Our Lady of Lourdes
Catholic Primary School, Dardanup

Parent Information Handbook

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SCHOOL PRAYER

Dear Lord,

Thank you for our families, who show us love and care.
Thank you for our friends, because they are always there.
Thank you for our teachers, who always help us learn.
Thank you Lord for everything, you always show concern.

Help us always listen, to what others have to say.
Help us share with everyone, each and every day.

Help us always try our best in all that we do.
Help us Lord in everything, to become more like you.

Amen
SCHOOL INTRODUCTION

Welcome to Our Lady of Lourdes School, where we cater for children from Kindergarten to Year Six.

Our Vision

Our Vision is to be a welcoming community of Many Minds and One Heart in Christ. Our strength is our committed and high quality staff with excellent connections and communication across year groups. This provides a whole school consistency of approach to learning and has led to our strong academic results and excellent reputation.

Our Mission

Our Lady of Lourdes is an expression of the life and pastoral care of the Church in the local community. With Christ as its inspiration and guided by Gospel values, the school strives to promote the education and development of the whole child. Our MISSION is to provide a high quality education that will inspire an ongoing love of God and embraces our Core Values.

Our Core Values

As a learning community centred on the example of Christ, the following core values underpin our approach;

- **Integrity**
  Developing your whole self to become your best; demonstrated by consistency between thoughts, judgements, choices and actions.

- **Respect**
  Valuing yourself and others because each person is made in the image of God.

- **Compassion**
  Having a deep concern for others, especially those who are suffering, shown through kind words and actions in an effort to lessen their suffering.

- **Justice**
  Endeavouring to give each person what is rightfully due to them, and treat them with fairness, because of the inherent dignity of each person.

- **Courage**
  When facing difficult choices, choosing good actions, despite the possible consequences or the opinions of others.
HISTORY

Our school today proudly incorporates the Thomas Little hall, the original Catholic Church which carried the title “Our Lady of the Immaculate Conception” and which had its beginning with the laying of the foundation stone on March 25, 1854.

A School was soon opened on September 15, 1857 at the expense of Mr Little and held its first examinations at the end of 1857.

The first School Master was Mr Clancey and later Miss Ellen Costello.

It was Father Finnegan, a zealous and single-minded priest who decided that there was a need for a Catholic School in the area. So on Tuesday April 6, 1920, Prinsep Park house was leased from Mr Venn as a temporary School and residence for the Sisters of Mercy pending the erection of a Convent and School on the site chosen on the mission land in the township.

By 1949, so great were the number of Catholics at the School and so small the accumulation that the parishioners were asked once more to face the burden of a new school, an undertaking which they readily and willingly accepted. Following busy bees, the foundation stone of the School was laid on July 9th 1949. His Grace, Archbishop Prendiville blessed and opened two classrooms - the cost being 1400 pounds.

Numbers dropped when boys transferred to the new Marist Brothers College (later Bunbury Catholic College) in 1952.

The Sisters offered music and Religious Education to children of the broader region.

In 1974, a Lay teacher was introduced to the school and in 1975 the school had a Lay Principal. By this time, Year 7 classes were moved into Bunbury.

In 1976, when the Board heard that the Carmelite Sisters were coming to the Convent, they built a staff and storeroom onto the School.

In 1979, after a lot of hard work by parents, Monsignor Giles and the Principal, Miss C. Kutil, along with a reciprocal grant from the government, the renovations on Thomas Little Hall were completed. A dedication Ceremony and luncheon were held to mark the occasion.

1992 saw the removal of the end classroom, built in 1952, to once more expose the Thomas Little Hall, with its historical uniqueness, to the wider Dardanup community. The two original classrooms were converted to a Library and Administration centre whilst three new classrooms now stand to the east on the adjoining location. They consist of a Pre-primary/Year 1-2 Room and Middle and Upper Primary Rooms. Pre-primary was introduced for the first time in 1992 and a highly successful Rural Integrated Programme has been adopted.

1999 was when the new administration block, Year Three classroom and canteen were built.

2009 saw the completion of Stages 6 and 7 of the building plans, which took Our Lady of Lourdes to full single stream capacity. This saw the inclusion of a new Pre-Primary room, toilet block and class rooms.

In 2010, the Building Education Revolution government funding was used to complete a hall complex, incorporating a hall, meeting rooms, toilets and a staffroom. This funding also allowed for an extension and renovation of the administration block.

During 2013, the P & F Association agreed to support the parish in the purchase of land to the east of the school, as a part swap, part purchase agreement, to allow for future growth of the school.

2014 was the last year our school held a Year Seven class. As per new State guidelines, as of 2015 year seven will now be part of secondary school. Our Lady of Lourdes is now Kindergarten to Year Six.
Our School has been named after Our Lady of Lourdes and so our Crest has been designed on the events that occurred at Lourdes and the significance of this to our School. Also, this Crest endeavours to capture the ‘essence’ of our School.

