



"Our Lady of Lourdes Catholic Primary seeks to offer excellence in education, enlivened by the life and teaching of Jesus Christ in a school community where the dignity of each person is valued."

(School Vision Statement)

Parent Handbook

2018



BELIEF

HARMONY

RESPONSIBILITY

Our Lady of Lourdes Catholic School
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Mandate of the Catholic Education Commission of WA

"Catholic schools would not exist without the outstanding dedication and contribution of parents. We urge school staff to continue involving parents in the development of the school's outcomes." Paragraph 77

"Parents' support is critical in the educational process. Therefore, we urge parents to use the school processes and opportunities provided to facilitate their involvement." Paragraph 76

"The Catholic school's curriculum will be distinctive by the ways in which Gospel values are integrated into the outcomes and content of all Learning Areas. In implementing the Western Australian School Curriculum, Catholic schools will be mindful of the following (Paragraphs 65-72):



CENTRED ON THE STUDENT

The starting point for all curriculum decisions will be the students themselves and their individual needs.



HUMAN QUEST FOR TRUTH

Students need encouragement to search for deeper understanding and meaning in whatever they study.



VALUE OF ALL HUMAN LEARNING

Education should help people to develop into the integrated persons God intends, including as individuals who have learnt to 'serve and be responsible to others'.



ABSOLUTE VALUES

Gospel values are critical to evaluating real life situation, and working out how to respond to them. Students also need to understand values to interpret real meaning of their life-experiences.



RELIGIOUS DIMENSION OF HUMAN LEARNING

... a call to integrate faith, life and culture. Students need to reflect critically on the contribution religious understandings can make within each Learning Area.



KNOWLEDGE OFFERED IN A SPIRIT OF SERVICE

Catholic schools are concerned to always offer students an education of the highest standards... to be a Catholic school; a school must be a good school.



KNOWLEDGE BRINGS RESPONSIBILITY

The gift of knowledge is not meant for self centred purposes. There is a need for social responsibility. Students should be encouraged to study for reasons beyond personal advancement, material success or social ambition.

Our Lady of Lourdes School Prayer



Lord, we in Our Lady of Lourdes School give you today our prayers, thoughts, works and actions, that they may be for your glory and for the good of the world.

Amen.

Our Lady of Lourdes.....

R: Pray for us.

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1 OUR LADY OF LOURDES

1.1 WELCOME

Dear Parents and Guardians

On behalf of the staff, students and community of Our Lady of Lourdes I warmly welcome new and existing families to our school.

The core of Our Lady of Lourdes is our Christian faith and all policies and procedures are developed and based on Gospel values. Parents, staff and the parish priest work together to ensure that each child grows spiritually, intellectually, emotionally, socially and physically. In our school vision, we seek to offer an education enlivened by the life of Jesus Christ in a school community where the dignity of each person is valued. Thus, to educate children in the Catholic environment of Our Lady of Lourdes School, we recognise that our Vision, Mission and Motto provide the context for the living out of our core values and associated principles of:

BELIEF

HARMONY

RESPONSIBILITY

- ***We believe that God made and loves each of us uniquely.***
- ***We work and play in harmony with all members of the school community.***
- ***We each accept our personal responsibility at all times.***

Our Lady of Lourdes' School Goals are established in order to demonstrate how our Vision, Mission, Motto, Values and principles are enacted upon, and thus guide our decision making processes and strategic directions:

1. Provide an atmosphere which reflects Christ's teaching and projects him as a life model through the integration of faith, life and learning.
2. Provide students with a positive outlook for the future through the development of their confidence and self-esteem.
3. Encourage parents to play an active role in their child's education.
4. Affirm, respect, and develop the individuality and uniqueness of each child, staff member and school community member.
5. Provide a broad, balanced and developmentally appropriate curriculum that utilises the best practices of teaching and learning, making use of the latest technologies and educational research/ development.

6. Developing our traditions and rituals along with a school culture which acknowledges events and celebrations.
7. To have sufficient infrastructure, facilities and equipment which support the strategic ambitions for teaching and learning and provide for a safe and secure working and learning environment.

This booklet has been prepared to inform parents of details, which will make cooperation between home and school easier. Please keep it for your information while your family is part of our school community. Yearly updates will inform you of any alterations of procedures and will keep the information current. Likewise, I encourage parents to regularly check the school's website where up-to-date information is provided, including access to policies and plans such as our three year Strategic Plan.

We welcome your interest, support and encouragement in all aspects of school life. Please feel free to contact the office regarding any clarification of school issues or policies.

The staff and I look forward to working with you in giving your child the best possible education as we strive to live out our school motto: "Honour is more precious than Gold."

God bless,

Mark Ryan

Principal.

February 2018

1.2 INTRODUCTION

Our Lady of Lourdes is a co-educational school and caters for students from Kindergarten to Year 6. A Pre-Kindy (3Yr Old) Programme is also currently in place at the school.

Our Lady of Lourdes is a growing school, keeping pace with technology and the Australian Curriculum principles and practices. The identification of the needs and appropriate intervention where relevant, for all students are essential considerations through the effective use of student data, reflective and collaborative teaching and striving for excellence in pedagogy.

Some key elements of our school:

- Our Lady of Lourdes provides a broad and balanced curriculum that caters for the needs and talents of all students.
- Our Lady of Lourdes strength is its strong, meaningful and valuable partnerships between home, school and the wider community. There is honest, respected and effective communication ensuring that the best possible outcomes are achieved for all students.
- Our Lady of Lourdes has a long tradition of catering for students with special needs and in the provision of creative and enriching extension programmes for students.
- Our Lady of Lourdes seeks to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the Spirit of Jesus Christ.
- Our Lady of Lourdes represents all the qualities of a small multi-cultural school.
- Our Lady of Lourdes staff are experienced and up to date with today's educational standards. Through Professional Development, all staff keep current with the most recent educational development.
- We aim to instill a sense of self-worth, responsibility, respect for others and an ongoing love of learning.

A three year Strategic Plan and an associated Annual School Improvement Plan informs the practices and processes for ongoing school development in line with the prioritised school goals.

1.3 VISION STATEMENT

“Our Lady of Lourdes Catholic Primary seeks to offer excellence in education, enlivened by the life and teaching of Jesus Christ in a school community where the dignity of each person is valued.”

Our Lady of Lourdes Vision Statement encompasses the education and wellbeing of the “whole” child. It acknowledges the individuality of each child and the opportunities each child has to progress and develop. The curriculum needs to be broad and balanced engaging the children in activities that are appropriately challenging and in contexts meaningful to the students own lives. Central to the philosophy of the Vision Statement is the emphasis on a strong Christian education which flows through all aspects of school life. Further to this, the strong relationship between home, school, parish and community ensures that shared values and beliefs create the best possible learning environment for students.

1.4 SCHOOL MOTTO, VALUES & MISSION STATEMENT

‘Honor Pretiosior Auro’ – ‘Honour is more precious than Gold’

Our motto reminds us to look to Jesus Christ, whose life and teaching inspire us to live with honour, seeking justice for all.

“Our Lady of Lourdes School seeks to provide educational excellence through the integration of Faith, Life and Culture.”

Belief

Harmony

Responsibility

- ❖ **We believe that God made and loves each of us uniquely.**
- ❖ **We work and play in harmony with all members of the school community.**
- ❖ **We each accept our personal responsibility at all times.**

Our Mission as a Catholic school founded under the traditions of the Mercy Sisters is to empower all members of our community, especially the students entrusted to our care, to be active and fully informed citizens recognising the integration of our faith beliefs in an evolving and enriched multi-cultural society. Our school values and associated principles help to guide our daily interactions and practices.

1.5 SCHOOL CREST



The symbols of Mary, Jesus and the Holy Spirit encourage us to reflect on the strength of the Holy Family and recognise our need to be compassionate, caring and respectful community members. Close links are also drawn with the special relationship between Mary and Jesus recalling especially the devotion to Mary in our school and parish. Representation of the Jesus and the Holy Spirit relates to the Trinity and reminds us that God is with and within us each and every day. The Mercy Cross is deeply rooted in the traditions of our school as the Sisters of Mercy founded the school. The values of the Mercy Sisters continue to enlighten and guide our school community.

1.6 SCHOOL HISTORY

Our Lady of Lourdes Catholic School is a single stream co-educational Primary School with a current enrolment of 215 children from Kindergarten to Year 6. It is located at 29 Marda Way, Nollamara.

The school, together with the Parish of O.L.O.L. was established in 1958 with Fr. Rupert Kelly as Parish Priest. The school and parish were named Our Lady of Lourdes in order to commemorate the 100th year of the apparition of the Blessed Virgin Mary to Bernadette at Lourdes. Fr Kelly remained the Parish Priest until 1992. Fr Brian O'Loughlin looked after the parish until Fr Joe Walsh was appointed Parish Priest on 1 May 1993. Following Fr. Walsh, Fr. Laurence Murphy was appointed on 17 April 2001. He served nearly twelve years as the parish priest and celebrated his Golden Jubilee of Ordination in April 2012 before retiring from parish responsibilities in early 2013. In recognition the school library was renamed the Father Laurence Murphy School Library. Our current Parish Priest, Fr Stanislaw Bendkowski SDS, commenced in February 2013. Fr Stan is very much involved in the life of the school.

In early February of 1958, work commenced on building the school. The school comprised of three large classrooms, an office, kitchen and a toilet block. The buildings were solemnly blessed and opened by Archbishop Prendiville on 7

September 1958. The front room of the school was furnished with a temporary chapel.

The foundation teachers were three Sisters of Mercy who travelled each day from St Brigid's Convent West Perth. They were Sister Mary Angela, Sister Mary Alphonsus and Sister Mary Stephen. In the first year of the school opening, there were 125 children enrolled, of which 62 were in the infant classes. At a later date, three more classes were added. In 1962, another classroom was built as well as a shed. In 1963, parish tennis courts were built and in 1964, another toilet block of which the school had full access.

