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MESSAGE FROM THE PRINCIPAL

This booklet is designed by the staff and management of St Hurmizd Assyrian Primary School for the benefit of parents who wish to enrol their children in our school. It contains important information about the Enrolment Procedure, the School’s Vision and Mission Statements, our Values, and School operations. St Hurmizd Assyrian Primary School caters for children K - 6.

What is on offer for prospective students:

TEACHING/LEARNING

- We offer a curriculum based on the Board of Studies requirements
- Teach our students how to become independent, life-long learners
- Provide opportunities for self assessment and evaluation
- Cater for the learning needs of all students

CULTURE

- We promote tolerance and harmony for all students and members of our community
- We promote and preserve Assyrian culture and beliefs of the Assyrians in accordance with the Ethos of the Holy Apostolic Catholic Assyrian Church of the East.
- We celebrate important Assyrian events such as Assyrian New year, Martyr’s Day and Liturgical Feast Days.

WELFARE

- We develop a stable, safe and caring environment.
- Empower students to take responsibilities for their own actions
- Develop high self-esteem in all students

FOR PARENTS:

This book will highlight the policies and procedures that we have designed to help parents understand how we operate as a school and why we operate in such ways.

Some Samples of our policies include:

- Child Protection
- Occupational Health and safety
- Complaints procedure

At St Hurmizd Assyrian Primary School we believe that parents and school staff should work together and have one common educational aim that is, to equip our students with skills and enthusiasm for life-long learning.

God bless

Sargis Makko
Principal
ENROLMENT PROCEDURE

The enrolment period at St Hurmizd Assyrian Primary School commences Term 2 of the school year. During term 2, parents who wish to enrol their child / children in years Kindergarten to year 6 are advised to request an enrolment package from the school office. Completed application forms along with the relevant documents will be received at the school office up to the end of the enrolment period.

DOCUMENTS TO INCLUDE WITH THE ENROLMENT FORM:

- Birth Certificate
- 2 x Passport size photos of student
- Baptism Certificate
- Immunisation Statement
- Latest school report from last school student attended (if applicable)
- Relevant Parenting Court Order (if applicable)
- Citizenship Documentation (if applicable)

WHO IS ELIGIBLE FOR ENROLMENT?

In order to meet the demand of the community’s need for enrolment, Our Schools Enrolment Policy stipulates that offers of enrolment be prioritised according to the following criteria:

(a) Siblings of students presently enrolled in any Assyrian school whose parents/guardians have shown a commitment to meet their financial responsibilities to the school.

(b) Children from families who are financial members of the Holy Apostolic Catholic Assyrian Church of the East.

(c) Children from families affiliated with other Assyrian Churches.

(d) Children from Christian families.

(e) Children from non-Christian families.

At the end of the enrolment period, the enrolment committee will consider all applications and advise the Principal of the number of students eligible for enrolment according to our policy. Successful applicants are invited for an interview with the members of the enrolment committee. Later in the year, successful applicants and their parents are invited to attend relevant information nights and to participate in Orientation Programs in preparation for the new school year.

Please note:

Your child’s eligibility for enrolment may be affected if you have outstanding fees owing to the school for children currently or previously enrolled at the school. Please ensure all such fees are paid for your child to be considered for enrolment in 2013.

New Fee-Payment procedure requires all parents to pay school fees in advance for the first quarter commencing 2013.
ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

Parents applying for enrolment are strongly advised to provide full disclosure of any learning difficulties that their child may exhibit, including physical and intellectual disabilities. This is important for us to know so that we may be able to implement special programs to assist your child. If the school cannot cater for the needs of your child we may be able to advise you and provide you with other options.

Parents, please note that the Enrolment Committee’s decision is final and no discussion will be entered into.

INTRODUCTION

Every nation is recognised by its history, customs, literature and intellect. Similarly, every Church is recognised by its Christian doctrines. This places an immense responsibility upon every generation to strive in preserving their culture, heritage and religious heritage. Failure to do so may result in the deterioration of that culture’s ancestral and historical faith. Among its descendants its language will die. Such a generation will be guilty of great negligence for breaking the long chain of its natural history and would be severely judged by its succeeding generations. Thus, we the Assyrians in general and the Assyrian Church of the East in particular; accept the responsibility to shoulder and safeguard our priceless heritage. We will endeavour to work together to nurture and preserve a generation rich in Christian faith and national consciousness, so that those who follow us will have pride in their diligent forefathers, history and faith of their beloved nation. This way, we will be safeguarding our language, culture, heritage, literature and faith from dispersion and dissolution.

OUR SCHOOL PATRON SAINT

Saint Hurmizd Assyrian Primary School

Our Primary School is named after one of our greatest saints, Saint Rabban Hurmizd. He was born to Joseph and Thecla in Beth Laphat, Shiraz in the country of Iran in the mid 16th century. A monastery is built in the mountain of the Beth Edhari near Al-Kosh, here Rabban Hurmizd continued his life performing miracles; cleansed lepers, walked on water, healed the sick and even raised the dead. He lived a life that was full of prayer and fasting. At the age of eighty six he gave up his spirit and slept in the name of our Lord and Saviour Jesus Christ.