The band in the centre represents water: of the spring at Lourdes and the significance of water to the community in Dardanup.

The Church Window represents the Chapel requested by Our Lady to be built in the Grotto at Lourdes and also the Thomas Little Hall, the previous Church of our Community that is significant to our School.

The other symbols on our Crest that endeavour to capture the essence of the School are:

The Cross signifying our Christianity.
The Dove signifying love and innocence.
The Olive Branch signifying reconciliation and peace.
The Book signifying the Gospel, knowledge and wisdom.

Our School colours also hold significance to our Crest – White symbolises purity, holiness and joy and Blue symbolises Heaven, knowledge and contemplation.

Our School Motto is:

**MULTAE MENTES COR UNUM**
**MANY MINDS, ONE HEART.**
SCHOOL TERM DATES

TERM DATES for 2017

SEMESTER 1

Term 1
Students start: Wednesday 1st February

(Kindy commences on Thursday 2nd)

Last day: Thursday 6th April

Term 2
Students start: Wednesday 26th April

(Kindy students commence on Thursday 27th)

Last day: Friday 30th June

SEMESTER 2

Term 3
Students start: Tuesday 18th July

Last day: Friday 22nd September

Term 4
Students Start: Tuesday 10th October

Last day: Friday 8th December
ENROLMENT POLICY

Catholic schools exist to further the mission of the Church. In Western Australia, the Bishops’ Mandate requires the Catholic Education Commission to Western Australia to make Catholic school education available to all Catholic children, as far as resources allow.

PRINCIPLES

1. Catholic schools exist to provide a distinctively Catholic education for children enrolled in them.
2. Catholic schools recognise the uniqueness of each student.
3. Catholic schools have a preferential option for the poor and marginalised.
4. Catholic schools fulfil their mission in partnership with parents who are the first educators of their children.
5. Catholic schools have a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
6. Catholic schools shall accept all application forms for enrolment.
7. The acceptance of an application form does not guarantee an enrolment interview or offer enrolment.
8. Enrolment in a Catholic school shall be offered only where the school has age appropriate accommodation and the requisite resources to respond to any identified specific needs of the student.
9. Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school.

PROCEDURES

1. The school’s Enrolment Policy and Enrolment forms are to be made available when requested by potential families.
2. The Principal shall review each enrolment application.
3. Priority to enrolment applications is as follows:
   - Catholic students from the Parish with a Parish Priest reference.
   - Catholic students from outside the Parish with a Parish Priest reference.
   - Other Catholic students.
   - Siblings of non-Catholic students.
   - Non-Catholic students of other Christian denominations.
   - Other non-Catholic students.
4. An interview may be granted but does not guarantee an acceptance of enrolment.
5. At interview the family will be given a copy of the school’s fee structure and fee collection policy.
6. Families will be informed of the success or failure of their application for enrolment as soon as is possible.
7. The acceptance of an enrolment can only be made by the Principal.
8. Knowingly failing to declare information as required on the enrolment form will be seen as a breach of enrolment and thus a student’s enrolment may be terminated.
9. Parents, in enrolling their child, agree to support the school and its Policies on such issues as uniform and attendance at school celebrations.
10. The Catholic/Non-Catholic “Enrolment Percentage Parameters” approved by the Bishops of Western Australia is to be referred to when enrolling students.
11. The enrolment of any student with special education needs, a disabling condition, disorder or significant health care needs requires Principal consultation with the Special Learning Needs team at the Catholic Education Office in order to ascertain if the school has the resource capacity to adequately provide for the student’s specific needs should the enrolment be accepted by the Principal.
12. Enrolments must comply with Government entry age requirements.

Enrolment forms are to be completed and returned to: The Principal,
Our Lady of Lourdes
P O Box 67, Dardanup WA 6236
SCHOOL FEES: Setting and Collection

PRINCIPLES
The School Board of Our Lady of Lourdes School, Dardanup has the responsibility for the financial management of the school and is thus consequently responsible for the collection of school fees. Every effort is made to keep school fees as affordable as possible.

The collection of school fees shall be approached in the spirit of charity and justice. We recognise and support the Catholic Church’s preferential option for the poor and disadvantaged and thus in special circumstances fee arrangements can be made in conjunction with and through the Principal (Amenities fees and Building Levy are not subject to negotiation). The inability to pay fees shall never be the reason for the non-acceptance of a child in a Catholic School. Such applications will be treated with dignity, compassion and confidentiality.

The School Board models justice in its expectations of parents supporting the financial needs of the school community. Accordingly, it is only just if parents who are able to pay fees do so. Thus the School Board will actively pursue fees from families who have the capacity to pay.

