



OUR LADY'S  
CATHOLIC PRIMARY SCHOOL  
LONGREACH  
LIGHT TOMORROW WITH TODAY

| HOSPITALITY | SIMPLICITY |  
COMPASSION | JUSTICE | COURAGE

# PARENT HANDBOOK

 85 Eagle St,  
Longreach

 [oll@rok.catholic.edu.au](mailto:oll@rok.catholic.edu.au)

 07 4994 8375

# Our Lady's Catholic Primary School Parent Handbook

## INDEX

	Page No.
Mission Statements	2
School Motto	2
School History	2
Welcome to Our Lady's School	3
School Profile	4
School Contacts	4
To Our Parents	5
Our Lady's Catholic School Parent's Association	5
School Board	5
<b>General School Information and Procedures</b>	
Absences	6
Arrival / Departure Arrangements	6
Assemblies	7
Assessment / Reporting	7
Books and Materials	7
Breakfast Club	7
Bus Services	7
Calendar	8
Daily Routine	9
Emergency – Illness or Accident	14
Excursions	9
First Aid	14
Financial Information	10-13
Health Matters	14
Healthy Food Policy	17
Homework	17
Infectious Diseases / Illnesses	14-16
Instrumental Music	17
Library	17
Liturgical Celebrations	18
Lost Property	18
LOTE	12
Medication	14
Money Collection	18
Newsletter	18
Office Hours	4
Parent Communication	18
Parent Lounge	18
Pastoral Care	19
Sacramental Program	19
School Fee Payment Options	13
School Leadership	19
School Uniform	20
School Website	4
Sport	21
Student Protection	21
Swimming	21
Tuckshop	21
Volunteers	21
Weapons	21
Workplace Health and Safety	21

## **SCHOOL VISION STATEMENT**

Our Lady's Catholic Primary School is a safe and nurturing school that prepares students for the ever-changing global environment, while reflecting the charisms of the Presentation Sisters and spreading the message of the Gospel.

## **SCHOOL MISSION STATEMENT**

We, the community of Our Lady's Catholic Primary School strive  
to bring the light of Jesus Christ to the world by  
walking His way,  
telling His truth and  
living His life.

## **SCHOOL MOTTO**

*"Light Tomorrow with Today"*

## **OUR LADY'S SCHOOL HISTORY**

Our Lady's College is the traditional name of the school, having been in use since 1902. A second school - St Joseph's Primary School came into existence in Longreach in 1925. Our Lady's College continued as a secondary school and in 1935 become the first secondary school to be registered in Central Western Queensland.

Our Lady's College commenced functioning as a Year 1 – 10 school on the present site in January 1986. The Secondary Department closed at the end of 1994, making Our Lady's a P - 7 school only. The Preschool commenced in 1992.

The Feast of the Presentation of Our Lady has been celebrated as the school's Feast Day and is a reminder of the contribution made by the Presentation Sisters since 1900.

In 2002, Our Lady's College changed its name to Our Lady's Catholic Primary School. Today, Our Lady's Catholic Primary School offers classes from Prep through to Year 6.

## **A MESSAGE OF WELCOME**

Welcome to Our Lady's Catholic Primary School,

Here at Our Lady's School, we value and nurture each child as an individual. We believe each child is unique and special and endeavour to celebrate and support them in their education. Our Lady's School is a place where children are encouraged to develop holistically – spiritually, academically, emotionally, socially, physically and culturally.

Our Lady's has a strong Catholic Identity and through Making Jesus Real the teachings of Jesus permeate through everything we do at Our Lady's. With a strong connection to the Presentation Sisters, who founded our school, the Charisms of Hospitality, Courage, Simplicity, Justice and Compassion

Our teachers are dedicated and continually strive to provide the best learning experiences for our children. The staff regularly participates in professional development to ensure they are well informed about current issues and innovations in education and to maintain a high standard of learning opportunities across the school.

Our Lady's is very well resourced and can offer students varied learning experiences across all areas of the curriculum. Our school caters for future trends in education through the provision of TVs with a Vivi interactive system, chrome books and iPads available for classroom use. We continue to upgrade our student computers on a regular basis. Our Multi-Purpose Centre provides excellent facilities to cater for the many sports offered both during and after school.

We firmly believe that the primary educators of children are you - parents and caregivers. The partnership between parents and teachers, one of mutual support, is crucial to the successful education and well-being of children. At Our Lady's, we are committed to working with parents in ensuring that all children achieve above their potential.

I trust you will find Our Lady's to be a welcoming and caring school for you and your family. I invite you to come and meet with me so I can personally show you around the school and further discuss what we can offer your child.

Kind regards,

Mr Peter Thurecht  
Principal

## **SCHOOL PROFILE**

Our Lady's Catholic Primary School is situated in the central western township of Longreach, a shire of approximately 4300 people. Established in 1900 by the Presentation Sisters, Our Lady's has a current enrolment of just over 90 students. We are a one stream school with 7 classes from Prep to Year 6.

