



our lady of lourdes parent handbook

Innovative learning in a changing world



General Information

Opal Passes

Opal passes are available free of charge, for Early Stage One to Stage One children who travel by bus to and from school. Children in Stage Two need to apply for a new Opal Card. Please come to the office to collect an application form if you require a Opal Card.

Collection Of Children From School

The school will be responsible for the care and safety of the children between the hours of **8:10 am** until **3:15 pm**. If you wish to take your child from school during school hours, or your child comes late due to an appointment which cannot be arranged outside school hours, you are asked to:

Send a note to the class teacher

If you are returning your child to school after an appointment please call at the Office before delivering your child to the homeroom and sign in.

If you are collecting your child for an appointment, please call at the Office and sign your child out. The office staff will arrange for your child to come to the office.

If your child is to be collected at any time by someone **other than parents**, please notify the office or teacher and, if possible, provide a **Letter of Authorisation**.

Morning Arrival/Afternoon Dismissal

School Hours

Lessons commence each morning at 8.40 am and conclude at 2.50 pm, Monday to Friday. It is essential that every child is present by 8.40 am, as this is when the learning for the day is organised and begun. It is also distracting to other children when there are late arrivals.

Supervision of Pupils

School supervision is from 8.10 am to 8.40 am each morning and 2.50 pm to 3.20 pm each afternoon. Outside these hours no supervision can be provided. For the safety of your child/ren please do not bring them to school before 8.10 am or leave them after 3.20 pm on any day. It is expected that every child has been collected by 3.20 pm as staff have meetings and lesson preparation to attend to each afternoon.

Drop off Procedures

Parents are asked to park only in the top car park in front of the church and take their child/ren onto the school playground or proceed around the top car park (following the arrows), dropping their children outside the Parish/school hall. Please ensure children leave the car from the passenger side door and that children move quickly out of the car to avoid traffic hold-ups.

Afternoon Pickup

Children in Kindergarten to Year 2 can be collected from their classroom from 2.50 pm to 3.00 pm and Years 3 to Stage 3 from their classroom or the Central Area immediately after school. From 3.00 pm to 3.20 pm, all children are to be collected from the Central Area. No child is to wait in the carpark or walk to the car park without parental supervision. Children are able to walk home but are escorted to the gate by the teachers on bus duty. Older students of OLOL should not be asked to bring younger brothers or sisters into the carpark without a parent. These procedures ensure the safety of all children.

Pupil Free Day/Staff Development Day

Schools in the Parramatta Diocese are allocated six pupil free days by the Catholic Education Office. Generally, the first day and last two days of the school year are three of these pupil free days. The staff still come to school (or attend another venue) for professional development, but the children do not attend school on that date. This allows the entire staff to get together to discuss relevant educational issues. At times a guest speaker attends, or the day is facilitated by a leading educationalist. The staff use this opportunity for spiritual reflection, to review new curriculum changes, study a new methodology, or formulate a policy for relevant issues. The day may be shared with staff from another school, which broadens the input. The focus of the Staff Development Day is usually discussed in the school Newsletter and parents are notified in advance of the date.

Term Planner

A Term Planner is issued to all families in the first newsletter of each term. This planner displays all significant dates and school events for each term of the school year. Any changes to dates and events are advertised in the weekly newsletter or via other written communications.

Excursions

From time-to-time your child will be given the opportunity of attending excursions. Separate notices will be forwarded by the school seeking your permission and outlining the nature of the excursion. Your permission is required for your child to attend. An Excursion Levy on the School Fees covers the cost of these excursions. The levy is \$75 per school year and is billed at \$25 for each School Fee period.

Standard Collection Notice

We are committed to maintaining the highest level of privacy in handling the information you provide. The Standard Collection Notice advises you of the reasons for collecting information and the way the information will be used. For more detailed information about privacy in the Parramatta Diocese, please see www.parra.catholic.edu.au/home. The Government also requires the completion of a National Data Collection Form, which is included in the Enrolment Application.