PROCEDURES
Upon enrolment at Our Lady of Lourdes, parents will be informed of the fee structure of the school. Parents will also be informed of changes to the fee structure at the Annual General Meeting held in November each year.

Invoices for school fees will be sent to each family via the eldest child in the family.

Term 1 (by week 2-3) This account will be an annual statement which will include annual tuition fees, amenities, building levy and cooking fees for Yr 1 and Pre Primary. A 5% discount applies to the annual total if payment is made in first term. Fees may be paid on an annual or term-by-term basis.
This account will include any outstanding amounts. Reminders will be sent to families 14 days after the due date.

Terms 2,3 and 4 (by week 2-3) Accounts for each term’s fees will be sent out which will include any arrears. The Payment procedure is the same as for term 1.

Families who enter or exit the school during the academic year will be charged on a pro rata basis.
**FEE COLLECTION**

All school fees are expected to be paid by the due date. Families with short-term financial problems are expected to contact the Principal in order that payment arrangements may be made. *Families who currently hold a Health Care Card/Pension Card are entitled to a fee discount.* Where a family has ignored repeated reminders and attempts at fee negotiation and payment the School Board may call in the services of a debt collection agency or solicitor. If these steps are unsuccessful then, after discussion with the director of Catholic Education, further legal action may be taken. *At time of printing, 2017 fee schedule has not been set.*

**SCHOOL FEES SCHEDULE FOR 2017**

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>First Child</th>
<th>$640.00 per year</th>
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<tr>
<td></td>
<td>Second Child</td>
<td>$512.00 per year</td>
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<td></td>
<td>Third Child</td>
<td>$384.00 per year</td>
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<tr>
<td></td>
<td>Fourth Child</td>
<td>Free</td>
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<tr>
<td></td>
<td>Fifth Child</td>
<td>Free</td>
</tr>
<tr>
<td>PP – Yr 6</td>
<td>First Child</td>
<td>$980.00 per year</td>
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<tr>
<td></td>
<td>Second Child</td>
<td>$784.00 per year</td>
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<tr>
<td></td>
<td>Third Child</td>
<td>$588.00 per year</td>
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<td></td>
<td>Fourth Child</td>
<td>Free</td>
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<td></td>
<td>Fifth Child</td>
<td>Free</td>
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**Amenities**

<table>
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<tr>
<th>Kindergarten</th>
<th>$43.00 per child per year</th>
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<tr>
<td>PP – Yr 6</td>
<td>$80.00 per child per year</td>
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**Building Levy**

| PP – Yr 6 | $196 per year |
| Kindergarten only | $128 per year |

**Miscellaneous**

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<th>Cooking</th>
<th>Kindergarten</th>
<th>$30.00 per child per year</th>
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<tr>
<td></td>
<td>PP</td>
<td>$10.00 per child per year</td>
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<tr>
<td>Excursions</td>
<td>Kindergarten</td>
<td>$50 per year</td>
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<tr>
<td></td>
<td>PP – Yr 6</td>
<td>$110 per year</td>
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<tr>
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<td>PP – Yr 6</td>
<td>$125.00 per year (per family)</td>
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<td></td>
<td>K</td>
<td>$60.00 per year</td>
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<tr>
<td>In Term Swimming Lessons</td>
<td>$55/student</td>
<td></td>
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<tr>
<td>Year 6 Camp</td>
<td>$400/student</td>
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<tr>
<td>Year 5 Camp</td>
<td>$120/student</td>
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COLLECTION NOTICE

1. The School collects personal information, including sensitive information about pupils and 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 legal 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 pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

4. If we do 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, statutory boards, 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, and people providing services to the 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. Personal information collected from pupils is regularly disclosed to their parents or guardians.

8. 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.

9. 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.

10. On occasions, information and photographs such as academic and sporting achievements, pupil activities such as school camps, school excursions and sporting events and other news, is published in both hard and digital copy, in School newsletters, magazines and on our website/intranet. Videos may also be taken for school purposes and shown to the wider community. **If you do not agree to this you must advise us in writing.**

11. We may include your contact details in a class list and School directory. These details may be disclosed to members of our school community. **If you do not agree to this you must advise us in writing.**

12. 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.
1. RATIONALE

The Catholic school is a reflection of the Church’s commitment to the dignity of the individual (Mandate para 6). It is important for schools to demonstrate this commitment in the manner in which they protect information that they hold about their school community. The Catholic school requires information about students and their families in order to provide for the education of these students.

The Privacy Act 1988 directs the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

The purpose of the legislation is to ensure that organisations, which hold information about individuals, handle that information responsibly. It aims to establish a nationally consistent approach to the management of personal information.

2. DEFINITIONS

Personal Information is information which can identify an individual.