Our Lady's School has seven classroom teachers, Physical Education Specialist, Learning Support Specialist, Teacher Assistants, Library Co-Ordinator and an Administration Officer. A grounds man and cleaner are responsible for the ancillary services.

## **SCHOOL CONTACTS**

<b>School Address:</b>	85 Eagle Street Longreach Qld, 4730
<b>Postal Address:</b>	PO Box 168 Longreach, Qld, 4730
<b>Telephone:</b>	(07) 4994 8375
<b>Email:</b>	oll@rok.catholic.edu.au
<b>Website:</b>	www.ollrok.catholic.edu.au
<b>Principal:</b>	Mr Peter Thurecht
<b>Assistant to the Principal:</b>	Mrs Angela Arthur (Religious Education)
<b>St Brigid's Parish Priest:</b>	Fr Shaiju Lookose CMI

**The Finance and Administration Officer staffs the office from 8:00am until 3:30pm during school terms.**

## **Our Lady's Catholic Primary School Parent Handbook**

### **TO OUR PARENTS**

Your involvement in your child's education is actively encouraged as it is an exciting time of development and growth for them. Parents have the opportunity be involved in the life of the school in many ways:

Some of the ways you can be involved in sharing this time with us are:

- Meet your child's teacher. You can meet your child's teacher at any mutually convenient time to discuss your child's progress or any matters of concern. Your interest is essential.
- Participate in Mass and other liturgical celebrations
- Assisting in the classroom – reading, rotations (under the guidance of the teacher)
- Attend Parent Information Sessions and Parent/Teacher Interviews
- Be involved with the Our Lady's Catholic School Parents (formerly the Parents and Friends Association)
- Read the newsletter which is emailed to parents of a fortnightly basis
- Volunteer through Our Just 1 Thing initiative
- Participate in a number of social activities which are organised by the Catholic School Parents
- Assist at sporting events
- Help out at working bees

### **OUR LADY'S CATHOLIC SCHOOL PARENTS QUEENSLAND ASSOCIATION**

The Our Lady's Catholic School Parents Queensland Association (formerly the P&F) meet each month, usually the third Wednesday of the month at 5:30pm in the Art/Drama rooms. An Executive Committee is elected at the Annual General Meeting. All parents are encouraged to attend meetings.

The Association needs a good number of willing people prepared to serve in order to "make things happen" and ensure that the load does not fall on just a few. The Association is an essential element to the successful functioning of our school.

### **SCHOOL BOARD**

The School Board is responsible for the future directions of the school concerning resourcing, budgeting and reviewing school policies. It is made up of the school principal, staff members, the parish priest and parents. You are welcome to take up any opportunities made available to learn about the goals and functions of our School Board and ultimately contributing to our school community through membership of the Board.

## GENERAL INFORMATION AND PROCEDURES

*This section for your convenience is sorted alphabetically*

### ABSENCES

Attendance is of a high priority at Our Lady's Catholic Primary School. It is an expectation that the school be notified of any absence. Absences should be reported by email to administration, [oll@rok.catholic.edu.au](mailto:oll@rok.catholic.edu.au) or via phone on (07) 4994 8375. You are welcome to call outside of office hours and leave a message regarding your child's non-attendance. In the case of the school not being notified, an SMS followed by a phone call will be sent to families asking you to contact the school to advise of your child's whereabouts.

### ARRIVAL/DEPARTURE

#### ***Before School:***

Parents are requested that children do not arrive at school prior to 8am on any day. **Between 8:00am and 8:15am there are no teachers on duty and the school assumes no responsibility for the children.** Our classrooms open at 8:15am for students to unpack their bags. From 8:20am a teacher is rostered on duty in the MPC and we encourage students to play before the first bell. If arriving between 8:00am and 8:15am children must sit on the stage area outside Prep- no games are allowed. Permission must be sought by the school principal for a child to be at school prior to 8:00am and they will be asked to sit in the school office until directed to go to their classroom.

#### ***Late arrival:***

Children are expected to be at school, ready to begin the day by 8:35am (the first morning bell). Should your child/ren arrive late to school they will need to report to the office with the person responsible for dropping them off. Administration staff will issue the child with a late arrival slip, which will need to be presented to the classroom teacher.

#### ***Leaving During School Time:***

Children who need to leave during the day for appointments must be signed out by the person collecting them. If returning to school, the child must be presented at the office once again and signed in before returning to class.

#### ***At the End of the School Day:***

School concludes at 3:05pm. Children being collected by car should wait at the entrance of the Multipurpose Centre and parents may use the pickup loop, which they enter from Currawong Street. Parents may also park their car at Sandpiper Street gate car park and come into the school to collect their child who will be supervised in the eating area. These are the only supervised areas for the children to wait to be picked up. Children should be collected by 3:15pm. **The pool carpark is not a pickup zone for students.** Parents are asked to wait near the grass area on Sandpiper Street not outside the classrooms. Once the bell rings all children are asked to move to the pick-up areas and not loiter around classrooms.