In 1964, a convent was commenced to accommodate the Sisters of Mercy. It was opened and blessed on 30 August 1964 by the Most Reverent M McKeon D.D. Auxiliary Bishop to His Grace, Archbishop Prendiville. Various nuns have lived in the convent, including Sister John who celebrated 50 years as a nun in 1987, Sister Ambrose who celebrated her golden jubilee in 1988, Sister Scholastica and Sister Helena in 1989.

On 28 September 1974, His Grace, Archbishop Goody solemnly blessed and opened the parish hall, two meeting rooms, store room and music room. The hall has always been made available for school use. In 1979, the rooms under the hall were converted to house the Pre Primary with only one of the 'council' rooms set aside for parish use. All the rooms have been converted for school use over the years.

Since its foundation and up to 1996, the following Sisters of Mercy have been Principal of Our Lady of Lourdes School:

- Sr Angela O'Connor 1959
- Sr Leonard McMahan 1960-1968
- Sr Norma Scheikowsky 1969 (one month)
- Sr Joan Buckham 1969-1973
- Sr Helena Hartnett 1974-1992
- Sr Anne MacFarlane 1993-1996

Mr Peter Panizza was the first lay principal appointed in 1997. Mrs Lyla Forte is the most recent former principal who completed her tenure at the end of 2011. The current Principal, Mr Dan Wood, has been seconded to CEWA as a School Improvement Advisor. Mr Mark Ryan is the Principal in his absence.

The year of 2008 was a very exciting and memorable year for our school community. It was our 50th anniversary. It was a wonderful opportunity to recognise and celebrate the valuable contribution made by the Sisters of Mercy, past and present staff and past and present parents and children. The events of the year were highlighted with the completion of the school mural, depicting the journey of our school since 1958. May we continue to be blessed with a community who works together to enrich the lives of our children in Faith, Education and Pastoral Care.

Building Infrastructure Modifications

2010 was a significant year for our school community. Through the assistance of Government funding, the general upgrade of our facilities contributed to and enhanced the excellent educational opportunities and experiences that already existed at Our Lady of Lourdes.

Extensive renovations and building programs have taken place over the years:

- Stage 1 (1996) - Completion of a new Pre-Primary and Year 1 classroom.
- Stage 2A (1997) - Kindergarten toilets were completed.
- Stage 2 (1997/1999) - Administration building was completed.
- Stage 3 (2000) - Upgrading of many of the classrooms, relocation of the library, a new centre court-yard, a covered walkway and a new toilet block were completed.
- In 2003 and 2004, the convent was demolished and the school oval was extended.
- In 2007, new in/out drop off area for students was completed with the church renovations.
- During 2005 and 2006, government funding (IOSP) has contributed to upgrade various areas throughout the school; namely; Pre Primary play structures, soft fall and shade as well as soft fall for the main playground. The school itself has generally improved the general safety of the school by upgrading the hall and the two sets of steps leading up to the hall.
- 2009 – Government (Pride in Our Schools) funding has led to the refurbishment of the old Year One classroom to accommodate the Kindergarten.
- 2009/2010 Government (BER) funding provided the opportunity to build an ICT centre, refurbish a multi-purpose room, demolish the old hall to its shell and refurbish it, as well as replace classroom ceilings and undertake landscaping.

Information and Communication Technology Infrastructure

In 1996 a computer laboratory with seventeen computers was set up. In 1998 all computers had access to the Internet. The school was successful in obtaining Government funding to implement a five-year plan in Information Technology. This has enabled the school to upgrade all computers in the computer lab and in the school office. Cabling was installed for the networking of all classes. This connection enabled both Internet and Intranet Communication to take place. In 2003, the school was connected to the 'Cathednet'. As part of the school's ongoing IT plan, the computers are regularly upgraded or renewed. In 2004, the Computer Lab had a total upgrade of both hardware and software. There are now thirty computers in the Computer Lab. In 2009, all computers were renewed and have been relocated to our new Information Centre. In 2008, Interactive

White Boards were installed in every class from year PP-7, with the help of IOSP. During 2012 a bank of iPads were purchased and are available to enhance curriculum delivery and student learning. Major restructuring of our ICT network and hardware took place during 2013. Wireless connectivity was extended across the school and a new server purchased. New laptops were purchased for staff use and the IT Lab also was upgraded with 30 Macbook Airs. iPad provision in each classroom was also extended. New computer systems were introduced into the school office.

1.7 ENROLMENT POLICY

Applications for enrolments in Kindergarten to Year 6 will be accepted according to Our Lady of Lourdes' enrolment policy. Our enrolment policy – based on the Catholic Education Commission of Western Australia's Policy Statement on Student Enrolment – provides the following priorities:

1. Catholic students from the Parish with a Parish Priest reference.
2. Catholic students from outside the Parish with a Parish Priest reference.
3. Other Catholic students.
4. Siblings (brothers and sisters) of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students, whose parents fully support the Catholic ethos of Our Lady of Lourdes.

Before an offer of place is made, parent(s)/guardian(s) shall be interviewed by the Principal and prospective students shall be interviewed where appropriate.

The Catholic/Non-Catholic 'Enrolment Percentage Parameters' approved by the Bishops of Western Australia is to be referred to when enrolling students.

Before offering enrolment in a Catholic school it is important that the financial and non financial capacity of the school to respond to specific educational needs of all its students is determined. Therefore:

- a. The Principal shall ascertain whether the student has any special educational needs which will require differential resourcing if schooling is to achieve educational outcomes appropriate to the student's learning needs.
- b. Where the student has a disabling condition, disorder or significant health care needs, the Principal shall consult with the Special Learning Needs Team at the Catholic Education Office to ensure that the school has the resource capacity to make adequate provision for the student's specific educational needs.

If the Principal determines that the school, after appropriate consultation as in (a) and (b) above, does not have the financial and non-financial resources to

respond to the student's educational needs then the parent(s) or guardian(s) may be referred to one of the Special Education Centers located in certain Catholic schools.

An application form needs to be completed for each child seeking a place at Our Lady of Lourdes School. Accompanying the application form must be a copy of the child's birth certificate, baptism certificate and immunisation record. An Australian Government Visa (where applicable) also needs to be presented to the school. Where appropriate, a copy of the child's current school report will also be required. An interview for parents and the child will then be made with the school Principal before a confirmed place at the school is offered.

1.8 SCHOOL POLICIES

Our Lady of Lourdes School adheres to the policies of the Catholic Education Commission of Western Australia. Likewise, Our Lady of Lourdes has a number of policies in place which influence the operation of the school across all facets. Where feasible and appropriate, parental involvement is encouraged in policy formulation. The School Board has an advisory role to play in policy formulation.

School policies are available upon request. Many are also accessible on the school's website: www.ololnoll.wa.edu.au

1.9 SCHOOL STAFF 2018

PRINCIPAL

ASSISTANT PRINCIPAL (Pre K-2)

ASSISTANT PRINCIPAL (3-6)

Mr Mark Ryan

Mrs Gayle Connell

Mr Matthew Gray

PRE KINDY TEACHER

KINDERGARTEN TEACHER

PRE-PRIMARY TEACHER

YEAR ONE TEACHERS

Mrs Jessica Giorgio

Mrs Joanne Quesnel

Miss Alison Casey

Mrs Sonia Jenaway

Mrs Joanne Davis

YEAR TWO TEACHER

YEAR THREE TEACHERS

Miss Liana Ottobriano

Mrs Maria Gaudoin

Mrs Jessica Giorgio

YEAR FOUR TEACHER

YEAR FIVE TEACHER

YEAR SIX TEACHERS

Mrs Elise Cruttenden

Miss Kate Burns

Mr Matthew Gray

Mrs Judy Russo

PHYSICAL EDUCATION TEACHER

Mr Steven Mammoliti

ICT TEACHER
MUSIC TEACHER
ITALIAN TEACHER
READING RECOVERY TEACHER
ART & LIBRARY

Mrs Louise Baldock
Mrs Mary Happ
Mrs Grace Valli
Mrs Grace Valli
Mrs Pina Versaci

KINDY EDUCATION ASSISTANTS

Ms Josie Reitano-Frost
Mrs Marie Ferrone

PRE-PRIMARY EDUCATION ASSISTANTS

Mrs Teresa Erceg

EDUCATION ASSISTANTS

Mrs Ann Fusco

SPECIAL EDUCATION ASSISTANTS

Mrs Pina Versaci

Mrs Anne Fusco

Mrs Mireinne Cumbo

Mrs Veronica Bayer

Mrs Cyril Narra

SCHOOL FINANCE OFFICER
ADMINISTRATION OFFICERS

Ms Margy Reeler

Mrs Janet Harris

Mrs Ann Fusco

UNIFORM SHOP MANAGER
CANTEEN MANAGER

Mrs Bernadette Dyblik

Mrs Rosie Samuels

2. PARENT INVOLVEMENT

2.1 Family Involvement

The school recognises the importance of you, the parents, as the prime educators of your child and the need to effectively involve you in the school's programme. In this respect, the partnership of parents and teachers is vital to the achievements of Our Lady of Lourdes School.

The primary role of the Catholic school is to support parents in the formation of their child's faith.

Parents are involved in the following ways at Our Lady of Lourdes:

1. As community members they elect and largely comprise the School Board, and are the basis of the Parents and Friends Association which builds our educational community and provides many resources.
2. Parents are consulted and their voice is heard in the policy formation process at Our Lady of Lourdes.
3. Through their communication with their child's teacher, home and school can complement each other in encouraging development of the whole child.

Parental involvement in the school curriculum is encouraged and valued at Our Lady of Lourdes School. Each class and specialist learning area regularly involves parents and family members in promoting the educational, social and personal development of the students.