Sensitive Information is information about a person’s religious and political beliefs, sexual preferences, cultural, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

3. SCOPE

This policy applies to all Catholic schools in Western Australia.

4. PRINCIPLES

4.1 Schools have a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.

4.2 Schools have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.

4.3 All information is collected for the primary purpose of the Catholic education of the student.

5. PROCEDURES

5.1 Each school shall have a written Privacy Policy consistent with the principles outlined above.

5.2 The Privacy Policy shall be publicly available.

5.3 The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, shall be used in developing school based documents in order to maintain consistency between schools. The manual can be accessed at:

http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx

5.4 All forms used by a school to collect personal and sensitive information shall reflect essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.

5.5 All staff shall be appropriately informed in relation to the Privacy Act 1988.

5.6 The Principal shall ensure that all personal and sensitive information held by the school is properly secured.

5.7 Principals should note that school based staff are entitled to view and access records on their personnel files.
SCHOOL UNIFORM

School hats are to be worn **ALL** year round by all students.

**SUMMER:**

- **Boys Yrs 1 - 6**
  - Short sleeved shirt with logo
  - Grey school shorts
  - Black leather shoes with grey socks / navy or brown leather sandals
  - V Neck wool jumper or vest

- **Girls Yrs 1 - 6**
  - Summer dress
  - Black leather shoes with grey socks / navy or brown leather sandals
  - V Neck wool jumper

**WINTER:**

- **Boys Yrs 1 - 6**
  - Short sleeved shirt with logo
  - Grey school trousers
  - Black leather shoes with grey socks
  - V Neck wool jumper or vest

- **Girls Yrs 1 - 2**
  - School Pinafore
  - Short sleeved shirt with logo
  - Black leather shoes with white socks or navy tights
  - V Neck wool jumper or vest

- **Girls Yr 3**
  - School pinafore OR skirt
  - Short sleeved shirt with logo
  - Black leather shoes with white socks or navy tights
  - V Neck wool jumper or vest

- **Girls Yr 4 – 6**
  - School skirt
  - Short sleeved shirt with logo
  - Black leather shoes with white socks or navy tights
  - V Neck wool jumper or vest

**SPORTS:**

- **Boys and Girls**
  - Blue sport shorts
  - School polo shirt
  - School sports jacket
  - Predominantly white or black joggers with white or black laces with white socks.

- **Winter:**
  - Blue school track pants with logo

**PRE PRIMARY:**

- Pre-Primary wear the sports uniform shirt and shorts.
- Junior school jacket and trackpants to be worn in winter.
- *Formal uniform requirements commence in Year One.*

**KINDERGARTEN:**

- Children are not required to wear the school uniform but some parents prefer to buy the sports uniform.

Please mark your child’s name on all items brought to school including clothing and bags.

Cleanliness and grooming standards are expected to be maintained eg. no nail polish, neat and tidy hair styles. Hair should always be neat and tidy and should not reflect the extremes of current fashion. Hair is to be tied back with ribbons or hair ties in the school colours if below collar length.

No jewellery may be worn other than a functional watch. Chains with medallions or crucifixes need to be worn inside clothing. Sleeper or stud earrings may be worn.

*All primary children are expected to wear the correct uniform. A note is required if your child is unable to wear the complete correct school uniform.*
SCHOOL POLICY

Catholic Education is concerned with the growth and formation not only of the human person, but also of the Christian person. In its secular as well as sacred dimensions it must deliberately seek to make Christ the foundation of the whole process and show the relationship of all creation to Him.

The Staff of Our Lady of Lourdes Primary School are committed to these ideals and shall make every endeavour to give witness to them.

Children of Our Lady of Lourdes Primary School will be encouraged to develop knowledge, skills, values and attitudes required by children to grow to their full potential as adults.

CLASS TIMES

School commences at 8.45am.
Morning recess at 10.30am - 10.50am.
Lunch (eating time) 12.50pm – 1.05pm. Children will be seated during this time to eat their lunch until the playtime bell is rung.
Playtime 1.05pm - 1.30pm.
Dismissal of children 3.05pm.

Responsibility for students will be taken between 8.30am and 3.20pm. Please do not leave unsupervised children at school outside these times.

PRE-PRIMARY CLASS TIMES

Pre-Primary commences at 8.45am.
Lunch (eating time) 12.50pm – 1.05pm. Children will be seated during this time to eat their lunch until the playtime bell is rung.
Playtime 1.05 – 1.30pm.
Children are dismissed at 3.05pm.
Parents are requested to escort their children to the Pre-Primary Class between 8.30am and 8.45am, at which time the teacher will direct the student to an appropriate activity.
Parents are then required to vacate the centre so that the normal programme can commence promptly. Attendance for Pre-Primary is compulsory. Pre-Primary students are required to wear the school sports uniform and the Junior school jacket and pants.