Children walking home from school must exit through the Eagle Street entrance. Bikes are to enter and exit the school grounds through the Eagle Street gate. When entering or leaving the school grounds, bikes must be walked to the racks or to the gate. Children should have left the grounds by 3:15pm.

Children on buses should report immediately to the Bus Area that is located at the Eagle Street entrance to the school. A teacher supervises the bus area each afternoon. It is important that children go straight to the bus.

## **Our Lady's Catholic Primary School Parent Handbook**

### **ASSEMBLIES**

School Parades are held on Mondays at 8:40am at which time birthdays, sporting and cultural achievements are acknowledged. Parents are welcome to attend.

Weekly Prayer Assemblies are held each Friday at 8.45am in the MPC. Classes give a short presentation of work being covered and Student Awards are distributed. Parents are encouraged to attend these assemblies.

Friday Prayer Assembly will be zoomed for those parents who cannot attend in person, details will be emailed to families at the start of each term.

### **ASSESSMENT/REPORTING**

Our evaluation program in the school is comprehensive with continuous evaluation being conducted by the class teacher.

You are always welcome to come to school at a mutually convenient time to discuss your child's progress. Teachers are happy to have a quick informal chat before or after school if you come in, but they also have supervision duties, staff meetings etc. so to avoid disappointment we encourage you to make an appointment if you wish to have a longer discussion.

There are also more formal procedures in place for discussing your child's progress. Teachers will deliver an Information Session early in Term 1 to outline work to be covered during the year.

You will receive written reports of your child's progress at the end of each semester. These are emailed to parents in the final week of Term 2 and Term 4 and can be accessed via the online Parent Lounge. You will have the opportunity for a formal interview at the end of Term 1 and early Term 3.

### **BOOKS AND MATERIALS**

As with all schools, pupils require items to participate in their classroom. This equipment represents the individual consumables needed by each child for a year of schoolwork. These details are provided on the Class Booklist(s), which are provided upon enrolment. We make a sincere effort to keep requirements to a minimum. If parents are having difficulties acquiring these items, then please contact the Principal.

### **BREAKFAST CLUB**

Toast is served at the MPC kitchen window each morning between 8:20 and 8:30am. This is available to all students. Our Year 6 Leaders and parents assist with breakfast club.

### **BUS SERVICES**

A number of different bus routes service Our Lady's. Please contact the school for further information regarding these routes. It is the parent's responsibility to notify the school when their child begins catching a bus to or from school and of any changes to their regular routine.



# Our Lady's Catholic Primary School Parent Handbook

## CALENDAR

### **2023 Term Dates:**

Term 1 Monday, 23 January ~ Thursday, 30 March

Term 2 Monday, 17 April ~ Friday, 23 June

Term 3 Monday, 10 July ~ Friday, 15 September

Term 4 Tuesday, 3 October ~ Wednesday, 29 November

### **Pupil Free Days:**

Friday, 17 February – Bishop's Inservice Day (Student Free Day)

Friday, 1 September – Staff Learning Development Day (Student Free Day)

### **Public Holidays:**

Wednesday, 26 January Australia Day

Monday, 10 April Easter Monday

Tuesday, 25 April ANZAC Day

Monday, 1 May Labor Day

Friday, 12 May Longreach Show Holiday

Monday, 2 October King's Birthday

### **2024 Term Dates: To Be Confirmed**

Term 1 Monday, 22 January ~ Thursday 28 March

Term 2 Monday, 15 April ~ Friday, 21 June

Term 3 Monday, 8 July ~ Friday, 13 September

Term 4 Tuesday, 30 September ~ Wednesday, 27 November

### **Pupil Free Days:**

TBA – Bishop's Inservice Day Term 1

Friday, 30 August – Pupil Free Day (Staff Learning Development Day) Term 3

### **Public Holidays:**

Thursday, 26 January Australia Day

Monday, 1 April Easter Monday

Thursday, 25 April ANZAC Day

Monday, 6 May Labor Day

TBA – Longreach Show Holiday

TBA – King's Birthday

## Our Lady's Catholic Primary School Parent Handbook

### DAILY ROUTINE

8:00am	Parents are requested that children do not arrive at school prior to 8am on any day. <b>Between 8:00am and 8:15am there are no teachers on duty and the school assumes no responsibility for the children.</b> If arriving between 8:00am and 8:15am children must sit on the stage area outside Prep. A teacher is on duty from 8:20am each morning.
8:35am	Bell to begin school. Children should attend toilet, wash hands and line up inside multi-purpose center.
8:40am	Class Time
10:50am	First Lunch
11:25am	Class Time
1:30pm	Second Lunch
1:55pm	Class Time
3:05pm	Final Bell

At Our Lady's we have a play first then eat policy. This means when the bell rings for breaks the children play first for 20 minutes then eat for 15 mins for the first lunch and at second lunch children play for 15 minutes and then eat for 10 mins.