You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped and anticipated, that you will participate in at least some of the following areas:

- Attending school related Masses
- Parent groups
- Library
- Classroom help
- Excursions
- Busy Bees
- Fundraising
- Special events
- Collaborative Conferences (Parent/Teacher & Student meetings)
- P&F meetings
- Nominating for School Board
- Canteen help
- Parent Surveys
- Policy Formulation/ reference groups

2.2 How Parents Can Make a Good School Better

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If possible, participate on committees and in discussion groups that consider educational issues and give opinions to the staff.
- See the school as YOUR school. Encourage your child to see it in the same way.
- Offer constructive criticism and suggestions and direct your information to the right people.
- Go to school activities - open days, plays, concerts, picnics, sporting functions, celebrations. Take a friend.
- Join the official parent group and look after the school's interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.

- Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.
- Encourage your child to co-operate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them, even if sometimes you have to be a friendly critic or a critical friend.

(From Barry Dwyer - Parents, Teachers, Partners)

2.3 Parent-Teacher Communication

Communication and support between the home and school is essential for the good of every child.

Avenues of communication are:

- a) **The Fortnightly Newsletter** - a School Newsletter is distributed every second Wednesday to keep parents informed of approaching events as well as school policies, directives, initiatives and current school requirements. The newsletter is emailed home each Wednesday (also available directly on the website).
- b) **Connected Smartphone App** – we have a school smartphone application that can be downloaded to android or apple devices. The application contains latest newsletters, policies, links and important information related to the running of the school. It is updated regularly.
- c) **Term Calendar** – to inform parents of events for the term and assist with forward planning (also available on the website).
- d) **Letter/ Flier** – there will be times when information will need to reach parents outside of the Newsletter and this communication will be made through a letter or flier sent home from time to time.
- e) **SEQTA Direct Messaging System** – parents are sent timely SMS or email messages from teachers or administrative staff in order to make available to parents all up to date or pertinent information.

- f) **Parent Information Evenings** are conducted early in Term 1 each year for Years PP - 6. At these meetings, class teachers will discuss the curriculum, class timetable and class policies, and will answer any queries.
- g) **Parent/Teacher Interviews (Collaborative Conferences)** - conducted as required. A collaborative conference is held in Term 1 with progress reports and on-request by the Teacher and/ or parent at the end of each semester. A collaborative conference may also be requested by the teacher during Term Three. Parents can request a meeting with the teacher at any time throughout the school year. Appointment times should be made.
- h) **Student Reports** - are sent out to parents at the end of Terms 2 and 4.
- i) **Open Night** is conducted in Term 3.
- j) **Appointments** - Discussion with a class teacher, by appointment, is an effective way of knowing your child's progress. Please try to make an appointment after school time. The morning is a valuable time to get ready for the school day and for children and teacher interaction, and should be left free for this purpose.
- k) **Parent Workshops/ General Meetings.** Our Lady of Lourdes commits to providing regular and relevant workshops for parents. These can have an educational, social, emotional and/or personal focus. Topical issues, for example 'cyber bullying' and 'healthy eating' can also form the basis for a workshop. Parent workshops also allow Our Lady of Lourdes to report on its whole school practices, such as the annual data presentation on assessment and its link to school improvement.
- l) **Sacramental Parent/ Student Workshops.** These are scheduled throughout the year. Parental involvement in the preparation of the children for the Sacraments of Reconciliation, Eucharist and Confirmation is essential.
- m) **School Performance Data, Principal Reports to the Community.** Detailed information is sent home annually on various occasions. These include the **School Performance Data Report, Principal's Report to the Community** at the AGM of the School Board and the P&F. Their purpose is to inform the community on the school's progress.
- n) **P & F Meetings.** P& F meetings provide a good forum for gathering information about school happenings and are a way to make a real contribution to your child's education.

2.4 Reporting

Reporting and evaluation are provided to parents throughout the year. These include:

- First Semester Report - end of Term 2.
- End of Second Semester Report - end of Term 4.

Alongside the formal reports in Term 3, an **Open Night** is held, providing a “hands on” learning experience for parents and children.

Class assemblies and special class events also provide a reporting opportunity.

Parents are able to arrange a meeting with their child's teacher to discuss student progress and review workbooks.

2.5 Collaborative Conferences (Parent/Teacher/ Student Meetings)

Collaborative conferences (or 3 Way Interviews) can be requested at any time throughout the year by either parents or the teacher.

Parents are expected to attend at **least one** collaborative conferences throughout the year. These are usually held in Term 1 and Term 3. Opportunities for meetings are also available after school reports are sent home and indeed throughout the year upon appointment.

Integral to the collaborative conference is the involvement of the child- after all they are the basis of the discussion! The child needs to hear first-hand the successes and development points for their learning. Likewise, they need to witness the positive and effective relationships that operate between home and school- parent, teacher and child sharing and learning together. On occasions it may be agreed that the presence of the child is not appropriate e.g. child's age, content of discussion etc.

Students who require an **Individual Education Plan** or **Curriculum Adjusted Program (CAP)** are required to attend meetings throughout the year to formulate, discuss and evaluate the educational provisions.

2.6 Evangelisation, School Liturgy, Mission Focus & Assemblies

As a Catholic School, and as part of the on-going Mission of the Church, Our Lady of Lourdes School sees the importance of Evangelisation and on-going renewal of the entire school community. In 2011, the **School's Evangelisation Plan** was implemented and is revisited at the beginning of each year. Our

Evangelisation Plan is a living, working document and was last revised in May 2017.

School Masses, Reconciliation Services and Class Paraliturgies are regularly celebrated throughout the year. These include whole school and class based celebrations. Holy Days, Easter Stations of the Cross, Nativity, Special Feast Days (including Our Lady of Lourdes Feast Day) and special parish Masses are also an integral part of the school's celebration.

In collaboration with our Parish Priest, some specific liturgical celebrations are as follows:

- At the beginning and end of each term, there is a whole school Eucharist.
- Over each term on a Thursday, classes are rostered to prepare a class Mass which takes place in the church at 9am. Parents and friends are always welcome to attend.
- Kindy, Pre-Primary, and Years 1&2 prepare and participate in Liturgy of the Word instead of class Masses.
- Commitment Masses for the Sacraments of Penance, Eucharist and Confirmation.
- In May and October, the Rosary is prayed at 8.45am on Monday and Friday.
- In 2008, we introduced the Pilgrim Statue of Our Lady of Lourdes. The statue visits family homes for a week, at which time the family and friends say the Rosary together.
- Each year, on Our Lady of Lourdes Feast Day, we celebrate Mass together and have a day full of activities, e.g. a day at Kings Park.
- Children in Years 3 - 6 receive the Sacrament of Penance during Lent and Advent during school time.

At the commencement of each year, a calendar of liturgical celebrations is sent home.

On set Fridays during the term, the Year Six student group lead the school in prayer and celebration at our **assembly**. Class teachers present merit awards.

Each class presents an assembly annually and shows us some of the things they are learning in class. Fridays are normally the class assembly day.

Special events are also celebrated including Mothers' Day, Fathers' Day and special feast days. The commemoration of events such as ANZAC Day, Remembrance Day and National Sorry Day are also held.

School has a **Mission focus** each term. These may be special assemblies and/or Masses which focus on themes and events. Their main purpose is to raise the

awareness and fundraise for different charities. These include Caritas' Project Compassion, Lifelink Appeal, Children's Missions, Wheelchairs for Kids, St Mary MacKillop Foundation, St Vincent de Paul Society, Cancer Council WA and other local and relevant charities.

Incursions also usually involve an assembly input.

Parents and families are most welcome and encouraged to attend on all of these occasions.

2.7 Parent Concerns

Parents are welcome to discuss problems of any kind, at any time with the teacher and Principal. It is more efficient, considerate and convenient to both parents and teacher if an appointment is made, so that full attention can be given to the issue at hand. If you need to make an appointment, please send a note to the teacher concerned or phone the office to arrange an appointment.

3. ROUTINES AND PROCEDURES

3.1 School Hours

OUR LADY OF LOURDES SCHOOL TIMES

Classrooms open at 8.30am. The school day is 8.45am-3.00pm.

8.45am	Start of School
10.45am	Recess
11.05am	End of Recess
12.40pm	1st Lunch
12.50pm	2nd Lunch
1.15pm	End of Lunch
3.00pm	End of Day

4-year old **Kindergarten** children attend school all day Tuesday, Thursday and Friday, from 8.45am to 3pm. Play and lunch times may vary from the general school timetable.

3-year old Programme operates one day a week, currently Thursday, from 8.50am-2.50pm. (when there is a demand for the programme)

3.2 Before and After School

Student Supervision

Parents are responsible for the safety of their children at all times. They transfer this responsibility to the school during the hours of 8.30am to 3.15pm. The school takes this responsibility seriously and so the following should be observed at all times.

- Children are requested not to arrive before 8.30am or to remain after 3.15 pm Supervision occurs in the morning from 8.30 am and concludes at 3.15pm in the afternoon.
- Teachers are normally in their classrooms by 8.30 am.
- Children must not use sport equipment or play on the play equipment before or after school.
- Parents are asked to ensure that children arrive no later than 8.45am each day so that they are ready for the commencement of school. Parents are also asked to be punctual in collecting their children at the end of the school day.
- Where children have sporting or other commitments, parents are responsible for any supervision during 'waiting' times. School cannot be responsible for supervising the children outside of the school hours.

OSH Club Before & After School Care Programme

In 2013 the school engaged the services of OSH Club who are an external agency offering before & after school care. This will be available each day and OSH Club facilitate all operational matters. The viability of this community service is dependent very much on family's accessing the program. If regular and effective numbers cannot be sustained the program will have to cease. A regular evaluation of the program will take place each term. In the event that the program is unsustainable, a minimum of four weeks' notice will be provided to parents.

Morning sessions run from 7am until 8.30am

Afternoon sessions operate from 3pm until 6pm

The care program operates in the Music Room.

