



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



OUR LADY'S CATHOLIC PRIMARY SCHOOL

Prep to Year 6

Principal: Mrs Tanya Lambley

85 Eagle Street, Longreach Q 4730

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SCHOOL MISSION STATEMENT

We, the community of Our Lady's School strive
to bring 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 School 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 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.

We offer small class sizes to ensure maximum teacher and student interactions. 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 interactive whiteboards, data projectors and computers available for classroom use. We continue to upgrade our computer lab of 30 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 their potential.

I trust you will find Our Lady's to be a welcoming and caring school for you and your family. Please find enclosed a school prospectus and enrolment forms. 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,

Tanya Lambley
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 110 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, three Teacher Assistants, Library Co-ordinator and an Administration Officer.

A groundsman and cleaner are responsible for the ancillary services.

SCHOOL CONTACTS

School Address:	85 Eagle Street Longreach Qld, 4730
Postal Address:	PO Box 168 Longreach, Qld, 4730
Telephone:	(07) 4658 3055
Fax:	(07) 4658 3994
Email:	oll@rok.catholic.edu.au
Website:	www.ollrok.catholic.edu.au
Principal:	Mrs Tanya Lambley
Assistant to the Principal:	Mrs Angela Arthur (Religious Education/Curriculum Support)
Learning Support Teacher	Mrs Nic Wyld
Prep	Miss Hannah Coulthard
Year One	Ms Alisha Smith
Year Two	Ms Judith Clancy
Year Three	Miss Isabelle Lynagh
Year Four	Mrs Alana Jones
Year Five	Miss Ellie Laube
Year Six	Mrs Sue Hegarty & Mrs Angela Arthur (job share)
Administration/Finance Officer	Mrs Tanya Bowden
Teacher Assistants	Mrs Di Carter Mrs Susan Cutting Mrs Kath McPhee Mrs Cassandra Baker Mrs Camille Madden
Library Coordinator	Mrs Di Carter
Indigenous Education Liaison Officer	
Groundsman	Mr Matthew Foley
St Brigid's Parish Priest	Fr Robert Hollow

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. At the beginning of the year parents have the opportunity to indicate a preferred area of involvement in the life of the school.

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 Parents and Friends Association (P & F)
- Read the weekly newsletter which is published on Tuesday of each week
- Volunteer your help in the Tuckshop
- Participate in a number of social activities which are organised by the P & F
- Assist at sporting events
- Help out at working bees

PARENTS & FRIENDS ASSOCIATION

The Parents' and Friends' Association meets each month, usually the third Monday of the month at 7.00pm in the library. 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.

The P & F Executive is:

President:	<i>Ms Anne Webber</i>
Vice President:	<i>Mr TJ Baker</i>
Secretary:	<i>Mrs Clair Nunn</i>
Treasurer:	<i>Mrs Bronwyn Holland</i>

SCHOOL BOARD

The School Board is responsible for the future directions of the school with regards to 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.

School Board Members for 2017 are:

Chairperson:	<i>Mr David Mims</i>
Pastoral Leader:	<i>Fr Robert Hollow</i>
Principal:	<i>Mrs Tanya Lambley</i>
Parish Representative:	<i>Mr David Mims</i>
Staff Member:	<i>Miss Ellie Laube</i>
P & F Member:	<i>Mr Damian O'Rourke</i>
Parent Member:	<i>Mrs Tina Griffiths</i>
	<i>Mr TJ Baker</i>
	<i>Mrs Clair Nunn</i>
	<i>Mrs Megan Sidebottom</i>

GENERAL INFORMATION AND PROCEDURES

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 the classroom teacher or administration) or via phone on (07) 4658 3055. 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 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 arrive at school after 8:20am on any day. Prior to this time, there are no teachers on duty and the school assumes no responsibility for the children. From 8:20am a teacher is rostered on duty until the bell to go into class.

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.

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 which 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.