### EXCURSIONS

At certain times during the year, tours of educational interest are organised by class teachers. There will be times when parents/carers will be asked to join us on excursions to ensure adequate safety and supervision. We have a general permission form that we ask to be completed at the time of enrolment. This permission form allows the teachers to take the children to Mass at St. Brigid's Church, swimming at the pool, Edkins Park/Civic Centre and to walk down Eagle Street. For all other excursions and activities, a "Permission Form" will be sent home for you to complete. Examples of excursions include the Powerhouse Museum, the Qantas Museum, Starlight Lookout.

## FINANCIAL INFORMATION

*Fees are levied for attendance at Catholic Schools.*

Regretfully fees are a necessary fact of life for schools such as ours. Our system gets some funds from the State Government and greater support from the Federal Government.

There are three components which make up the cost of attendance at a Catholic School.

1. *Tuition Fees*
2. *Diocesan Levies*
3. *School Levies*

### TUITION FEES 2022

#### 2023 Tuition Fee Schedule Tuition Fee Per Student

Students in Catholic Schools	One	Two	Three	Four or More
Discount Percentage	0.0%	12.5%	35.0%	50%
PRIMARY - per week	\$35.50	\$31.06	\$23.08	\$17.75
PRIMARY - per term	\$355.00	\$310.60	\$230.80	\$177.50
PRIMARY - per year	<b>\$1,420.00</b>	<b>\$1,242.50</b>	<b>\$923.00</b>	<b>\$710.00</b>

LOWER SECONDARY - per week	\$61.50	\$53.81	\$39.98	\$30.75
LOWER SECONDARY - per term	\$615.00	\$538.10	\$399.80	\$307.50
LOWER SECONDARY - per year	<b>\$2,460.00</b>	<b>\$2,152.50</b>	<b>\$1,599.00</b>	<b>\$1,230.00</b>

UPPER SECONDARY - per week	\$76.00	\$66.50	\$49.40	\$38.00
UPPER SECONDARY - per term	\$760.00	\$665.00	\$494.00	380.00
UPPER SECONDARY - per year	<b>\$3,040.00</b>	<b>\$2,660.00</b>	<b>\$1,976.00</b>	<b>\$1,520.00</b>

The rate of school fees is determined by the Diocese. Fees are collected by the school on behalf of the Diocese. The fees are used by the Diocese, together with government grants, to provide staff and operate the system.

The fees are payable to the Diocese irrespective of whether the assessed amount has been collected from parents, that is, the school must make up any shortfall from its own funds.

## **Our Lady's Catholic Primary School Parent Handbook**

### ***School Fees – why are they necessary?***

Federal and State governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons.

However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your catholic school.

**\*Weekly amounts are calculated on 40 school weeks per year.**

In areas of the Diocese where no regional Catholic Secondary College is readily accessible, a maximum family fee of \$1750.00 for primary tuition fees applies if a family has secondary students attending a Catholic Boarding School.

### **SCHOOL LEVIES**

School-Based Levies are charges for curriculum resources, library books and printing and technology levies. These levies are set by the School Board – to be no greater than 25% of the non-discounted tuition fees per student.

#### ***GENERAL PURPOSE LEVY:***

The General Levy operates on a per child basis and is charged each term. It represents a partial contribution to the costs of day-to-day consumables and text material etc. used by pupils as part of their normal class learning program.

***General Purpose Levy – 2023 \$130.00 per student per year maximum of \$260.00 per family per year***

#### ***TECHNOLOGY LEVY:***

The Technology Levy is to be used strictly for technology capital purposes at the school level.

The levy operates on a per student basis with a maximum of \$200.00 per family. It represents a contribution towards the maintenance and replacement of technology hardware and software.

***Technology Levy – 2023 \$120.00 per student per year maximum of \$240.00 per family per year***

#### ***BUILDING LEVY:***

Each family will be charged a building levy of \$105.00 per term (\$420.00 per year) in conjunction with normal school fee billings. As this amount forms a collectable part of school fees no tax deduction is possible.

#### ***SPECIFIC PURPOSE CHARGES:***

Additional charges may apply for specific purposes e.g., travel and accommodation related to school field trips and camps, excursions and transport etc. These costs are additional to school-based levies.

## Our Lady's Catholic Primary School Parent Handbook

### **CHROME BOOKS AND IPADS:**

Chromebook laptops are issued to students in Years 3 – 6, students in years 5 – 6 are able to take the laptop home, subject to terms and conditions. A \$50 fee will be charged to Term 1 school fees for all students in Years 3 – 6.