Children at school before 8.30am and/ or still at school after 3.15pm will be enrolled into the Before & After School Care Program (unless a justified reason is already known by school). The cost will be borne by parents.

OSH Club can be contacted at: <https://www.oshclub.com.au/oshclub.html>

3.3 Picking Up of Children/Parking

After School

Parents are asked to notify the school if a child is not going home in the usual manner or with his/her usual carer. This is an important safety issue. Children will not be permitted to leave the school with anyone not named on the contact list or previously named by a parent. At the commencement of each year, updated contact lists will be sought. This list would include grandparents, aunts, uncles, close family friends etc.

Whilst at times it is necessary to call the school office to inform of changes to the collection arrangements of children, this does provide a logistical problem for school. In this regard, we request that such calls are made no later than 2pm on the given day.

Parents need to notify the school in writing if their children are walking or riding home.

Kiss and Drive

The school continues to implement Kiss and Drive procedures, with a designated route.

A map of the Kiss and Drive route and associated procedures has been disseminated to parents and is also available from school upon request.

We ask that parents and families do not park in the flow through Kiss and Drive area. Drivers are to remain in the cars. Staff will ensure your child gets safely into the car in this area.

For safety reasons

- please DO wait patiently for your child
- please DO wait in a single lane of traffic
- DO NOT call your child to your car
- DO NOT try to overtake in the car park.
- DO NOT cause a traffic jam by leaving your car

- DO NOT chat to other parents when in the waiting zone (it holds up other traffic)

Parking

Parents of children in Kindergarten and Pre-Primary are advised that limited parking is available on the school car park behind if required. Parents are to exercise extreme caution when entering or exiting the school car park. Parents of older students are asked only to park if they are wishing to visit a teacher or the office or in those circumstances where the collection of children varies from normal (e.g. collecting a child's project, collecting children for a birthday party etc). Parents are asked to avoid reversing in the car park.

For safety reasons, we discourage the entry of trucks, motor bicycles, trailers and caravans on the school car park. We appreciate that this is not always possible but request that parents refrain from their use of such vehicles where at all possible. Where this is unavoidable, parents are asked to delay entry to the school car park so that the majority of traffic has departed.

Limited short-term parking is also available on Marda Way. Please take extra caution when parking in this area as the road is a busy thoroughfare. Please also consider and respect our neighbours by observing the road signage and parking restrictions. In no circumstances should parents park on the verge strip or driveway of neighbouring properties. Parents should not park on Kweda Way.

Parking for Special Events

On those occasions where it is anticipated that a higher volume of traffic is expected, the school oval will operate as an over-spill car park. Parking will also be available on the Our Lady of Lourdes Church grounds.

Road Safety / Pedestrians / Bicycle riders

All pupils who walk or ride bikes to school are in need of reminders about road safety. It is school policy to support the state law with respect to the wearing of bicycle helmets. All bicycle riders are to wear helmets when riding their bikes to and from school. Please encourage your children to ride safely. No bikes are to be ridden on school grounds during normal school hours. Students should have a bike lock to reduce the risk of theft (school cannot be held responsible for lost or stolen bikes).

Scooters, skateboards and similar products are not permitted on school grounds.

Parents are asked to send a permission slip to school when children are arriving/ leaving school by themselves e.g. walking home, riding or catching a bus. It is

vitaly important that parents keep school informed about such travel arrangements.

3.4 Children's Attendance

To ensure the children's safety and for legal reasons parents are asked to comply with the following:

If a child is to be absent on a particular day parents are asked to notify the school office by 9.30 am. **A designated answer messaging system records absences when parents contact the school by telephone.** Notification is also needed for dentist and other appointments; these are to be sent to class teachers. School will contact parents by SMS or telephone should no notification be provided concerning a child's absence.

If a child is to be away for an extended period of time, for a holiday or hospital visit, the school is to be notified in writing. In relation to absence due to holidays in term time or extended leave due to sporting commitments, parents are asked to complete an application for **'Student Extended Leave' Form**. Parents are reminded that absence during school term for holidays is to be avoided where possible.

In line with the parent responsibilities outlined in the School Education Act, when a child returns to school after being away a written explanation must be given to the teacher. Absentee notes are available from class teachers or the office. Alternatively, parents can write a simple explanation note.

Children are not permitted to leave the School grounds during school hours without written consent of parents. When children are being collected from school before the end of the school day the parent or carer must first visit the school office and sign the child out.

3.5 Appointments during the day

No child will be allowed to leave the school grounds unaccompanied during school hours. If a child is required to leave for a dental appointment etc, their parents must arrange to have the child picked up from the classroom by an adult.

Parents **MUST** sign the book at the front office when arriving at school to collect and remove a child from the school during normal school hours. Parents are requested to advise the child's teacher in writing if the child will be leaving the school during normal school hours.

Whilst this may seem a trivial matter, it is fundamentally important should there ever necessitate an emergency evacuation or other safety matter.

3.6 Joint Interagency Truancy Reduction Initiative

This initiative commenced in mid-2012 and has all three educational sectors working with police in the metropolitan area to help reduce truancy from school and increase safety in our communities. Any children located by police during school hours outside school grounds who are unaccompanied by an adult and do not have a leave pass will be returned to their enrolled school.

If your child is collected by police and returned to school, a staff member from the school will call to inform you and will send a Parental Information Slip to you. Parents will be given the location where their child was found and the details of the police officer who returned them. There will be a police contact number for parents if there are any concerns.

We encourage parents to support schools and the police in reducing truancy and ensuring that children are safe.

3.7 Changes to School Hours

A number of Professional Development Days are set aside within the year for staff training. These days are selected by the school and will vary from year to year. Parents will be notified well ahead of time so that they may make arrangements for their children.

3.8 School Fees

School Fees for the following year are set by the School Board in November each year. Accounts are issued annually. It is important to note that the majority of school's funding comes from Commonwealth and State Government grants. School fees provide a small percentage of the school's financial income. Nonetheless, school fees are a vital source of income assisting in the school's running costs and the educational opportunities provided for all students.

All parents who choose to send their children to Our Lady of Lourdes are expected to contribute financially to the education of their children. This expectation is tempered due to personal circumstances and special needs. If you consider that meeting these fees may result in extreme hardship to your family, you are welcome to make an appointment to organise alternate arrangements with the Principal.

To assist parents in meeting their school fee obligations, there are several options available for fees payment:

Payment of school fees may be made in full at the beginning of the year, each semester or termly by cash, cheque, eftpos or Bpay. Arrangements can also be made through direct debit, including fortnightly or weekly deductions. This is a service offered through the CDF (Catholic Development Fund). This is easy to organise and simply requires you to make arrangement with the School Bursar to assist you in arranging a payment schedule. There are no additional charges for this service.

School fee discounts are provided for second and additional children.

Student Insurance is included as part of payment of school fees. The insurance provides cover 24 hours a day, every day of the year. More details are available from the office.

School fee schedules are distributed at the start of each year and are available from the school office upon request.

Health Care Card Scheme

Catholic schools in Western Australia provide eligible current Health Care Card holders a discount on tuition fees only. A current Health Care card needs to be sighted and an additional Rebate form needs to be filled in. Please note that not all Health Care Card holders are eligible. Holders of a current means tested family Health Care Card or Pensioner Concession Card with the code "PPS", will be entitled to a discount on tuition fees. Please contact the office if you have any queries. The inability to pay school fees does not preclude any child from attending Our Lady of Lourdes School. Parents who are unable to access the Health Care Card Scheme but would still have difficulty in making school fee payments, should see the Principal to discuss the availability of alternative fee payment arrangements.

Visa Classifications

It is essential that parents, whose children are not Australian citizens or permanent residents, keep school regularly informed of changes to Australian visa classifications when family circumstances change. Failure to do so can affect the school's ability to receive Federal and State Government funding and may also require families to pay **Full Fee Paying Overseas Student** fee costs.

3.9 Emergency Procedures

The school has a detailed Crisis Management Plan, including an evacuation plan, in case of emergencies and has practice drills. Each room has a detailed Evacuation Plan and Procedures document that is positioned in a visible area.

Sometimes parent helpers can be in charge of groups of children when an emergency or drill siren sounds. Helpers are asked to check the following:

*that their entire group is present.

*that they rejoin the main class group as soon as possible by a safe route.

* Classes assemble on the basketball court (Muster Point 1) or if this area is unsafe at Muster Point 2- oval.

3.10 Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to check for lost items in the lost property collection. We make every effort to have lost items claimed, but unmarked, unclaimed items left at the end of each term will go to the Uniform Shop as secondhand items. Parents are strongly encouraged to clearly mark each item of their child's clothing.

3.11 Transferring

Any child transferring from or to another school must have a transfer form.

4. SCHOOL ORGANISATIONS AND SERVICES

4.1 Administration

As a small school, all staff play a vital role in the leadership of the school. Through their dedication and collaboration, the effectiveness of the school is enhanced and nurtured. The Leadership Team of the school comprises the Principal and Assistant Principals.

4.2 School Board

The Our Lady of Lourdes School Board administers all finances connected with the school and liaises closely with the principal on decision-making matters. The School Board is responsible to the Catholic Education Office of Western Australia and subject to the School Board Constitution as set down by the Catholic Education Commission of Western Australia.

The School Board finances consist of:

- Parent paid school fees
- State Government Grants
- Commonwealth Government Grants

Each year the Annual General Meeting of the school community is held in late November or early December. At this meeting, a report on the School Board's activities and the following year's budget is presented. Election of new Board members also takes place at this meeting. All parents are invited and expected to attend this important meeting of the school community.

