaviour

Pastoral Care and management of student behaviour are inclusive of each other, as both aspects are student centred. At Holy Trinity Lutheran School we see discipline as a developmental process in which students grow. We have a set of guidelines which includes motivating children’s positive relationships and expecting the best from them. We aim to achieve this by focusing on the five Cs:

- Cooperation
- Communication
- Courtesy
- Consideration
- Care.

The school has an Harassment Policy that clearly outlines expectations for students.

The primary aim of any intervention is to restore positive relationships, to heal hurt and to establish a renewed understanding of our life together in a Christian community.

Chapel

Classes are rostered to lead the weekly chapel service. Parents are welcome to attend the service at 9am on Fridays, and 1.45pm on the last day of term.

Community Service

While classes are rostered to make regular visits to the Lutheran Rest Home on Trinity Drive, we encourage students to be involved in the broader community whenever the opportunity arises.
ENROLMENTS

Enrolments priorities:
- Siblings of students already attending the school.
- Members of the Lutheran Church.
- Those of other Christian denominations.
- Those seeking a Christian education for their child.

Enrolment Conditions:
- It is required that children enrolled in Preparatory Class turn five by the 30th April of their Prep Year.
- Parents are encouraged to make applications for enrolment of their children as early as possible.
- An interview with the Principal is arranged prior to enrolment papers being issued.
- A non-refundable application fee of $50 per family is payable.
- Parents of children offered a position in the School are required to sign an Enrolment Form, indicating their acceptance of the offer and other conditions of entry.
- Enrolment enquiries are always most welcome.

GENERAL INFORMATION

Banking
Banking facilities with the Lutheran Layperson’s League are available at the school.

Canteen
Canteen facilities are available each Thursday.

Bus Transport
We are fortunate to be part of the daily bus service to Horsham schools.

Uniform Shop
New and second hand articles of clothing are available from the Uniform Shop on campus. School bags, girl’s hair attire, socks and tights are also available. Clothing should be clearly labelled with the student’s name.

Opening hours are:

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<tr>
<th>Day</th>
<th>Time</th>
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<tr>
<td>Tuesday</td>
<td>3.00—4.00pm</td>
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<tr>
<td>Friday</td>
<td>9.00—10.00am</td>
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TUITION FEES

A general tuition fee is set by the school and can be paid as an annual fee, per term or by arrangement with the Business Manager. Each term payment is based on an average of 10 weeks.

All fees are payable within thirty days from the date of the Term Fee invoice. Parents requiring alternative arrangements need to contact the Business Manager.

Family Reduction:
A rebate of 10% applies for a second child, 20% for a third child and a fourth child is free.

Building Fund Donation (Tax deductible):
The school takes out loans to partly finance building requirements. To assist in the servicing of these loans, friends of the school make donations and parents contribute through Building Fund donations. Donations are tax deductible.

Composite Fee:
This fee is $200 per child and includes books, art & craft, stationery, local bus travel, swimming & some cultural performances.

Accident Insurance (24 hours):
All students are covered by a 24 hour accident insurance policy. This is offered at a very reasonable cost. Full details of the cover can be obtained from the school office.

Financial Assistance:
In cases of genuine financial hardship, parents are invited to discuss the situation with the Principal. All details and discussions are completely confidential.

Parents intending to remove a student from the school are required to inform the Principal in writing a term in advance, otherwise a full term’s fee will be payable.
UNIFORM - GIRLS

Students are not to wear jewellery other than a watch and/or a small cross on a chain or necklace. Girls with pierced ears may wear sleepers or small plain studs, one in each ear. Nail polish is not permitted.

Hair longer than shoulder length must be tied back off the face with royal blue, maroon or white ribbons or ties. Extremes in style and colouring are not permitted.

WINTER

- Pinafore Maroon/Blue Check
- Pants Navy (optional)
- Skivvy or Royal blue
- Shirt School blue cotton, long-sleeved
- Socks or Tights Navy
- Shoes Polishable Black Leather
- Jumper Maroon ‘V’ neck, raglan style

SUMMER

- Summer Dress Blue check
- Socks White ankle
- Shoes Polishable Leather Black
- Hat Royal blue hat, either bucket or legionnaire style

SPORTS

On the designated weekly P.E. day, and on Fridays for year 5 & 6

- Shirt Lemon polo shirt with school monogram.
- Skirt or Royal blue wrap around pleated netball skirt.
- Unisex Shorts Royal Blue
- Briefs Royal Blue
- Socks White sports with HTLS logo
- Shoes Runners (predominantly white)
- Tracksuit Royal Blue with yellow stripe
UNIFORM - BOYS

Students are not to wear jewellery other than a watch and/or a small cross on a chain or necklace.

Students are required to wear their hair in a neat and tidy style and manner. Hair should be no longer than touching the collar, and no shorter than a number three razor. Colouring, gel and extremes in style are not permitted.

WINTER

- Trousers: Grey—’Scags’ side pocket style
- Skivvy or: Royal blue
- Shirt: School blue cotton, long/short sleeved
- Socks: Grey
- Shoes: PolISHABLE black leather shoes
- Jumper: Maroon ‘V’ neck, raglan style

SUMMER

- Shorts: Grey—’Scags’ side pocket, elastic waist
- Shirt: School blue cotton, short-sleeved
- Socks: Grey
- Shoes: PolISHABLE black leather
- Hat: Royal blue, either bucket or legionnaire style.

SPORTS

On the designated weekly P.E. day, and on Fridays for year 5 & 6

- Shirt: Lemon polo shirt with school monogram.
- Shorts: Royal blue
- Socks: White sports with HTLS logo
- Shoes: Runners (predominantly white)
- Tracksuit: Royal blue with yellow stripe