Ipads are issued to students in Years Prep – 2. A \$50 fee will be charged to Term 1 school fees for all students in Years Prep – 2.

### **LOTE:**

Students in Years 3 - 6 study Spanish through MEG Learning. With the *Meg* language program, our students get to regularly talk to a native speaker on the ground in Latin America, which is the next closest thing to being there. When students are shown outside, they can see the unique buildings, beautiful weather and density of living, their curiosity and motivation to learn naturally increases.

### **TOTAL COSTS**

The total cost of educating each child is calculated by adding up Tuition Fees, Diocesan Levies and School Levies. In addition, you will be charged for incidental costs of excursions, Art Council performances etc.

**EXAMPLES** of **total costs per year** is given below:

<b>TUITION FEES</b>	<b>One Child</b>	<b>Two Children</b>	<b>Three Children</b>
Primary Fees per year	<b>\$1,420.00</b>	<b>\$1242.50</b>	<b>\$3692.00</b>
<b>SCHOOL LEVIES</b>			
General Purpose Levy	<b>\$130.00</b>	<b>\$260.00</b>	<b>\$260.00</b>
Technology Levy	<b>\$120.00</b>	<b>\$240.00</b>	<b>\$240.00</b>
Building Levy	<b>\$420.00</b>	<b>\$420.00</b>	<b>\$420.00</b>
<b>TOTAL COST PER YEAR</b> (Without incidental costs)	<b>\$2090.00</b>	<b>\$3405.00</b>	<b>\$4612.00</b>
<b>TOTAL COST PER TERM</b> (Without incidental costs)	<b>\$494.75</b>	<b>\$806.65</b>	<b>\$874.13</b>

\*Extra costs charged throughout the year (subject to change)

Year 1 My Special Word Collection - \$4.40 per child

Year P – 2 Reading Eggs \$27.50

Years P – 2 Ipad \$50 per child

Years 3 – 6 Chromebook \$50 per child

Years P – 6 Swimming lessons and pool entry fee - (\$50 approx.)

Years 3 – 6 LOTE \$45 per semester per child

Year 5 \$250 school camp

Year 6 \$350 School camp

### ***SCHOOL FEE ASSISTANCE***

If you require school fee assistance, the Diocesan policy states:

***“No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee – in whole or in part.”***

Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures.

Our School and Parish are serious about our commitment to the philosophy stated in the Diocesan Policy. If there are genuine financial difficulties, assistance can be provided.

Total or partial exemption from the payment of fees is available on application to the Principal to ensure that confidentiality is maintained. Diocesan policy states that exemptions are made every 12 months. All we ask is that you are also genuine when considering how much you are able to contribute.

### **CONCESSION CARD DISCOUNT ON TUITION FEES**

Parents/carers with a means-tested Australian government health care or pensioner concession card may be automatically eligible to receive a 70% discount on tuition fees (does not apply to school levies).

### **SCHOOL FEE PAYMENT OPTIONS**

Payments can be made at the school by cash, EFTPOS, Mastercard or Visa Card.

#### **Direct Deposit**

If you wish to pay by direct transfer from your bank account to ours, please ensure you use your parent code located at the top right corner of your statement as a reference. Our bank account details are noted at the bottom of your parent statement.

#### **Direct Debit**

If you wish to set up direct debit from your bank account on a periodic basis, please do not hesitate to contact our Administration/Finance Officer for assistance or simply download, complete and return the form titled Direct Debit Request available on the school website under Fees and Finance in the Enrolment Menu tab.

#### **Centrepay**

Login to your Centrelink account through the MyGov website to setup periodic payments. Our CRN is 555 088 821A and use your parent code located at the top right corner of your statement as the reference. These payments can also be setup at the office with assistance from Administration Staff.

## **HEALTH MATTERS**

### **EMERGENCY – ILLNESS OR ACCIDENT**

At the time of enrolment, parents are asked to indicate what steps they would like taken in the event of emergency, illness or accident. Children with severe medical conditions must arrange an Emergency Action Plan with the school. Please notify the office as soon as possible if there are any changes to these records. For specific information regarding medication administration please refer to the medication section.

### **FIRST AID**

In the event of accidents occurring at school, the injury is at first assessed and treated by the first aid officer. Parents will be immediately notified of injuries to the head, teeth and eyes. In the event of a serious injury, the ambulance will be notified, and parents advised as soon as possible. It is therefore extremely important for parent records to be as accurate as possible at all times. A number of staff have first aid qualifications as per statutory regulations.

### **MEDICATION**

In order to comply with government regulations, we are required to adhere to the following procedures for administering any medicines to students during the school day.

The medical profession is aware that medication should be prescribed for administration to students during school hours only when absolutely necessary. Strict guidelines apply with respect to teachers administering medication at school.