KINDERGARTEN CLASS TIMES

Kindergarten classes commence at 8.45am every Tuesday, Thursday and Friday.
The children are to be escorted to the Kindergarten Class and delivered to the teacher in charge.
Classes finish at 3.05pm and the children are to be collected at the gate outside the Kindy/Pre-Primary yard. Kindergarten children can choose to, but are not required to wear the school uniform.

Children turning 4 years old before 30th June are eligible for enrolment for that year. Kindergarten sessions are held three full days: Tuesday, Thursday and Friday.
ABSENTEEISM

Children who are absent from school for any period of time are required to bring a written note from their parents with the following information: Date of absence and reason for absence.

Parents are also asked to phone the school to let us know that your child will not be present at school for that day.

LATE ARRIVALS – EARLY DEPARTURE

Punctuality is important as it is sound life skill training and teaches responsibility. Students who arrive late can disrupt morning routines.

Children who do not arrive punctually at school for the commencement of the day are asked to come to the office for a late note signed by their parents before going to class. Parents who wish to take their child or children from the school before the official conclusion of the day must inform the teacher concerned, and complete an early departure note in the office. Only the legal guardian may remove their child from school. If there is any reason for someone other than the legal guardian to take a child from the school a written note must be given to the teacher from the guardian.

COMMUNICATION

Newsletters are sent home fortnightly on Thursday via email or a paper copy with the eldest child in the family. Term Dates are advertised in the newsletter at the beginning of each term with reminders as events draw close. This is the way we share correspondence with the whole school community. Our newsletter is also available to read on our school website http://www.ololdard.wa.edu.au/newsletters.html

Parents may make appointments to meet with class teachers or the Principal by contacting the office.

PASTORAL CARE

Our Pastoral Care policy aims at defining activities and enhancing already established practices as well as exploring ways of understanding and dealing with evolving needs.

Positive re-enforcement is used by all teachers to encourage appropriate behaviour and respect for others.

Classroom rules are established in a collaborative manner.

Should there be continued occurrences of inappropriate behaviour then the procedures outlined in the school’s Behaviour Management policy are followed.

Parents are informed of behavioural problems promptly and are expected to work with the school in rectifying the situation. Specific programs are in place for all students including resiliency programs and an anti-bullying policy and procedures.
DISCIPLINE POLICY

1.0 RATIONALE
In partnership with the family and wider community, we aim to assist children to develop self discipline and accept responsibility for their own behaviour. Whilst we aim to create a positive environment which will limit discipline problems, we have to have a system for dealing with and resolving conflicts when they arise.

We believe that:
1.1 Discipline means guiding the child towards self control and self direction. It can never be reduced to the mere enforcement of a set of rules.
1.2 Our task is to promote constructive and positive behaviour.
1.3 The development of a healthy self concept in children is essential to self discipline.
1.4 Constructive discipline grows out of a caring teacher child relationship.
1.5 A well planned curriculum contributes to effective classroom discipline.
1.6 All members of our community have a right to be treated with respect and courtesy.
1.7 Children’s growth towards self discipline is developmental and reward/punishment needs to be appropriate to each child’s stage of development.

2.0 AIM
To develop responsible, self disciplined students.

3.0 OBJECTIVES
3.1 To raise the awareness that every individual is responsible for his/her own actions and that we all have rights which must be respected.
3.2 To provide opportunities for children to display initiative and responsibility.
3.3 To reward and encourage children for the effort they are making in school life.
3.4 To provide strategies for children for the effort they are making in school life.
3.5 To provide strategies for children who are negatively affecting the rights of others so that they may be assisted in modifying their behaviour.
3.6 To provide opportunities for children to develop appropriate interpersonal relationship skills.
4.0 PRACTICES

4.1 MJR (Making Jesus Real) blocks are distributed to children in the playground for positive behaviour. Block towers are created at MJR Assemblies, and two classes are rewarded as a result. ‘Gotcha’ awards are given out at weekly assemblies, in recognition of teachers ‘catching’ students observing school values.

4.2 Each class will have a set of class rules. These will be displayed on a chart in the classroom.

4.3 There will be a clear set of consequences for breaking these rules.

4.4 Children start each day with a ‘clean sheet’.

4.5 Teachers will endeavour to maintain a positive classroom environment with a system of rewards and affirmations.

4.6 At the discretion of the staff involved, out of class intervention will result when a student has not responded to the classroom discipline policy or has made an infringement on the school ethos.

This will involve;

a) An interview (counselling)

b) Matter referred to the Principal

c) Detention – Consequence. Parents may be notified.