SCHOOL BOARD MEMBERS

Chairperson	-	Mrs Donna Gow
Treasurer	-	Mr Vicki Paolo
Secretary	-	Mr Shankar Louis
P&F Representative	-	Mrs Ruza Foster

Mrs Nadine White
Mrs Joanna Wood
Mr Luke Credaro

Ex-Officio Members	-	Fr Stanislaw Bendkowski SDS (Parish Priest)
	-	Mr Mark Ryan (Principal)

Standing Invites	-	Mr Matthew Gray (Assistant Principal)
	-	Mrs Gayle Connell (Assistant Principal)
	-	Mrs Margy Reeler (Finance Officer)

The School Board meets on the 3rd Wednesday of each month in the staffroom. Meetings commence at 6.30pm.

All matters or concerns relating to the finances of Our Lady of Lourdes School should be addressed to the School Board. Those relating to school fees should be addressed to the Principal.

4.3 Parents and Friends Association

The Parents and Friends Association foster Community interests in education, promote closer liaison between school and community and assists with providing school amenities. Meetings are held monthly and are advertised in the school newsletter and the P&F minutes of meetings. New families are

welcome to attend as the P&F provides the opportunity to meet other parents and support the fund-raising activities.

PRESIDENT	-	Ms Leah Wagner
VICE PRESIDENT	-	TBA
SECRETARY	-	Mrs Sarah Hardy
TREASURER	-	TBA

Each year parent representatives for each class are sought by the P&F Executive to assist with communication at all year levels.

All parents are members of the Parent's and Friends' Association and are encouraged to support the organisation in its role by attending meetings, busy bees and fundraising and social functions. They meet on the first Tuesday of each month at 6.30pm in the Father Laurence Murphy School Library. The P&F keeps our community informed of activities through the school Newsletter. The P&F has its own Facebook information page and parents can apply to access this site via the school office or by contacting the P&F President directly.

The P&F gives its annual report at a joint meeting with the School Board in November or December.

4.4 School Canteen

The school canteen operates on a Wednesday and Friday. For the canteen to function effectively, parent helpers are required on these days. The canteen operates within the parameters of Healthy Schools. Menus/price lists are available from the front office, outside the canteen or on the Our Lady of Lourdes school website.

4.5 Healthy Eating

Our Lady of Lourdes promotes healthy eating practices. Parents are encouraged to pack healthy items in lunch boxes and avoid the over supply of sugary or non-nutritional snacks. Lunches from the canteen follow the WA Department of Health's "Traffic Light" system identifying healthy choices and those that should be eaten less frequently.

4.6 Library

Children are encouraged to borrow books on a regular basis, and parental assistance is requested to ensure that all books are returned in good condition.

All children are to have a library bag in which to carry and store their library books. At times library books are lost or damaged. Parents are asked to support school in such circumstances by covering the book's replacement cost.

4.7 Book Club

The Scholastic Book Club order form will be sent home and children may buy any of these books by returning the order and the money to school by the required date. Books will be distributed following delivery to the school. Cheques should be made payable to 'Scholastic Book Club'.

A Book Fair is also run annually.

5. UNIFORM

The parents and staff at Our Lady of Lourdes School would like a high standard of dress to be maintained by all children.

Parents are asked to vigilantly ensure these requirements are adhered to, as many valuable teaching hours can be lost during the year ensuring the children follow these requirements. Wearing correct uniform encourages a sense of pride in self and school. Notes will be sent home for breaches of the Uniform Policy. All children are expected to wear the correct school and sport uniform on the appropriate days.

Parents and children are asked to adhere to the school uniform expectations when purchasing items. This prevents added expense of re-purchase or children and staff needing to address breaches of uniform expectations.

Kindergarten Uniform

Gold sport polo top with school emblem and royal blue rugby shorts.

Pre Primary Uniform

Orange sport polo top with school emblem and royal blue rugby shorts.

Girls Uniform for Years One through to Year Six

Summer:

Term One and Four

- Cotton check uniform
- Short white socks
- School black leather lace-up shoes

- Official school hat with crest

Winter:

Term Two and Three

- Blue pinafore tunic
- White blouse
- School black leather lace-up shoes
- Short white socks
- Navy blue tights
- School jumper
- School tie

Sport:

- Royal blue sports shorts with royal blue sports briefs
- White polo top with crest **(Term One & Term Two)**
- Short white socks
- White sports type shoes (not high-top basketball boot type)
- Polo shirt – in faction colour with crest **(Term Three & Term Four)**
- School track suit with crest

Boys Uniform for Years One through to Year Six

Summer:

Term One and Four

- “Midford” blue shirt with crest
- Navy college shorts (no navy rugby shorts)
- Navy short socks
- School black leather lace-up shoes
- Official school hat with crest

Winter:

Term Two and Three

- “Midford” blue shirt with crest
- Navy college long trousers
- School black leather lace-up shoes
- School jumper
- School tie

Sport:

- Royal blue rugby shorts
- White polo top with crest **(Term One & Term Two)**
- Short white socks
- White sports type shoes (not high-top basketball boot type)
- Polo Shirt – in faction colour with crest **(Term Three & Term Four)**
- School Track Suit with crest

Sports Uniform Requirements for Boys and Girls in Year Six

Term 1	White Sports Polo Top with Emblem <i>until Graduation Top arrives</i>
Term 2	Graduation Top
Term 3/4	Graduation Top

- School Sports Faction Carnival Day(s) Coloured (green, red or blue with emblem) Sports Polo Top to be worn
- Interschool Sports Day(s) White Sports Polo Top with Emblem to be worn

School bags

School bags need to be the OLOL School bag or similar royal blue colour back pack. Suitcases and trolley bags are not part of school uniform and are not appropriate.

Uniform General Reminders

Please ensure that the children have:

- 1) School shoes are black lace-ups
 - 2) Sports shoes that are white or at least 80% white. If there is additional colour with the white, it should be royal blue, navy or grey.
 - 3) The correct regulation uniform with the school logo – correct colours- as supplied by the Uniform Shop
 - 4) School hats, which must be worn out to play.
 - 5) Marked clothing in LARGE DARK LETTERS with a proper marking pen. This applies especially to HATS, TRACKSUITS & JUMPERS.
- There should be no mixing of the regulation uniform and sports uniform.
 - Children are allowed to wear jackets to school during Terms 2 and 3. The school jumper **MUST** be worn under the jacket. A jacket is not in place of the school jumper. The Uniform Shop sells an appropriate blue jacket that can be purchased by parents if desired. School scarves are also available for the winter terms.

Art Shirt

All students are to have an art shirt to protect their uniforms during art classes. This may be an old t-shirt etc. Without these children will not be allowed to participate in the lesson.

Uniform Shop

The Uniform Shop is open on Monday mornings from 8.30 am to 9.45 am, and Monday afternoons from 2.15 pm to 3.30 pm.

Uniforms will not be available from the school office outside arranged Uniform Shop opening times.

Hairstyles

Hairstyles, in keeping with the concept of uniform, should be natural and conservative. Student's personal appearance at primary school level should be totally natural. School is not a fashion show and individual styles if allowed, through peer pressure, place demands on other families to provide similar experiences for their children.

Hairstyles should therefore conform to the following standards:

- Hair is to be clean, off the face and appropriately groomed.
- For hygiene reasons, below collar length hair is to be tied back.
- Hair is not to be coloured or styled in an unnatural way.
- Only hairclips and/or combs to be worn to tie back hair.
- Scrunchies used to tie back long hair must be in keeping with the school uniform

Ribbons, scrunchies and headbands are available from the Uniform Shop.

Jewellery

The wearing of jewellery is not encouraged at Our Lady of Lourdes for safety reasons. A watch and /or necklace with a Christian symbol may be worn. Girls and boys may wear one pair of small studs or sleepers.

No nail polish, tattoos or makeup are allowed during school hours.

No Hat – No Play

To safeguard the children from the harmful effects of solar radiation we have a 'no hat – no play' policy throughout the school year. Children are restricted from playing in the sun if they are not wearing the school hat. No other hat will be acceptable.

6. CHILDREN'S HEALTH

6.1 School Nurse

The school is regularly visited by a school nurse from the Health Department. The Nurse's main role is to conduct screening programmes and assist in staff training.

6.2 Health and Emergency Information

It is vital that all your child's medical details and Medical Emergency action plan sheets are kept up to date. If at any time your address, phone numbers or emergency contact is changed, please notify the school immediately.

Sick children do not enjoy school and often spread their sickness to others. Parents will be contacted if their children are too ill to remain at school. Parents are asked to ensure sick children have fully recovered before sending them back to school.

Parents of children with medical conditions which require an Emergency Action Plan, including asthma, are asked to keep the school informed of the exact action required. Please ensure that the school has the necessary medication for such emergency situations at all times.

Written notes should be sent to school immediately after any absence.

Students with specific health requirements e.g. Anaphylaxis or Asthma, will have Action Plans with key information displayed in the staff room and available in classrooms to aid the dissemination of information for staff, including relief staff and other visitors or volunteers to school.

6.3 First Aid

Staff will attend to the minor superficial injuries at school. In the event of a staff member considering it necessary, your child will be transported by car to hospital for treatment. In cases of suspected serious injury an ambulance will be called. Our Lady of Lourdes School commits to maintaining Senior First Aid certification for identified staff.

6.4 Infectious Diseases

Any child in contact with an infectious disease will be asked to stay away from school in accordance with the health regulations. The school office also needs to be notified.

HEAD LICE

Most schools suffer from periodic outbreaks of head lice. Parents are asked to routinely check their children's hair. Children must not attend school until the hair has been treated and every effort has been made to remove all lice or nits or eggs which are attached to their hair. The most effective treatments are 12 hour, leave on overnight applications. If head lice are noticed at school we will call you to collect your child and treat it. Other class members will take home a note to request parents to check the children's hair for head lice. (Please see the Head Lice Letter in the school office).

CHICKEN POX, MUMPS

Return when fit. Children are infectious in early stages and when scabs are falling.

MEASLES, RUBELLA (German Measles)

Until a medical certificate is produced or 7 days from the onset of rash (4 days rubella).