- School staff can only administer medication on receipt of a written request from you and the regulations state that this should be for each separate occasion (i.e. day). The Administration Officer at the Office usually administers medication.
- 
- All medications should be clearly labelled by the pharmacist with the child's name and details relating to the administration of the medication.
- The instructions on the medication need to indicate specific times at which medication is to be administered. (It is the responsibility of the Pharmacist, at the medical practitioner's direction, to ensure this information is provided on the medication if this information is not provided on the container.)
- Generally, you are requested to supply only the correct quantity of medication to be administered that day.
- The medication must be kept in the office, not by the student.

### **INFECTIOUS DISEASES / ILLNESSES**

The school complies with Queensland Department of Health regulations in this regard. If you are uncertain, we can provide details of the regulations in respect of a particular illness. If any doubt arises as to the interpretation of regulations it is the written advice of a registered medical practitioner which is accepted, by the school, as the final arbiter.

## Our Lady's Catholic Primary School Parent Handbook

CONDITION	PERSON WITH THE INFECTION	THOSE IN CONTACT WITH THE INFECTED PERSON (The definition of 'contact' will vary between diseases)
Chickenpox	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold Sores (herpes simplex)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	<b>EXCLUDE</b> until discharge from the eyes has ceased unless a doctor has diagnosed	Not excluded
*Covid-19	<b>EXCLUDE</b> those who have symptoms and relevant contacts. See latest Queensland Health guidance for exclusion periods and criteria. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhea and/or Vomiting Including: amoebiasis, campylobacter cryptosporidium giardia rotavirus salmonella * gastroenteritis But excluding: *norovirus Shigellosis Toxin-producing forms of E.coli (STEC)  <i>See advice for these specific conditions below</i>	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.  <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhea and vomiting.</i>	NOT EXCLUDED
*Enterovirus 71 (EV71 neurological disease)	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush)	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	NOT EXCLUDED
*German measles (rubella)	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
* <i>Haemophilus influenzae type b</i> (Hib)	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, Foot and Mouth disease	<b>EXCLUDE</b> until all blisters have dried	NOT EXCLUDED
Head Lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice; OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination treatment for children and staff in the same room or group, children transferring to another center and new enrolments.</i>



## Our Lady's Catholic Primary School Parent Handbook

Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human Immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash.  <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	<b>EXCLUDE</b> until well.	NOT EXCLUDED
*Meningococcal infection <sup>2</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	NOT EXCLUDED
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	<b>NOT EXCLUDED</b>	NOT EXCLUDED
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) <sup>2</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhea has stopped for 24 hours and Treatment has occurred.	NOT EXCLUDED

## **HEALTHY FOOD**

### **LUNCHES**

Our Lady's Catholic Primary School encourages our students to eat healthy and nutritious food. We encourage food that is easy to open and eat. All classrooms are equipped with a refrigerator to ensure that food is kept cool and fresh. Make sure that your child has a wholesome breakfast - otherwise we find them feeling very hungry before recess. Please note that we offer Breakfast Club (see Breakfast Club).

### **BRAIN BREAK**

Children are encouraged to have a 'brain break' in the morning session. Suitable foods include fresh fruit or vegetables, dried fruit, yoghurt or cheese. All other types of food should be kept for lunch breaks. Please note that juice is not allowed at this time.

### **WATER**

It is quite acceptable for your child to bring a bottle of water into class in hot weather.

There are refrigerated water taps situated near the classrooms so drinking enough water should not be a problem.

## **HOMEWORK**

We believe that homework (suited to the child's grade level) is of value because it:

- (a) provides reinforcement of and consolidates the work done at school.
- (b) keeps parents in touch with what their children are doing at school.
- (c) gives children some regular responsibility.

Homework need not be difficult to be effective and parents may be required to assist by supervising homework. Should any problem arise with homework - and this is quite possible - then contact with the teacher explaining the problem can usually lead to a speedy solution.

The homework grid is how our homework is implemented across Year Levels 1 - 6. Further information regarding the Homework Grid is explained at our Parent Information Sessions held early Term 1.

## **INSTRUMENTAL MUSIC**

Guitar and Keyboard lessons are available. These lessons are conducted via Zoom Meeting facilities with the Primary Institute of Music and are supervised by a staff member. Information is available about the program at the school office.

## **LIBRARY**

Our Lady's School Library has a wide range of junior fiction, fiction and non-fiction books which will be available for your child to borrow on a weekly basis. Reference books are also available for use at school. We strongly encourage all children to borrow from the Library on a weekly basis.

Children who do not have a library bag will not be permitted to borrow.

### **LITURGICAL CELEBRATIONS**

Celebrating our faith is an important component of school life. Our students experience class and school celebrations in a variety of ways and settings. Parents, friends and members of the Parish are always invited and welcome to attend these special occasions:

- School and parish masses are celebrated regularly each term
- Morning prayer is held on Tuesday morning at 8:40am
- Class prayer is a regular feature of each classroom
- Liturgies are prepared and led by individual classes throughout each term

Meditation occurs daily across the school at 10:45am.