4.7 No child will be sent out of class except when continually disrupting the lesson and then only to a buddy classroom. The teacher will counsel or discipline the student as soon as possible after the disruption and have him/her return to the class. Teachers will set up a ‘time out’ space in their classroom which is away from the other children if needed.

4.8 Minor playground indiscretions will be dealt with by:

a) Staying with the teacher.

b) Think Sheet to be completed straight after indiscretion.

c) Time-out.
CURRICULUM

Our goal is to provide the opportunity for a quality education that acknowledges and caters for the needs of the individual children in their learning. To do this we use the Western Australian Curriculum to guide us in developing a learning environment that is stimulating, developmental, balanced and where children feel encouraged and supported. Religious Education is the first learning area in Catholic schools and is taught along with the other learning areas. These are The Arts, English, Mathematics, Health and Physical Education, Science, Humanities and Social Sciences, History, Technologies and Languages (Italian).

RELIGIOUS EDUCATION

Within a school environment that integrates faith, life and culture; daily Religious Education sessions are conducted in all classes. The Perth Archdiocese Religious Education Units of work form the basis of religious education instruction and practices in the school. All students, irrespective of religious affiliation are expected to participate in all aspects of the Religious Education programme. Making Jesus Real (MJR) is a program aimed at empowering students to develop life skills, essential for success. The program is centred on the belief that we are the image of Jesus to all people around us. The students at Our Lady of Lourdes are encouraged to bring the Spirit of Jesus alive through their positive interactions with each other and the community. The MJR message is simple: it is part of our everyday lives; we can bring the Spirit of Jesus to life through our daily actions and words. Twice a term at the MJR assembly we celebrate the MJR Stars. These awards recognise students in our school living the values outlined in the MJR program.

ASSESSMENT & REPORTING

Our Lady of Lourdes, Dardanup is committed to providing high quality education programmes to meet the needs of our students. Our school provides a comprehensive reporting programme that keeps parents informed of the academic, social and behavioural progress of their children. The reporting process includes written reports, parent meetings, NAPLAN reporting, learning journeys, Bishops Religious Literacy Assessment, and Curriculum Adjustment Plan (CAP) and Individual Education Plan (IEP) meetings.

Formal Reporting – Kindergarten to Year 6

Term 1: Parent/Teacher meetings
Term 2: Semester One Reports
Term 3: Open Morning
Term 4: Semester Two Reports

Informal Reporting

Parents are encouraged to make contact with their child’s class teacher to discuss the developments of their child throughout the year.
SCHOOL EXCURSIONS

Parents will be notified in advance of all details relating to excursions. Every excursion is organised so that it enhances the school curriculum and full safety precautions are adhered to. Parent permission must be given before students leave the school on excursions. School camps are organised annually for Year 5 & 6 students.

LIBRARY

Every student has access to the school library and all, including Kindergarten, may take books home. Any books taken home must be placed inside a library bag and need to be looked after.

The cost of replacing damaged or lost books will be met by parents. Please note your child’s library day and ensure they have their library book with them.

ASSEMBLIES AND SCHOOL MASS

Each class is responsible for presenting an assembly once per year, highlighting the recent work being done by that class. Assemblies are held on Thursdays at 8.45am.

Each class is also responsible for organising a school Mass on a roster basis. Class Masses are held on Thursdays also.

EARLY CHILDHOOD PLAYGROUND

Recent building projects have resulted in the provision of additional facilities necessary to build on the quality learning experiences already provided for all students. The Early Childhood playground area has recently undergone significant improvement, in line with the National Quality Standards and the Early Years Learning Framework, providing students with a play enriched environment, where children are able to explore, identify, negotiate, take risks and create meaning. The physically active play allows children to test and develop their motor skills, as well as promoting health and well-being.
LITURGICAL CELEBRATIONS

School liturgical celebrations will be held throughout the year. Each class will have the opportunity to prepare and become involved in the Liturgies by reading, singing, presenting the offertory, liturgical movement and making banners appropriate to the liturgy. Liturgy is an integral part of the Religious Education programme and teachers will make every effort to make this a special and meaningful time for the children.

PARENTAL INVOLVEMENT

Parental involvement enhances learning programmes and gives parents the opportunity to be a part of their child’s education at school. There are a wide range of areas that parents can assist within the school including committees, classroom volunteer work, excursions, sports, canteen and various other ways.

SCHOOL BOARD

The School Board assists the Principal in a number of ways with the two main areas being financial management and capital development. The School Board is accountable to the Catholic Education Commission of W.A.
Meetings are held on a Tuesday evening each month.
At the Annual General Meeting all parents, except those employed by the school, are eligible for election. The Chairperson’s and Treasurer’s reports are also presented at this meeting.