Student Banking

Students are able to open a Commonwealth Bank Dollarmite account through the School. Students who have an existing Dollarmite account may also participate in school banking. Children bring their bankbooks in to school on a Wednesday with the deposit they wish to make. Books are returned to them on Wednesday afternoon.

Whole School Assemblies

Each Monday morning we have a whole school assembly in the hall. The children gather in their class groups where they are welcomed to the beginning of the new school week. Following this is a prayer, celebration of birthdays of the week, notices, the raising of the flag and the singing of the National Anthem. The children are given an opportunity to share special news, which allows them to share their achievement in external sports, dance, music etc. Parents and friends are welcome at this morning assembly. On advertised Wednesday afternoons we have assemblies presented by a particular grade group where awards are given out to individuals. These assemblies are attended by staff and children. Parents and friends are also invited to attend these gatherings.

Health, Medications & Safety

Anaphylaxis

Anaphylaxis is a serious and rapid allergic reaction usually involving more than one part of the body. At Our Lady of Lourdes there are a number of students who can suffer a severe allergic reaction (**life-threatening**) through contact with eggs, peanut and sesame-based foods. As we endeavour to provide for the different needs of all our students your co-operation is invited to assist the school in supporting and catering for the needs of these students, and any future students, by providing your child only with **foods that are nut free**. All staff are trained in the administering of epipens and anapens every two years by Anaphylaxis Australia.

Common Childhood Illnesses

Infections are common in early childhood. It is imperative that children do not return to school until they have fully recovered. Please be considerate of the school community by not sending your child to school if they are sick or injured. Below are regulations with regard to the time any student should remain away from school should a particular illness occur.

Chicken Pox

Exclude until fully recovered - minimum exclusion for 7 days after the first spots appear.

German Measles

Exclude until fully recovered - minimum exclusion for 5 days from appearance of the rash.

Infectious Hepatitis

Exclude until medical practitioner certifies recovery.

Measles

Exclude for at least 5 days from appearance of the rash.

Mumps

Exclude until fully recovered - minimum exclusion for 10 days from the onset of the swelling.

Streptococcal Infection

Exclude until fully recovered.

Whooping Cough

Exclude until fully recovered - minimum exclusion for 3 weeks from onset of the whoop.

Conjunctivitis

Exclude until discharge from eyes has ceased.

Impetigo

Exclude until sores have fully healed. The child may return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.

Head Lice

Exclude until hair is completely cleaned, neither nits (eggs) nor lice being present. Children who have such problems may not be readmitted to the school without a note from parents or guardian indicating that appropriate treatment has been given and the eggs and/or lice have been removed.

For more in

formation visit the [Children's Hospital Website](#) for factsheets on these common illnesses

Childhood Immunisation Schedule	
Age	Immunisation
2 months	Diphtheria/Tetanus/Whooping Cough/Sabin (Polio). Influenzae type B, Hepatitis B, Pneumococcal. Rotavirus.
4 months	Diphtheria/Tetanus/Whooping Cough/Sabin (Polio). Influenzae type B, Hepatitis type B, Pneumococcal. Rotavirus.
6 months	Diphtheria/Tetanus/Whooping Cough/Sabin (Polio). Influenzae type B, Hepatitis type B, Pneumococcal. Rotavirus.
12 months	Measles/Mumps—Rubella. Influenzae type B, Meningococcal C.
18 months	Diphtheria/Tetanus/Whooping Cough. Measles/Mumps - Rubella, Chicken pox.
5 years or prior to school entry	Diphtheria/Tetanus, Booster Sabin. Whooping Cough.

An Immunisation Certificate is required for all children starting Primary School in Early Stage One.