WHOOPING COUGH

Medical certificate or 4 weeks from onset. In any case not before "whoop" has ceased.

IMPETIGO (School sores)

Until treated and covered.

RINGWORM

Until medical certificate is produced stating that treatment has been carried out.

SCABIES

Until medical certificate is produced stating that treatment has been carried out.

CONJUNCTIVITIS

Until discharge from eyes has ceased.

6.5 Medication

In keeping with Catholic Education Commission of W.A. and Education Department Policy we do **NOT** give **ANY** medication to students. Possible exceptions can be made on approval of the Principal. If your child has a medical condition and requires constant medication then a Medication Form from Our Lady of Lourdes will need to be completed before this medication will be administered. Specifically:

* Where possible student medication should be administered by the parent/guardian at home in times other than school hours. As this is not possible in all instances, the following requirements are to be met:

* The Doctor prescribing the medication should be made aware that school staff will administer or supervise the administering of medication to students. The doctor should also provide any additional information to staff regarding special requirements that may exist for the administration of the medication. A Medication form is available from school for completion in this regard.

* Prescribed medication is to be given to staff and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency. The medication will be securely stored by the teacher.

* Children with asthma will require a doctor to complete an Asthma Record and Emergency Action Plan. School has copies of this form if required.

* Children with anaphylaxis will require a doctor to complete an Emergency Action Plan. School has copies of this form if required.

* Children requiring puffers and other on-going medication need to ensure that they carry them with them at all times and they are clearly marked with their names on them.

6.6 Dental Clinic

Dental treatment is available through the School Dental Service. The clinic number is available through the school office.

6.7 Sun Smart

The Anti-Cancer Council warns that during the months from September to April exposure to harmful rays of the sun can cause skin damage. Children should be protected by an adequate sun-screen and always have their hat before leaving for school.

Children are required to wear their school hat, when outside all year round. The school rules state NO HAT/NO PLAY at all times.

6.8 Anaphylaxis

Anaphylaxis is a severe, rapidly progressing allergic reaction. It occurs when a person is exposed to an allergen. Common allergens for anaphylaxis are:

- foods (e.g. peanuts and tree nuts, eggs, cows' milk, wheat, shellfish and fish, sesame and soybean are the most common food triggers)
- insect bites (e.g. bees, wasps, ants)
- medications (e.g. antibiotics, aspirin or other medication)
- latex (e.g. rubber gloves, balloons, swimming caps).

A number of factors including exercise, hot weather and in the case of food allergens, the amount eaten, can influence the severity of an anaphylactic reaction. In the case of severe food allergies, an anaphylactic reaction can be triggered by ingestion, touch or smell of the food.

In relation to foods, many products contain hidden allergens and therefore, banning one product or a range of products may not totally eliminate the risk, thereby creating a false sense of security. Our Lady of Lourdes in recognising the severity and the life threatening nature of these allergens has put into place that the school endeavours to be nut and sesame seed free.

It is very important that students, parents, staff and visitors comply with school policy and do not enter this area with products that contain nuts.

More details are available in the school's Anaphylaxis Policy.

6.9 Asthma Friendly School

Our Lady of Lourdes is an Asthma Friendly School. Parents are reminded that school needs to be notified when children are diagnosed with asthma. An Asthma Record needs to be completed with appropriate doctor consultation. Part of this plan will be An Asthma First Aid Plan. This information needs to be updated when a student's condition changes or annually.

6.10 Extreme Weather – Heat

CEO GUIDELINE FOR PROCEDURES TO BE IMPLEMENTED IN SCHOOLS DURING PERIODS OF PROLONGED HIGH TEMPERATURES

Prolonged high temperature is defined as follows:

The maximum temperature at an official weather centre in the immediate vicinity of the school exceeds 40 degrees Celsius for two consecutive days and it is forecast by the Bureau of Meteorology that the temperature in the vicinity of the school will exceed 40 degrees Celsius the next day.

The procedures to be followed in times of prolonged high temperatures are:

1. You can keep students at home and provide a note when students return to school.
2. You can come to the school and collect your child/children during lunch time.

The school will not be closed in periods of prolonged high temperature. Instead, classroom activities will be modified to suit the weather conditions. All learning areas have air conditioning.

7. SCHOOL PROGRAMMES

7.1. Religious Education

Religious education begins at home. The faith experience the children have from their time of birth forms the foundation and content of their religious education at school. The school, home and parish work together to assist in the spiritual education and nurturing development of the children.

All children will be involved in daily religious education lessons as mandated by the Catholic Bishops of Western Australia.

This will include preparation to receive the sacraments of Penance (Reconciliation) (Y3), Eucharist (Y4) and Confirmation (Y6). Reception of the sacraments is available to all children baptised as Catholic. Although all children will be involved in the sacramental programmes it will be the responsibility of parents to indicate whether or not the child will receive the sacrament. Families will be notified when sacramental preparation will take place and are expected to be involved in the parent workshops and commitment Masses. Children receiving the sacraments will also attend special retreat days.

Parents are an integral part of the process of this preparation and are encouraged to assist the staff in any way they can. Parents wishing to have their child Baptised will need to contact our parish priest for an appointment.

Father Stan comes to school to regularly to celebrate Masses, Reconciliation Services and other liturgical celebrations.

Parents, friends and community members are always welcome to join us.

7.2 Kindergarten

Children may enrol in Kindergarten the year they turn 4 years of age before June 30.

Kindergarten is the first year of our school and as such the child, once enrolled at Our Lady of Lourdes, will be able to complete his/her primary education within our school. Kindergarten is held on three full days each week, Tuesday, Wednesday and Friday.

We have a dedicated Early Childhood classroom that is well suited for Kindergarten teaching.

The Our Lady of Lourdes Kindergarten experience is an extension of the home for young children, a place where they continue to develop and learn through play and developmentally based learning activities. As such the school adheres to the principles, guidelines and practices of the **Early Years Learning Framework** and **National Quality Standards for Early Childhood Education**.

The role of the Kindergarten teacher is to unobtrusively lead children to extend children's experiences, support them as they interact with this new environment, adults and peers and ensure a positive disposition to school.

To assist with children's smooth transition to Kindergarten an Orientation Morning is organised in Term 4 of the preceding year. This also includes a detailed parent information session.

7.3 Pre-Primary

Our Lady of Lourdes values the importance of early years education and the significant role parents play in fostering the development of the whole child: academically, personally, socially and emotionally. Our Early Years Curriculum in Pre-Primary follows a range of child centred educational programmes, including the Australian Curriculum Pre-Primary Stage, Kindy/ Pre-Primary Profiles and Dianna Rigg structures. We also run a Perceptual Motor Programme to assist the development of auditory perception and physical skills. Curriculum delivery in the early years is integrated through: Creativity, Knowledge and Understanding of the World, Numeracy, Literacy, Social Emotional Development and Physical Development.

The children regularly attend library and sport. Italian and music is also offered in the academic year.

Pre-Primary is now a compulsory year of school (2013 onwards) and children attend full time, Monday through to Friday from the commencement of the year.

A Pre-Primary parent meeting is held at the end of the Kindergarten academic year to assist with transition to Pre-Primary.

7.4. Classes

Our Lady of Lourdes School has straight aged classes and curriculum programmes follow the Australian Curriculum and Western Australian Curriculum Framework.

7.5. Teaching & Learning Phases of Schooling & Principles

Our Lady of Lourdes School adheres strongly to a set of beliefs and values about raising student performance across the school. A model for whole school improvement in teaching and learning and links to assessment for learning and professional development for staff is in place. These are directed by our Strategic Plan and associated Annual School Improvement Plan, guided by our School Goals.

Curriculum includes all the learning experiences provided for students and young children, including the planned and unplanned experiences which promote learning and development. In accordance with the **School Curriculum and Standards Authority Act, 1997**, the Western Australian Curriculum and Assessment Outline (Outline) sets out 'the knowledge, understanding, skills, values and attitudes that students are expected to acquire and guidelines for the assessment of student achievement'.

Effective curriculum is derived from the interaction between the West Australian syllabus, the learning environment, the range of teaching methods, the resources provided for learning, the nature of assessment and the relational networks within the school community. In addition, the curriculum of our Catholic school is concerned with students' integrated development as Christian persons. The church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith – a core element of our Vision and Mission. Our school seeks to achieve this by seeking to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the spirit of Jesus Christ.

Phases of Schooling

The **Phases of Schooling** provide teachers with guidance about the sorts of curriculum experiences likely to support students at each phase, so the learning outlined in the *Early Learning Years Framework* and the Australian Curriculum is achieved and the aims of the Melbourne Declaration are met. While every student will be immersed in a well-balanced curriculum there are different priorities for different phases of schooling. At Our Lady of Lourdes the two phases of schooling are:

- **Early Childhood (Pre Kindy – Year Two)**
- **Middle to Late Childhood (Year Three to Year Six)**

Principles of Teaching & Learning

1. All students should have an opportunity to learn.
2. Connection and challenge.
3. Action and challenge.
4. Motivation and purpose.
5. Inclusivity and difference.
6. Independence and collaboration.
7. Supportive learning environment.

Principles of Assessment

1. Assessment should be an integral part of teaching and learning.
2. Assessment should be educative.
3. Assessment should be fair.
4. Assessments should be designed to meet their specific purposes.
5. Assessment should lead to informative reporting.
6. Assessment should lead to school-wide evaluation processes.

7.6. The Early Years Learning Framework, Australian Curriculum and the WA Curriculum Framework

Australian Curriculum Implementation

The Australian Curriculum Assessment & Reporting Authority (ACARA) is responsible for the development of the Australian Curriculum from Foundation (Pre-Primary) to Year 12. The development of the Australian Curriculum will occur over three broad timeframes and is guided by two key documents; the Melbourne Declaration on Education Goals for Young Australians and the Shape of the Australian Curriculum.