Mar Narsai Assyrian College

Our College is named after a great Assyrian saint, Mar Narsai, who was one of the greatest Assyrian writers. He was born in the beginning of the 5th Century and he travelled to Edessa to study. After completing his studies in Greek, Biblical Exegesis and Theology, he became the rector of the Edessa school in 437-459AD. Mar Narsai and some colleagues left Edessa for Nisibis where he was supported by Barsauma the Bishop of Nisibis. In Nisibis Mar Narsai founded the Nestorian School of Nisibis and he became its rector for 50 years. He worked well with the young and was dedicated in spreading knowledge of Christian values among the community of the early Christian era. Mar Narsai died in 502 A.D.
OUR VISION

*Lighting the Way – Preserving our Faith, Culture and Heritage*

Our schools are dedicated to educational excellence, encouraging students to reach their potential in a nurturing environment so as to become productive Australian citizens, reflecting the Christian faith of the Assyrian Church of the East, Assyrian language and culture.

WE VALUE

Education is a lifelong process that fosters the worth of the individual; it is a process involving a partnership of students, home, school, Church and community. St Hurmizd Assyrian Primary School has an effective learning environment that fosters, in each student, a sense of unique value, self-esteem and importance to society.

➤ COMMITMENT

We value educational excellence, and sustenance of this commitment in our dealings and relationships with students, teachers and parents, the Church and the community.

➤ INTEGRITY

We value honesty, trust and justice.

➤ RESPECT

We value a safe and cooperative work environment where individuals care for each other and grow through open communication.

➤ EXCELLENCE

We value working together to develop and continuously improve processes that support the creative pursuit of new ideas in everything that we do.

CURRICULUM

We teach a diverse and progressive curriculum based on the latest pedagogical models and approved by the NSW Department of Education and the Board of Studies. Teaching staff come as highly qualified graduates that meet the stringent standards as set up by the NSW Institute of Teachers. In addition to the mandatory curriculum, we also teach the Assyrian language and Religious Education according to the ethos and values of the Holy Apostolic Assyrian Church of the East. The school also offers learning support through our Learning Support Unit catering for learning needs of individuals that fall outside of mainstream education.
EXTRA-CURRICULAR ACTIVITIES

We offer a range of extra-curricular activities such as a swimming and water safety program, the Active Kids program, Public Speaking, Gifted and Talented program, among others.

BUS TRAVEL

*Bet Nahrain Transport* run a private bus service to transport students to and from school at a separate cost to school fees. If you wish to use this service, please contact the proprietors: *Sargon Moshi* on 0403 647 588 or *Oshana* on 0410 281 211.

GRIEVANCES

Parents that have the need to raise grievances and complaints with any member of staff employed at St Hurmizd Assyrian Primary School, will be provided with relevant policies and procedures that are in place to address such issues.

CHILD PROTECTION

The safety and welfare of the children enrolled at the Assyrian Schools is paramount. Our schools follow strict Government guidelines and policies to ensure that children are supervised, cared for and protected while at school.

CANTEEN LUNCH ORDERS

If you wish to make a lunch order for your child, please print your child’s name, class and order on a lunch paper bag (these can be purchased from local supermarkets), insert correct money and pass it on to your child.

The class teachers will collect them in the morning and they will be passed on to the canteen. Orders must be made before 10.00am.

EARLY PICKUP

If you wish to pick up your child during recess or lunch time:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>RECESS</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindy – Year 6</td>
<td>11.00am - 11.30pm</td>
<td>1.30pm - 2.20pm</td>
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Please notify the school beforehand, either by phone or send a note with your child so that the teacher can give your child any relevant information/notes he or she may need.
FORMS OF PAYMENT

➤ CASH/EFTPOS/CHEQUE

Payments can be made to the school office during office hours (8.30am to 3.30pm). We accept cash, cheque, money order, credit card and EFTPOS payments. When making payments please ensure you have your invoice with you.

➤ DIRECT DEBIT

Direct debit payments can also be organised from your bank. You must advise your bank to deduct a designated amount of money to transfer into our school account on a regular basis. You must state your Family Card ID Number (listed on your school invoice) on every direct debit transaction. You can also make direct debit payments via internet banking.

OUR BANK DETAILS

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>St Hurmizd Assyrian Primary School</th>
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<tbody>
<tr>
<td>Bank:</td>
<td>Commonwealth Bank</td>
</tr>
<tr>
<td>BSB:</td>
<td>062 294</td>
</tr>
<tr>
<td>Account number:</td>
<td>10194595</td>
</tr>
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</table>

State your Reference/Family Card ID Number.

➤ CENTRELINK PAYMENT DEDUCTION

Parents who receive Centrelink payments may organise to have part of their allowance deducted and transferred towards their children’s school fees every fortnight or other designated period.

Please come and speak to the office staff to organise this payment deduction.