Emergency Procedures

Occasionally the school will conduct an Evacuation Drill or a Lock Down Drill. Please **do not be alarmed** if you hear of this practice, it is a training exercise. All parents and visitors onsite at the time of a drill are expected to participate and **follow the instructions of the school staff**.

Playground Accidents/First Aid

In the event of a slight accident such as a graze or knock, simple first aid, such as an ice pack and a band-aid strip will be administered.

However, in the case of a more serious accident, such as suspected sprains, fractures, bumps to the head etc, immediate first aid procedures will be put into action whilst attempts are being made to contact parents to inform them of the accident.

If parents are unable to be contacted in the case of an emergency, the School will seek immediate medical care on behalf of them. Written permission for the School to take this action is requested at the time of enrolment.

If a child becomes ill in the classroom, he/she is sent to the Office. If, after 30 minutes, the child does not respond to the special care given, parents are contacted and requested to come to the School and take the child home.

Asthma

In cases of asthma attacks, the child, with the express permission of the parents, may be given an asthma puffer. The actual medication, as well as the level of dosage and any other relevant details concerning the medication and its use, must be given by parents before action is taken at the School Office. In the case of a serious asthma attack where medication has not been supplied, the school will attempt to contact the parents and then follow its emergency procedure.

Medication

It is imperative that children do not return to school until they have fully recovered. Please be considerate of the school community by not sending your child to school if they are sick or injured.

If your child needs to take ongoing medication during school hours, **it must be administered by the office staff**. We ask that parents come to the office to complete a form regarding the administering of the medication and drop off the medication. Children **must not** keep any form of medication in their school bag or in the classroom.

Learning Structure

Staged Learning

The school is structured into a combination of grade and stage groups. The children in Year 5 and Year 6 are in mixed class groups referred to as Stage 3. There are two class groups for each grade from Kindergarten to Year 4.

At Our Lady of Lourdes, teachers often work in a team teaching situation where the whole grade work together during various lesson times in open classrooms.

Reporting To Parents

Student Portfolios

At Our Lady of Lourdes parents are provided with several opportunities to formally meet their child's teacher and discuss their child's progress. A 'Meet the Teacher' evening is organised with parents in Term 1, to provide parents and teachers an opportunity meet each other. The focus of this meeting is for parents to share any information that would be relevant in supporting their child's learning. The meeting is not a time for teachers to discuss student progress.

At the end of Term 2 a formal Parent/Teacher meeting is organised to discuss student progress. Prior to the meeting parents will receive their child's Half-Yearly Report and a portfolio of the child's work samples.

At the end of Term 4 an End-of-Year Report and Portfolio of work samples is sent home. No formal interview times are allocated, however parents have the opportunity to request an interview to discuss their child's progress.

What is a Portfolio?

A collection of samples of your child's work throughout the year.

A reflection of your child's progress in Religious Education, Mathematics, English, and Integrated Learning.

A child's self-evaluation of his/her learning.

Why a Portfolio?

It will assist us to focus on the whole child, looking at each child's individual progress.

It will be the focus for the mid-year Parent/Teacher Meeting.

It will assist parents in discussing learning progress with their child.

What will happen to the Portfolio?

At the end of the Conference it will be given to you to take home.

The Portfolio is to be returned to the school one week after the Meeting.

Work samples for Terms 3 and 4 will be added to the Portfolio.

In Week 10 of Term 4 the Portfolios will be sent home with their End-of-Year Report.

What do I do if I have concerns about my child's learning?

Make an appointment through the School Office to meet with your child's teacher/s.

School Hours

School Operating Hours

School Hours

Monday to Friday 8:40 am - 2:50 pm

Children who arrive after 8:40am must go to the school office to complete a late slip to give to their classroom teacher.