PARENTS AND FRIENDS ASSOCIATION (P&F)

Parents are invited to be active participants in the Parents and Friends Association which exists to improve the educational facilities for the students, provide a forum for school / home liaison and organise social events. Meetings are held twice a term, alternating between evening and morning meetings.

PARISH PRIEST

The Parish Priest has an important role to play in the pastoral care programme of the school. The school staff and Priest work in partnership to support the faith development of our students, including preparation for reception of Sacraments.

The Parish Priest is an ex-officio member of the School Board.

SICKNESS

If your child is ill, please keep him/her at home until he/she has recovered. If a child becomes ill during the day, parents will be notified to take them home.
**MEDICATION**

The school’s policy on the administering of medication has been developed with the student’s well being in mind in accordance with the directions from the Catholic Education Office. It is preferred that all medication is given by parents or guardians. Medications are to be stored in the office. In the case of medication to be taken daily over a long period of time, there are specific school-wide procedures to be followed. Discussion with the Principal is required.

**ANAPHYLAXIS**

Your child’s health and safety is of utmost importance to us. At Our Lady of Lourdes School we have several students who have allergies to foods, which with exposure could place their lives at risk.

Some of our students have a serious allergy to nuts and shellfish. Exposure to these allergens could cause an anaphylactic reaction. Parents need to be aware that we are NOT dealing with a mild allergy that will result in some discomfort and a rash. **WE HAVE STUDENTS WHO ARE HIGHLY ANAPHYLACTIC AND EXPOSURE TO NUTS OR SHELLFISH WILL BE LIFE-THREATENING AND NECESSITATE EMERGENCY TREATMENT AND HOSPITALISATION.**

Exposure to nuts and shellfish pose the most serious risk and so are **NOT PERMITTED** in the school area. Nuts are included in many processed products. Examples are muesli bars, some chocolate bars, some biscuits, and foods cooked in peanut oil, but there are many more. Shellfish include crab, crayfish, oysters, mussels, and prawns and may be included in foods such as fried rice products (as shrimps/prawns). Please read labels very carefully and **DO NOT SEND YOUR CHILD TO SCHOOL WITH ANY PRODUCT THAT STATES IT CONTAINS NUTS OR SHELLFISH (LABELLED CRUSTACEA).**

In addition to this, some products are labelled with “May contain traces of nuts and/or crustacea”, or “Processed on equipment that also processes nuts and/or crustacea”. These products are also a risk for an anaphylactic child, but possibly not as immediate or extreme as direct exposure. Ongoing exposure however, can lead to a child becoming more sensitive to these foods over time. Examples of such labelling for nuts include “Tiny Teddies” and most other biscuits, most chocolate products, “LCM” bars and some yoghurt products. Shellfish, labelled, as “crustacea” are included on some brands of rice crackers. We **PREFER** you look for alternatives to foods labelled in this way, which we understand is difficult. Even the content of a product can vary across different brands, **SO IT IS IMPERATIVE THAT LABELS ARE READ CAREFULLY.**

It is important that we are all working as a team to ensure the welfare of our students. Attached is a **GUIDELINE** of products that are not permitted, are best avoided and are mostly safe. **AS PRODUCTS VARY BETWEEN BRANDS AND AT TIMES A SINGLE PRODUCT MAY HAVE ITS CONTENTS CHANGED, THIS IS A GUIDELINE ONLY AND ALL LABELS MUST BE THOROUGHLY READ.**
AS A GUIDE ONLY THE FOLLOWING PRODUCTS:

ARE NOT PERMITTED
Peanut Butter/ Peanut Paste
Peanuts and other nuts
Nutella
Muesli bars (most contain nuts)
Fruit and nut mixes
Chocolate containing nuts (Picnic, Snickers, Peanut M&Ms)
‘Chinese’ foods and other foods cooked in peanut oil
Shellfish, including crab, crayfish, oysters, mussels
Dried fruit packets, that include nuts
Cereals that include nuts
Satay sauced products
Carrot cake and other cakes with crushed nuts
Marzipan
Christmas cake and pudding
Nougat

ARE BEST AVOIDED (These are examples of a few items only - a full list is very extensive, please read labels)
“May contain traces of nuts”
“Processed on equipment that also processes nuts and/or crustacea”
‘Tiny Teddies’ and most biscuits
Most chocolate products
Rice crackers – check different brands
Commercially produced pizza – due to cross contamination from other items
Some bread products
Some yoghurt products – especially those that include muesli
‘Dessert’ style snack packs – check brands
‘Kellogs’ LCM bars
‘Hot Shots’ brand ‘Scooby Doo Cookie Snacks’
‘Mainland’ brand ‘Munchables’ snack pack
Some canned fruit state ‘may contain traces of nuts’ (and have been found to do so)
‘Hundreds and Thousands’ – checks brand
ARE MOSTLY NUT FREE – BUT ALWAYS CHECK LABELS