The Melbourne Declaration on Educational Goals for Young Australians (2008) has two succinct goals that have been agreed by Federal, State and Territory Education Ministers. These goals are:

- Goal 1:** Australian schooling promotes equity and excellence
Goal 2: All young Australians become:

- Successful learners
- Confident and creative individuals
- Active and informed citizens

The Australian Curriculum is being developed in a number of 'Phases.' Phase One has seen the release of English, Mathematics, Science and History. School is already well placed in ensuring that the Australian Curriculum subjects in the first phase are delivered effectively. Other learning areas will also be released eventuating in a full and rigorous national curriculum for Australia. In Phase Two curriculum learning areas for Geography, Languages and the Arts will be released. The final learning areas will be implemented in Phase Three: Health and Physical Education, Technologies, Economics and Business and Civics and Citizenship. ***The School Curriculum & Standards Authority of WA (SCSAWA) is responsible for all curriculum, assessment and reporting decisions in Western Australia.*** Our Lady of Lourdes will follow the direction of SCSWA and the Catholic Education Office of WA in implementing the National Curriculum.

As a Catholic school the Religious Education learning area will be a fundamental curriculum priority.

Currently, the Western Australian Curriculum has the following subject areas:

- Religious Education
- English
- Mathematics
- Science
- Health & Physical Education
- The Arts
- Technology & Enterprise
- Society and Environment (including History)
- Languages Other Than English

A range of values and overarching statements apply to, and enrich, the learning areas.

7.7. Music

Music at Our Lady of Lourdes consists of classroom music lessons and one 40min lesson of liturgical singing. The classroom music programme aims to develop good aural skills; the ability to keep the beat and sing in tune; and enjoyment and appreciation of music. Each class has a set of musical resources to assist in creating an active and participatory music experience for the students. Children are given the opportunity to take part in the Performing Arts Festival. A school play and an end of year concert also take place, together with other special assemblies and performances.

Our Lady of Lourdes School is an active participant in the annual **Performing Arts Festival** of Catholic Education in WA.

7.8 Physical Education

Specialist sport lessons are offered at school. Likewise, throughout the year sporting clinics and incursions take place to further promote healthy lifestyles and fitness. Swimming, dance, soccer, football, netball and a variety of other sports are very much a part of the educational programme at Our Lady of Lourdes. Each class also undertakes short daily fitness activities.

A number of teams represent Our Lady of Lourdes in various inter-school programmes. These are coordinated by our Sports' Coordinator. These include events during our summer and winter sport programmes. There are annual winter sports, cross country and athletics carnivals.

The focus of the sports programme is on participating and skill development rather than solely competition.

All students must wear the school sports uniform on the day unless a note accompanies your child giving reasons for this not being the case.

Children must wear the correct school uniform when representing the school. Years 1 - 6 participate in swimming lessons daily for two weeks each year as advised by the Education Department.

7.9 Languages

Children from Years PP-7 learn Italian and are taught to communicate in the language as well as learn about the culture. The learning experience is enhanced with cross curricular links to Italian including literacy, mathematics, cooking, sport and music.

7.10 Art

A specialist lesson in Art is offered at the school. In addition, each teacher integrates art lessons within the class curriculum programme. Children are taught a range of art skills, based on a number of themes and using a variety of media. An appreciation, knowledge and understanding of art are also promoted in the children. School has a dedicated Art Room.

7.11 Information & Communication Technology (ICT)

Our Lady of Lourdes has an advantageous range of computer hardware including a fully functional ICT Suite. A specialist lesson in ICT takes place for all classes.

The integration of effective technology in the classroom is a vital component of a modern curriculum. Resources such as iPads and interactive whiteboards provide useful teaching tools to enhance the learning experience. Such technology should be integrated across learning areas thus maximising student's learning.

7.12 Support & Enrichment Programmes

Support Programmes are provided for those students experiencing difficulties in the educational programme offered by the school. These programmes include individual, small group and class support. The emphasis is on creating an inclusive learning environment for all students. A dedicated Reading Recovery Programme is facilitated at the school.

More able students are challenged by a variety of extension activities requiring them to develop and use higher order thinking skills. In addition a specific Gifted & Talented Programme is in place for older students.

Individual Education Plans (IEPs) or Curriculum Adjustment Plans (CAPs) are established for students requiring support beyond normal classroom differentiation. Parents are regularly informed in the formation and evaluation of IEPs/ CAPs.

The school's commitment in identifying children at risk in the early years of schooling is highlighted by the regular use of the Educational Psychologist provided through the Non- Government Schools Psychology Services and other agencies.

7.13 Excursions & Incursions

Incursions and Excursions are aimed at enriching the work in the classroom, increasing general knowledge, developing an appreciation of our country, socially enjoying each other's company and encouraging class spirit. Incursions take place in school and are often whole school presentations. Excursions relate to off site visits to places of interest such as museums or nature reserves.

Excursions may be organised for classes, on approval of the Principal, and dependent on the educational outcomes achieved. If planned, parents will be notified well in advance so that all necessary arrangements can be made. School subsidises these activities, although parental contributions will also be required.

Written permission must be received to take children on a school excursion (email and telephone approval is not permitted). Teachers will send out an appropriate letter detailing the educational purpose, travel arrangements, times and other specific information.

7.14 Retreats & Camps

Camps provide unique and valuable educational opportunities for the children. It is traditional for Year 6 students of Our Lady of Lourdes School to attend an extended camp as a climax to their primary school social education.

Retreats provide a spiritual dimension for children's development. Currently children in Year 3, 4 and 6 attend a retreat as part of their preparations for receiving the sacraments. On occasions Year Six may also participate in a Graduation Retreat (usually held at school).

Written permission must be received to take children on an external school retreat or camp (email and telephone approval is not permitted). Teachers will send out an appropriate letter detailing the educational purpose, travel arrangements, times and other specific information.

There is a detailed Excursions & School Camps Policy which outlines the organisational and safety aspects involving children on away from school.

7.15 Pastoral Care

Our Lady of Lourdes School recognises the importance of Pastoral Care as it has the greatest influence within our whole community. As Christ sought truth and justice for all, we will model ourselves on his example by fulfilling His command to "Love One Another".

In keeping with our school aims of educating the whole child, our Pastoral Care and discipline policies work together on the basis of developing a sense of Christian self-responsibility and community in the children.

7.15.1 Positive Reinforcement

Self-esteem is perhaps the single most important factor in helping a child achieve his/her potential. Self-esteem activities are carried out by individual classroom teachers at appropriate levels. In order to develop a positive sense of self and others, children are given various opportunities and experiences such as a Buddy System, Merit Awards, Student- Teacher activities, Student Ministry Awards, recognition of birthdays, affirmation and rewarding of appropriate behaviour, both within and outside the classroom.

The staff at Our Lady of Lourdes School strive to create a caring and positive environment within the classroom so that the children will feel safe and happy. Interpersonal relationships within the school community are given priority i.e. Teacher/Teacher, Teacher/Parent, and Teacher/Child. Class teachers try to be aware of the needs of each individual child within the class and respond to these needs with the appropriate resources.

7.15.2 Student Leadership

A key feature of our school's Pastoral Care is the nurturing of leadership opportunities and responsibilities of all students. This is specifically witnessed in our upper primary students. Year 6 students can nominate for election to Sports Captain/ Vice Captain for each faction (Leonard, Kelly and Mercy). The Captains' roles provide an important feature in the sports activities of our school. Elections to these important roles form part of the Year 6 curriculum. Staff and students from Year 3 to year 6 can vote.

All Year 6 children hold a leadership role and fulfil their duties in a variety of areas within the school. These include:

- Sports monitors,
- Communication monitors,
- PA monitors and
- Library monitors.

In the event of special duties, where a number of children will be required to represent the school, the Year 6 teacher and leadership team will nominate or select children who have displayed outstanding qualities within the school. Therefore, throughout the year, numerous children will have the opportunity to take on the role of student/school leaders.

7.15.3 Behaviour Management

Our Lady of Lourdes School believes that all students have the right to a safe and secure educational environment in which the children achieve their personal best. Each class teacher will use an appropriate behaviour management system which will be conveyed to parents at the beginning of the year. Teachers will take immediate and appropriate action as deemed necessary when children break the school rules. Our overall approach to student behaviour is a positive one, by seeking to develop positive and effective relationships between children and staff and each other, adhering to our School Values of:

Belief

Harmony

Responsibility

These values are contextualised in an age appropriate manner in each given situation/event. Under each of these principles we can relate specific school and class rules including but not limited to:

School Principles	These are demonstrated by but not limited to the following school rules...
We believe that God made and loves each of us uniquely.	1. Stay off playground equipment before and after school
	2. We wear our uniform with pride
	3. We believe everyone has the right to be treated equally
	4. Follow instructions of all staff
	5. Use school equipment responsibly
	6. Work responsibly in group situations
	7. Play fairly with others
We work and play in harmony with all members of the school community.	8. Always work to your true potential
	9. We always show self-control
	10. Show courtesy and respect
	11. Walk on all verandahs and walkways
	12. Use I.C.T. safely and appropriately (See I.C.T. Policy)
	13. Keep our school environmentally neat, tidy and secure
	14. Keep our school a 'bully free' zone (See bullying policy)
We each accept our personal responsibility at all times.	15. We take responsibility for all of our learning including homework
	16. We participate in all school activities

An important aspect of the school's Behaviour Management Policy is the recognition of positive models of behaviour. It is right that children are recognised, and at times rewarded, for positive behaviour and work ethics. Examples of positive reinforcement strategies include:

- Positive verbal reinforcements
- Teachers will determine their own class reward system. This may include individual points, group points, stamps, stickers, vouchers, excursions, free time etc.
- Pupil choice
- Merit Certificates
- Hymn singing award
- Tidy bags award
- Green honour slips

It is important to have a set of agreed strategies for dealing with matters when they do arise. By having an agreed policy when situations do occur, everyone is clear in the process and decisions that are to be taken. This is an important point as often these situations can be highly emotional. Clear, concise and published guidelines help to manage and minimise such situations. As such our school implements the 1-2-3 Magic behaviour management programme.