Office Hours

Monday - Friday 8:30 am - 3:30pm

Ph: 9622 7216

Finance Administrator: Mrs Monique Kearins

Office Administrator: Mrs Beth Polo

Morning Supervision

Monday - Friday 8:10 am

Recess

Monday - Friday 10:40 - 11:00 am

Lunch

Monday - Friday 1:00 - 1:50pm

Dismissal

Monday - Friday 2:50 pm

Afternoon Pickup

Children in Kindergarten and Year 1 can be collected from their classroom from 2:50pm to 3:00pm and Year 2 to Stage 3 from their classroom immediately after the bell or from the Carline Area (the paved area between Stage 2 and Stage 3). From 3:00pm - 3:20pm **all** children are to be collected from the Carline Area. No child is to wait in the carpark or walk to the carpark without adult supervision. Children are able to walk home, but are to be escorted to the Olive St and Grantham Rd gates by the teachers on bus duty.

OOSH (Out-Of-School Hours Care)

Monday - Friday 6:30 am - 8:30am Before School Care

Monday - Friday 3:00 am - 6:00am After School Care

Ph: 9676 7293

Vacation Care (school holidays & pupil free days)

Monday - Friday 6:30 am - 6:00pm

Ph: 9676 7293

Term Dates & Holidays

School term dates and holidays are generally the same as government schools.

	Term Dates	Holiday Dates
Term Four	8 October to 18 December 2013	Summer Holiday 19 December 2013 to 28 January 2014
Term One	29 January to 11 April 2014	Autumn Holiday 12 April to 27 April 2014
Term Two	28 April to 27 June 2014	Winter Holiday 28 June to 13 July 2014
Term Three	14 July to 19 September 2014	Spring Holiday 20 September to 8 October 2014
Term Four	7 October to 17 December 2014	Summer Holiday 18 December 2014 to 28 January 2015

Uniform And Grooming

Hairstyles And Jewellery

Girls - Shoulder length or longer hair must be tied back and ribbons or a 'scrunchie' in school colours may be used. Hair colouring is not permitted.

Boys - Neat and simple haircuts. No undercuts, number ones, rat tails, pony tails or hair colouring is permitted.

Jewellery - Limited jewellery may be worn, as deemed appropriate by staff (e.g. girls may wear one pair of plain studs or sleeper earrings only, no bangles etc.)

The Principal's decision is final.

Mufti

When the school has a **Mufti Day** it means that the children do not have to wear their school uniform. They may wear smart casual clothing to school on that day. Often we have a mufti day as a fundraising event, as a special celebration or as a reward. As a fundraiser Mufti Day each child is asked to bring along a gold coin for the privilege of wearing ordinary clothes. This money would then be sent to the missions, or another charity. Please ensure that your child wears age-appropriate clothing.

No Hat - No Play Policy

OLOL has this policy in place to protect the children from the harmful rays of the sun. If a child does not have their hat on before school, at recess, lunch or for outside activities/sports, they must sit in the shade and cannot play in the playground. School hats and caps are available for purchase at school through the uniform shop.

School Uniform

The School Uniform is sold at school. The school uniform shop is open throughout the term. Appointments can be made to try on uniforms each Tuesday morning or Thursday afternoon. Parents can book appointment times through the website www.schoolinterviews.com.au using the event code printed in the school newsletter, or by contacting the school office. Uniforms can also be ordered by completing an order form downloaded from the website and sending it to the office with your child. These orders are processed on a Monday.

Please clearly mark all school clothing with the child's name to avoid lost property

Please note: Our Lady of Lourdes is currently in a transition period from their old school uniform supplier and style to their current arrangement and style.

Girls
Summer Blue check dress with navy piping and navy tab Navy school jacket with emblem crest Navy ankle-style socks Black shoes Navy broad brimmed hat or cap with emblem crest Navy bag with crest
Winter Plaid tunic Long sleeved school peter pan collar classic blue blouse Plaid tabs Navy school jacket with emblem crest Navy ankle or knee high socks Navy opaque tights Black shoes Navy broad brimmed hat or cap with emblem crest Navy bag with crest
Sport Navy polo shirt with classic blue trim and school crest Navy shorts with OLOL embroidery Navy school jacket with emblem crest Navy track pants with OLOL embroidery Navy broad brimmed hat or cap with crest White sport style socks White sandshoes (must have velcro or shoelaces)
The school broad brimmed hat or cap with crest is a compulsory school

item to be worn every day.