Fruit
Vegetables
Sandwiches (check label on bread) with meat or salad fillings
Quiche – home made
Rice cakes – check label
“Eskal” brand “FreeNut Butter” – a nut free alternative to peanut butter available in health food stores and health food aisle of some supermarkets.
“Sweet William” brand “Chocolate Spread” - a nut free alternative to ‘Nutella’ available in health food stores and health food aisle of some supermarkets.
Salads
Vegetable sticks with dips (nut free)
Dried or preserved fruit – check label if not home processed.
Some yoghurts
“Ajitas” Vege chips
“Yoplait” brand ‘le rice’ dessert snacks
“Sun Valley” brand ‘true fruit’ bars
“Kids Care” brand ‘Rice wheels’
“Heinz” brand ‘Little Kids Bikkies’
“Heinz” brand ‘Little Kids mini rice cakes’
Pikelets – home made or “Golden” brand
“Dairy bites snackabouts”
“Goulburn Valley” diced fruit packs
“Devondale” brand ‘Cheese shapes’ and other ‘nut free’ labelled cheeses
“Vegemite”

MEDICAL SERVICES

Services available to the school include:

- School Psychologist
- School Nurse
- Speech Pathology
- Occupational Therapist.
INFECTIONOUS DISEASES

It is important for parents to observe certain rules concerning infectious diseases. These regulations are set down by the State Department of Public Health.

**Head Lice**
Exclude from school.
Treatment can be obtained from the local chemists. The eggs can only be removed by combing with a fine tooth comb. Only then can the child be readmitted to school.

**Ringworm**
Exclude from school.
Treatment available from chemist.
Incubation period 10 - 14 days.

**Measles**
Exclude from school.
Incubation period up to 21 days.
Child readmitted on doctor’s advice and production of medical certificate.

**Chicken Pox**
Exclude from school.
Incubation period 1 - 20 days.
Child readmitted on doctor’s advice and production of medical certificate.

**Mumps**
Exclude from school.
Incubation period 14 - 21 days.
Child readmitted on doctor’s advice and production of medical certificate.

**IMMUNISATION CHART**

<table>
<thead>
<tr>
<th>AGE</th>
<th>AGAINST</th>
<th>HOW GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 months</td>
<td>First Triple Antigen Sabin Vaccine</td>
<td>Diphtheria, Tetanus &amp; Whooping Cough Polio</td>
</tr>
<tr>
<td>4 months</td>
<td>2nd Triple Antigen Sabin Vaccine</td>
<td>Diphtheria, Tetanus &amp; Whooping Cough Polio</td>
</tr>
<tr>
<td>6 months</td>
<td>3rd Triple Antigen Sabin Vaccine</td>
<td>Diphtheria, Tetanus &amp; Whooping Cough Polio</td>
</tr>
<tr>
<td>12 months</td>
<td>Measles Vaccine</td>
<td>Measles</td>
</tr>
<tr>
<td>18 months</td>
<td>Combined Diphtheria Diphtheria &amp; Tetanus Vaccine (CDT booster - 1)</td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td>Combined Diphtheria Diphtheria &amp; Tetanus Vaccine (CDT booster - 2) Sabin Vaccine booster Polio</td>
<td></td>
</tr>
</tbody>
</table>
LOST PROPERTY

Unmarked lost property will be kept for a term and then sold through the uniform shop. Lost property is kept in a box in the Office.

BIRTHDAYS

Please ensure that if your child is inviting all children in the class to a birthday party then invitations can be given out at school. However, if some children are not being invited please give them out at some other place and time.

CANTEEN

The school canteen operates each Friday. Each class has a plastic envelope where lunch order should be placed for collection on the relevant days. Monday – Thursday the children may order their lunch from the Dardanup Store. Parents are responsible for ordering and payment of their lunch at the store. The Dardanup Store delivers lunches.

ROAD SUPERVISION

Teachers are on duty after school to take students across the road outside the school and to accompany students to the bus stop.

BICYCLES

Children who ride bikes to school are to walk them through the school property and store them in the designated area.

SCHOOL CAR PARK ARRANGEMENTS

Parking is provided at the front of the school as well as at the Prayer House and Church.

IN-CAR PICK UP

An In-Car Pick Up service is available each afternoon. Please see the school office for more details.

INSURANCE

All children are covered under a Catholic Church Insurance policy for accidents at school or on school excursion for up to $200,000. The cost of this service is approximately $4.00 per child per year, and is paid by the school at the beginning of each year.

OFFICE HOURS

The administration officer will be in attendance from 8.00am – 3.30pm, Monday to Friday, during school term. During this time payments and enquiries can be made to the office. The school does NOT have EFTPOS facilities available at this time.