For further information about our liturgical celebrations please contact the Assistant Principal – Religion.

### **LOST PROPERTY**

A LOST PROPERTY box is located in the office. Any item found, whose owner cannot be identified, will be placed in this box. Parents and students are encouraged to check the contents of the box regularly.

Parents are asked to ensure that all items of clothing and personal belongings are clearly labelled with the child's name. At the end of each term uncollected items will be sent to St Vincent De Paul.

### **MONEY COLLECTION**

Every effort is made to include all costs incurred each term on the account. However, from time to time, children may need to bring money to school.

Normally monies go to the class teacher, in the first instance, for recording (unless specifically advised otherwise). Fees can be deposited in the office. Please ensure that money is secure in an envelope which has been clearly marked with your name and the reason for the money. EFTPOS facilities are also available.

### **MEDIA EXPECTATIONS FROM PARENTS**

#### **PARENT COMMUNICATION**

A School Newsletter is produced on a fortnightly basis and emailed to parents every Thursday. Parents are asked to read the newsletter, as it gives up-to-date information about events, announcements and arrangements at school. We strongly encourage all parents/carers to read the newsletter. This can also be accessed through the school website. Parents will also be notified of events and messages via text, email or the Our Lady's school Facebook page. Hard copies can be printed for those families who do not have email access.

#### **PARENT LOUNGE**

Parent Lounge is the gateway to view academic reports, school calendar and to update your details at Our Lady's Catholic Primary School. You will be issued with a username and password as this site is secure.

## **Our Lady's Catholic Primary School Parent Handbook**

### **PASTORAL CARE**

At Our Lady's, pastoral care is characterised by:

- concern for the development of each individual to their full potential – spiritually, intellectually, creatively, emotionally and physically
- the responsibility of all in the school, with members contributing in ways appropriate to their roles and responsibilities
- acknowledging and responding to the needs of all students and their families
- harmony with clear, consistent and just disciplinary practices.

Pastoral Care permeates the total climate of relationships within the school community and is expressed through:

- the development of quality relationships
- the provision of satisfying learning experiences
- the establishment of an effective care network

Pastoral Groups are in place at Our Lady's School. Students meet in combine year level groups on a Friday afternoon from 2-3pm. These lessons provide an excellent time for interaction with a range of different age within a group, with a different teacher and in a different setting.

### **SACRAMENTAL PROGRAMS**

In Catholic schools, children are gradually taught a deeper understanding of the sacraments through our Religious Education program. However, the preparation of students and families to celebrate these sacraments occurs within the Parish community. Programs to prepare children are family based with support from the parish sacramental team.

### **SCHOOL LEADERSHIP**

Our Lady's School encourages students in Year 6 to exercise their leadership skills throughout their final year of Primary School and all Year 6 students are presented with Leadership Badges.

There are also designated leadership positions within the school:

- 2 School Captains
- 2 Sports House Captains for each house which are:
  - Kennedy
  - Thomson
- SRC Captain
- 2 Student Council Representative from Year 3 - 6 (Changed each semester)

# Our Lady's Catholic Primary School Parent Handbook

## SCHOOL UNIFORM

Uniforms are available for purchase at the school office.