ASSEMBLIES

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

Weekly assemblies are held each Friday at 2:40pm in the MPC. Classes give a short presentation of work being covered, birthdays are acknowledged and Student Awards are distributed. Parents are encouraged to attend these assemblies.

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 One 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 can be accessed via the online Parent Lounge. You will have the opportunity for a formal interview at the end of Term 1 and 3.

BEHAVIOUR

Our aim is to guide and foster the development of each child's mind, body, spirit and character based on a set of Christian principles and beliefs.

We believe that behaviour management is an important part of this process and hence, have a program based on the Responsible Thinking Process (RTP) Program.

This Program, rather than being a set of rules, is an attitude about how a person interacts with others. At its most basic level it is giving a student structure that gives them the opportunity to learn how to participate, obtain their goals and not disturb others in the process.

There Are Four Important Assumptions

1. Students can expect to learn in a safe environment.
2. Teachers can expect to teach.
3. Spending time in the office is not a substitute for teacher classroom management skills. Classroom management is a very important tool in this process. Simple gestures, student placement and quality lessons promote a positive environment; quality relationships and an opportunity for students to self manage their behaviour.
4. Students are responsible for their own actions.

If students refuse to co-operate with the Negotiating Teacher – Parents are contacted to withdraw their child until the child is ready to work with the Negotiating Teacher.

BOOKS AND MATERIALS

As with all schools - state or independent - pupils require items to effectively operate 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.

BREAKFAST CLUB

Toast is served at the MPC kitchen window each morning between 8:20 and 8:30am. This is available to all students.

BUS SERVICES

Our Lady's is serviced by a number of different bus routes. 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.

CALENDAR

Term 1	Monday 23 January ~ Friday 31 March
Term 2	Wednesday 19 April ~ Friday 23 June
Term 3	Monday 10 July ~ Friday 15 September
Term 4	Tuesday 3 October ~ Wednesday 29 November

Public Holidays:

Australia Day	Thursday 26 January
Good Friday	Friday 14 April
Easter Saturday	Saturday 15 April
Labour Day	Monday 1 May
Queen's Birthday	Monday 2 October

Pupil Free Days:

Tuesday 7 February (Bishop's In-Service Day)
Term Four – 16 October

DAILY ROUTINE

8:20am	School arrival time. Children are not allowed to arrive at school before 8:20am on any day as there is no supervision until that time. A teacher is rostered on duty from 8:20am until the bell to go into class.
8:35am	Bell to begin school. Children should attend toilet, wash hands and line up inside multi-purpose centre.
8:40am	Class Time
10:50am	Lunch
11:30am	Class Time
1:00pm	Afternoon Tea
1:30pm	Class Time
3:05pm	Final Bell

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.

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 we will supply a "Permission Form" for you to complete.

FINANCIAL INFORMATION

Fees are levied for attendance at Catholic Schools.

Regrettably 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 2017

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.

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.

2017 TUITION FEE SCHEDULE

Tuition fee per student

Students in Diocesan Schools Discount Percentage	One 0%	Two 12.5%	Three 35%	Four or more 50%
PRIMARY – per week	\$29.75	\$26.03	\$19.34	\$14.88
PRIMARY – per term	\$297.50	\$260.30	\$193.40	\$148.80
PRIMARY – per year	\$1,190.00	\$1014.30	\$773.50	\$595.00

***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.

A. 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 - 2017
\$130.00 per student per year
Maximum of \$260.00 per family per year

B. 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 \$185.00 per family. It represents a contribution towards the maintenance and replacement of technology hardware and software.

Technology Levy - 2017
\$95.00 per student per year
Maximum of \$190.00 per family per year

C. BUILDING LEVY:

Each family will be charged a building levy of \$85.00 per term 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.