1-2-3 Magic is an effective discipline programme for children 2 – 12. This programme is used in every class from Kindy to Year 6. Dr Thomas Phelan developed the programme. It is a programme that incorporates specific, gentle techniques to stop undesirable behaviour as well as to encourage positive behaviour. Parents and teachers have used 1-2-3 Magic successfully since 1984. This is an evidence-based programme that is easy to use and that works effectively.

There are 3 steps to 1-2-3 Magic:

Step 1

Step 1 involves managing undesirable behaviour by counting to 1, 2 or 3. On the count of 3, the student must take a five-minute time out. This simple technique is remarkable helpful, but only if the adult using it follows what are known as the No-Talking and No-Emotion rules.

Step 2

Step 2 involves encouraging good behaviour through praise, positive reinforcement individually and whole class etc.

Step 3

Step 3 involves using some valuable tools for maintaining healthy relationships with children, including active listening, shared fun and class meetings.

All these steps work together and contribute to a positive classroom climate where your child will feel welcome and comfortable, and where he/she will work and learn productively.

1-2-3 Magic does not include extreme or violent behaviour. Such incidents will be dealt with in collaboration with the children, class teacher, parents and the School Leadership.

To summarise Our Lady of Lourdes Discipline for inappropriate behaviour falls under three distinct categories:

Minor/ Persistent behaviour

Where 1-2-3 Magic is not addressing the behaviour concerns then teachers are to record significant or continual records of disruption. These may be used in the formulation of behaviour management plans in collaboration with parents. These may also be used in tracking behaviour and putting behaviour management plans in process.

A **Time-out card** can be incorporated into individual behaviour management plans, which are specific to certain students' needs.

Severe behaviour

1-2-3 Magic will not be used in handling major incidents. Any deliberate behaviour that causes harm to another child or teacher will be regarded as severe and will be dealt with in the following way:

- The student will be sent to the Principal or Assistant Principal. **(Red slip given)**
- The student's parents will be informed immediately and a meeting will be held.
- Possible outcomes of the meeting with parents may be:
 - School community work
 - In-school detention
 - In school suspension
 - Exclusion from school (Following consultation with C.E.O.W.A.)

Please refer to Our Lady of Lourdes' Behaviour Management Policy for further specific information on the school's assertive discipline procedures.

7.15.4 Bullying Policy

A detailed Bullying Policy is in place at school and is available for parents upon request. On enrolment to school parents are also presented with the policy.

Bullying is the use of aggression with the intent of hurting another person. It can be physical, verbal, electronic, emotional or menacing.

Cyber Bullying

A new permutation of bullying involves the use of information and communication technologies. Cyber bullying is often very serious, and young people who are victims can experience severe suffering that interferes with their social and emotional development. (Australian Family Relationships Clearinghouse Briefing, Number 11 2008)

Our Lady of Lourdes has developed an Acceptable Use of the Internet Policy to minimise the misuse of information and communications technology within school. It is important to note that where cyber bullying occurs outside of school, the matter becomes one for parents to follow up with police. School takes an active role where the cyber bullying occurs or is instigated during school time.

School Statement on Bullying

Our Lady of Lourdes approach to dealing with bullying, harassment and student well-being form part of the scope and responsibilities of the National Safe Schools' Framework.

Our Lady of Lourdes School has zero-tolerance of bullying or harassment. Important assumptions on which this policy is based are:

- As the prevention of bullying lies mainly in the ethos and social climate of our school we will continue to nurture the ideal of "community. The aim is for each member to respect the uniqueness of others and to be responsible for his/her self and for the well-being of others.
- Our Lady of Lourdes will be pro-active in developing an ethos that reflects a personal and democratic atmosphere in which children can attend school and learn without fear.
- A Clear and consistent approach to positive Behaviour Management will be implemented and disseminated to all within the school community.
- No child deserves to be bullied and because most children who are being bullied need adult help to stop the bullying, all teachers will be firmly committed to putting an end to such acts.
- The Staff and Principal will establish clearly that bullying will be dealt with firmly and justly and that it will not be tolerated within the school.
- People being bullied will be supported and parents will be notified by an Assistant Principal or Principal.
- Bullies will also be helped through a behaviour management program that will teach them social skills. (Method of Shared Concern).
- We will attempt to provide activities and teach skills dealing with assertiveness and non-aggressive conflict resolution in a manner that emulates Gospel values.
- Provision of the set of guidelines for recognising and dealing with bullying to be available to staff, parents and students and printed in our Parent Handbook and *Promoting Students' Ability to Deal with Difficult Situations* Pamphlet.
- Adoption of a Social & Emotional program in each class
- Provide training for school staff (in liaison with the School Psychologist)

- Provide parental workshops at appropriately meaningful times.
- Students participate in curriculum based activities, including opportunities such as Cybersmart Detectives (online cyber bullying awareness programme).

7.15.5 Health, Social & Emotional Programmes

The school has a range of detailed Social & Emotional Wellbeing resources which are integrated into the Health Learning Area in each class. The resources provide a range of themes and vocabulary in addressing the social, personal and emotional needs of students. Each focus area contains a number of topics that reflect concepts appropriate to the developmental stage of the children.

7.15.6 School Rules

Our Lady of Lourdes Primary School is a Christian community and we are all members of that community. It is necessary for us to set down some rules by which members of our community will live. Our school rules and key principles (please refer to the table in Section 7.15.13 Behaviour Management) make it possible for everyone to gain the most from their time at Our Lady of Lourdes.

The Staff encourage a sense of self-discipline in each pupil. We encourage involvement, creativity, courtesy and consideration of others as we give witness to our values of: Belief, Harmony & Responsibility.

7.17 Homework

As part of educating the whole child, Our Lady of Lourdes School sees homework as valuable in reinforcing the skills taught at school. Homework is seen as an opportunity for the children to take responsibility for their learning. Teachers will set homework that they believe is fair in the context of the classroom so that reinforcement, consolidation and extension of class work may be achieved.

How you can support your child's learning at home

- Set aside a suitable area for the child to use for study.
- Be aware of the task the child has to achieve/complete and give appropriate encouragement. This builds self-esteem and a positive relationship with your child.
- Share information and read over written work making suggestions for improvement. It is important that you do not do the work for the child as allowing your child to make mistakes is not only a valuable life lesson, for

them, but also enables the teacher to see areas of work which may need to be addressed.

8. GENERAL INFORMATION

8.1 Office Hours

The School Office is open Monday – Friday from 8.30am – 4.00pm

8.2 School Banking

Student savings accounts may be opened with the Commonwealth Bank. Banking is on a weekly basis on Monday morning before school throughout the year.

8.3 Sustainability

Our Lady of Lourdes is committed to reducing our detrimental impact on the environment. We endeavour to “Reduce, Reuse and Recycle.” Specifically, we try to limit the amount of paper used in school and also seek to utilise electronic communications to limit paper waste. Our Lady of Lourdes is a **Waterwise** school and is engaged in curriculum activities that raise awareness of water conservation. Solar Panels are installed to help reduce our carbon footprint.

8.4 Code of Conduct/Code of Ethical Conduct

All those on school grounds are expected to treat others with consideration and respect, ensuring a safe and friendly environment for all. This relates in particular to the manner in which they speak to each other, care for school property and adherence to school procedures. All school community members are to adhere to the Our Lady of Lourdes' Code of Conduct for Child Safety and Catholic Education's Code of Ethical Conduct.

8.5 Smoke Free

All Catholic school sites are smoke free zones.

8.6 Dogs

Dogs are not permitted on school grounds, even when on a leash.

8.7 Mobile Phones & Electrical Devices

Children are not permitted mobile phones or electrical items at school.

8.8 Working With Children Clearances

Parents and grandparents are able to assist in the classroom without the need to obtain a **Working With Children Card**. However, in the instances where parents are assisting in overnight excursions or camps, parents and volunteers do need to have the appropriate Working With Children clearance.

8.9 School Photographs

Every year, parents are given the opportunity to acquire class, family and individual photographs. Parents will be notified of the date when it becomes available.

9 CONCLUSION

It is hoped that the information gathered in this booklet will assist families in understanding the aims, routines and procedures of Our Lady of Lourdes School and enable the home and school to work together for the good of all students in our community. We believe as we teach and care for your children that together all members of our school community are able to demonstrate that "Honour is more precious than Gold" and in so doing give daily witness to our core values of Belief, Harmony and Responsibility.

OUR LADY OF LOURDES SCHOOL, NOLLAMARA, PRIVACY COLLECTION NOTICE

1. Our Lady of Lourdes School collects personal information, including sensitive information about pupils, parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the school. Some of the information we collect is to satisfy the School's obligations, particularly to enable the School to discharge its duty of care.
2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

4. If Our Lady of Lourdes School does not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, the Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, people providing services to Our Lady of Lourdes School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
7. Our Lady of Lourdes School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.
13. We may include your contact details in a class list and School directory.

14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
15. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and School directory.

“A PARTNERSHIP”

I dreamed I stood in a studio,
and watched two sculptors there.
The clay they used was a young child's mind,
and they fashioned it with care.

One was a teacher, the tools he used
were books and music and art;
One was a parent with a guiding hand
and a gentle, loving heart.

Day after day, the teacher toiled
with touch that was deft and sure.
While the parent laboured by his side,
and polished and smoothed it o'er.

And when at last their task was done,
they were proud that what they had wrought,
could neither be sold nor bought.

And each agreed they would have failed
if they had worked alone,

For behind the parent stood the SCHOOL,
and behind the teacher, THE HOME.