UNIFORM	GIRLS	BOYS
Formal	<ul style="list-style-type: none"> <li>LW Reid Navy formal tailored shorts (<b>no sports shorts</b>) <i>Please consider length</i></li> <li>Blue check blouse</li> <li>Plain white above the ankle socks</li> <li>Our Lady's School hat</li> </ul> <p><i>For modesty, white singlet tops may be worn under blue check blouse.</i></p>	<ul style="list-style-type: none"> <li>Check shirt</li> <li>Navy blue dress shorts (<b>no sports shorts</b>)</li> <li>Grey above the ankle socks</li> <li>Our Lady's School hat</li> </ul>
Sport  (Worn on Tuesdays and Fridays)	<ul style="list-style-type: none"> <li>Our Lady's School Sport shirt</li> <li>navy blue microfibre sports shorts (<b>no Canterbury or other labelled shorts</b>)</li> <li>plain white above the ankle sports socks</li> <li>Our Lady's School hat</li> </ul>	<ul style="list-style-type: none"> <li>Our Lady's School Sport shirt</li> <li>navy blue microfibre sports shorts (<b>no Canterbury or other labelled shorts</b>)</li> <li>plain white above the ankle sports socks</li> <li>Our Lady's School hat</li> </ul>
Winter	<ul style="list-style-type: none"> <li>navy blue track suit pants</li> <li>Our Lady's School jacket or jumper</li> <li>Our Lady's Navy Fleece Vest</li> </ul>	<ul style="list-style-type: none"> <li>navy blue track suit pants</li> <li>Our Lady's School jacket or jumper</li> <li>Our Lady's Navy Fleece Vest</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>black joggers – these need to cover the entire foot (<b>Canvas shoes or shoes with the top of the foot/sock exposed are not acceptable for safety reasons</b>).</li> <li>(<b>no white soles, bright colours, or multicoloured shoe laces</b>)</li> </ul>	<ul style="list-style-type: none"> <li>black joggers – these need to cover the entire foot (<b>Canvas shoes or shoes with the top of the foot/sock exposed are not acceptable for safety reasons</b>).</li> <li>(<b>no white soles, bright colours, or multicoloured shoe laces</b>)</li> </ul>
Jewellery	<ul style="list-style-type: none"> <li>a Christian symbol such as a crucifix or medal worn on a plain chain</li> <li>One pair of matching studs or sleepers, worn one in each ear lobe (<b>These are to be small, of appropriate colour e.g. Gold or silver and inexpensive</b>)</li> <li>Appropriate school badges</li> <li>A watch</li> <li>A plain signet ring</li> <li>Nail polish is not allowed</li> </ul>	<ul style="list-style-type: none"> <li>a Christian symbol such as a crucifix or medal worn on a plain chain</li> <li>Appropriate school badges</li> <li>A watch</li> <li>One stud or sleeper, worn one in one ear lobe (<b>It is to be small, of appropriate colour e.g. Gold or silver and inexpensive</b>)</li> </ul>
Hair Boys & Girls	<p>Hair is to be neatly groomed and, if it is longer than shoulder length, tied back away from the face, with a navy, white or red ribbon or scrunchie. (<b>No bright headpieces or headbands are allowed.</b>)</p> <p>Hair may not be dyed in unnatural colours or two toned nor worn in a style that is extreme or inappropriate for school. (<b>As a guide, anything resembling rat's tails, scullets, mohawks and mullets below collar length, would be considered inappropriate as would words, symbols or lines shaved onto the scalp.</b>)</p> <p>Boys' hair below collar length must be either neatly tied back/up or shaved/cut.</p>	

**If in doubt, check with the Principal before purchasing items or getting haircuts. Do not rely on your child's advice or rumors about what other students may or may not be wearing. Uniform requirements can be expensive, and it is important to purchase the correct items.**

### ***Wearing of School Hats***

In accordance with our Sun Safety Policy, hats are to be worn when children are entering and exiting the school grounds, in the open, during certain lessons, during excursions and physical education activities. Your support is sought by providing your child with the correct school hat and ensuring that he/she brings it to school.

## **Our Lady's Catholic Primary School Parent Handbook**

### **SPORT**

All students are encouraged to participate actively in sporting activities organised by the school. A two house system operates – Kennedy and Thomson. A swimming carnival is conducted in term four and the athletics carnival and cross country are held in term two. Our students have an opportunity to participate in representative sport giving them the chance to compete from a school level to national competitions. The Catholic schools in our Diocese also compete at an annual rugby league and netball competition called Challenge Cup in Term 3.

### **STUDENT PROTECTION**

Catholic Education has a comprehensive approach to student protection which builds on measures already in place to safeguard children and the integrity of caring, professional teachers. Our Diocese has adopted the Daniel Morecombe Child Safety Curriculum which aims to empower and educate students about how to keep themselves safe. The School Student Protection Contacts are Peter Thurecht and Elise Leahy.

### **SWIMMING**

Swimming lessons are conducted during Term 4. All students from Prep to Year 6 attend these lessons unless written permission is given by parents for the student's exclusion usually due to sickness or a medical condition. Swimming fees are paid for by our School Parents and Association and Drought Funds.

### **TUCKSHOP**

The tuckshop operates **every Friday**, a menu is available on our school website.

Ways to order tuckshop:

- Quickcliq – online orders close at 7:45am Fridays <https://www.quickcliq.com.au/parents>  
(If students have a reusable bag, they are encouraged to still use it)
- Send money and either a reusable tuckshop bag / brown paper bag / envelope with the following details:
  - Students name
  - Year level
  - Break (ie. first lunch / second lunch)
  - Order details

Students are to drop their bags/orders to the tuckshop Friday morning before Assembly.

**Tuckshop Convenor: Mrs. Susan Cutting**

### **VOLUNTEERS**

All volunteers are required to attend a volunteer induction meeting with the Principal prior to working within classrooms and around the school.

### **WEAPONS**

Any weapon or instrument that could be used to cause harm is prohibited at Our Lady's. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. If a student has a knife at school, Principals can inform the police.

### **WORKPLACE HEALTH AND SAFETY**

At Our Lady's Mrs. Dianne Carter is our Workplace Health and Safety Officer. The WHSO and the Principal work together to ensure that the risk management plan is implemented and effective and that legislative requirements are being met.