Boys

Summer

- School classic blue short-sleeved shirt with school crest
- Navy blocker shorts
- Navy school jacket with emblem crest
- Navy ankle socks
- Black shoes
- Navy broad brimmed hat or cap with emblem crest
- Navy bag with crest

Winter

- School classic blue long-sleeved shirt with school crest
- Navy blockers trousers
- School tie
- Navy school jacket with emblem crest
- Navy ankle socks
- Black socks
- Navy broad brimmed hat or cap with emblem crest
- Navy bag with crest

Sport

- Navy polo shirt with classic blue trim and school crest
- Navy shorts with OLOL embroidery
- Navy school jacket with emblem crest
- Navy trackpants with OLOL embroidery
- Navy broad brimmed hat or cap with emblem crest
- White sport socks
- White sandshoes (must have velcro or shoelace)

The school broad brimmed hat or cap with crest is a compulsory school item to be worn every day.

Second Hand Uniform Shop

The second hand uniform shop is run by the school. You may purchase second hand school uniforms in good condition and at a reasonable cost. The Uniform Shop is located inside the internal student access stairs to the office. It is open at various times throughout the year. Details of opening times are published in the school Newsletter.

Communication With The School

Behaviour & Discipline

At Our Lady of Lourdes we have developed a Pastoral Care Policy, which clearly outlines the protocols followed by staff when dealing with minor and major behavioural issues. There is also a clear protocol in place through which parents can express their concerns about their child's or another child's behaviour. The first point of contact is always your child's class teacher. If you then wish to pursue a matter further, the next point of contact is your child's Stage Coordinator and then, finally, the Principal.

Parents are able to arrange an appointment to speak to a teacher or a member of the school leadership team by writing a letter, or phoning the school office to arrange an appointment.

Teachers

are **not** available:

during teaching time

when supervising the playground

We recommend that parents refer to the school's  [Pastoral Care Policy](#) to gain an understanding of the protocols we follow in dealing with minor and major behavioural issues.

Parents are advised not to speak directly to the child concerned or confront another child's parent. All matters of concern must be directed to school staff.

Absentee Notes

If your child is absent from school due to illness, holiday or other unavoidable circumstances, you must send a note along to the class teacher containing the following information:

1. child's name
2. date(s) absent
3. reason explaining absence

The Attendance Roll is a legal document and written documentation to support children's absence from school is required. If your child is on extended sick leave that is over two days, please inform the School Office.

Extended Absences In School Time

Applications for leave from school for holidays/overseas trips during school time, must be approved by the Principal. A letter indicating the reason and the dates must be forwarded to the Principal, giving at least four weeks notice where possible.

Appointments And Messages

We ask you to telephone for an appointment to see Mr Jones or the teachers if you have any concerns. The Office Administrator will convey messages to teachers and students (e.g. if a child is ill or if someone else is to collect a child).

Home Notes

If you have a note to send to the School Office, kindly place it in an envelope with your child's name, class and nature of contents.

School Notes

Notes are sent home as a means of communication between school and home. In some cases, notes have 'tear off' slips to return to the school - generally permission slips. Please check your child's school bag each day for notes. As a general practice, any notes from the school are sent home on Wednesdays or Fridays. Copies of most school notes can be found on the 'Notes & Forms' webpage.

School Newsletter

A school newsletter called 'News 'n' Views' is sent home each week on Wednesday. It includes a letter from the Principal and information about teaching and learning, school events and our school/parish community. Please take the time to read the newsletter each week with your children.

Current and archived copies can also be downloaded from the 'Newsletters' page on this website.