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:

TUITION FEES	One Child	Two Children	Three Children
Primary Fees per year	\$1,190.00	\$2082.60	\$2320.50
SCHOOL LEVIES			
General Purpose Levy	\$130.00	\$260.00	\$260.00
Technology Levy	\$95.00	\$190.00	\$190.00
Building Levy	\$340.00	\$340.00	\$340.00
TOTAL COST PER YEAR (without incidental costs)	\$1,755.00	\$2872.60	\$3110.50
TOTAL COST PER TERM (without incidental costs)	\$438.75	\$718.15	\$777.65

*Extra costs charged in Term 1
 Prep & Year 1 – ABC Reading Eggs Sub - \$21.90 per child
 Year 1 – My Special Word Collection - \$3.30 per child
 Years 1 – 6 Mathletics - \$22.90 per child
 Year 4 – Thesaurus - \$10.90 per child
 Years 4- 6 – School Diary - \$5.95 per child
 Prep – Yr 6 –Swimming lessons and pool entry fee - (\$50 approx.)

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 we will try to help.

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.

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 senior first aid qualifications as per statutory regulations.

HEALTHY FOOD

LUNCHES

Our Lady's Catholic Primary School teach and recommend 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).

The following suggestions may be helpful:

- Sandwiches
- Fruit in plastic containers - please remember to send along a spoon;
- Fruit such as oranges, apples (if necessary) should be peeled and cut up.
- Frozen water or juice in the lunch box to keep the lunch cool.
- Frozen yoghurt

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.

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 onerous 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.

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.

CONDITION	CHILD WITH THE INFECTION	PERSONS EXPOSED TO THE CHILD WITH THE INFECTION
Chickenpox and shingles	Exclude for at least 5 days after the first appearance of the rash and the last blister has scabbed over.	Exclude children with immune deficiencies (eg leukaemia, or chemotherapy), otherwise not excluded
Conjunctivitis	Exclude until discharge from the eyes has ceased	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Glandular fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Hepatitis A *	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes simplex ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the sores are weeping	Not excluded
Human Immunodeficiency virus (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo ('school sores')	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded
Influenza and influenza-like illness	Exclude until well	Not excluded
Measles*	Exclude for at least 4 days after the rash first appears	Immunised children not excluded. Non-immunised children and staff should be excluded for 14 days after the first day the rash appears in the last infected person. Excluded children may return if immunised within 72 hours of contact with the infected person.
Bacterial meningitis and Meningococcal infection*	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until swelling goes down.	Not excluded
Parvovirus B19 (erythema infectiosum, 'slapped cheek', or 'fifth's disease')	Exclusion not necessary	Not excluded
Ringworm, Scabies, Head Lice	Exclude until day after approved treatment has commenced	Not excluded
Rubella (German Measles)	Exclude for at least 4 days after the rash first appears	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
Tuberculosis*	Exclude until well and approval to return has been given by a Public Health Unit physician or designate	Not excluded
Typhoid Fever (including paratyphoid fever)*	Exclude until well and approval to return has been given by a Public Health Unit physician or designate	Not excluded unless advised by public health authority
Whooping cough (Pertussis)*#	Exclude for 14 days from onset of coughing or until the child has taken five days of a 7-day course of antibiotics (erythromycin)	Household contacts who have received <3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.

INSTRUMENTAL MUSIC

Instrumental Music Lessons are available. These lessons are conducted by specialist music teachers and music fees are payable should your child choose to join the Instrumental Music Program.

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
- Parish masses are held in the Bush Chapel at School once in each term
- Morning prayer is held on Wednesday morning
- Class prayer is a regular feature of each classroom
- Liturgies are prepared and led by individual classes throughout each term
- Classes attend the monthly anointing mass at Pioneers Home
- Meditation occurs as a whole School Monday morning at Parade and Wednesday morning follows prayer.

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.

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 (ie. day). Medication is usually administered by the Administration Officer at the Office.
- 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.

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.

NEWSLETTER

A School Newsletter is produced on a fortnightly basis and emailed to parents every Tuesday. 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 weekly. This can also be accessed through the school website.

OFFICE HOURS

The office is staffed by the Finance and Administration Officer from 8:15am until 3:15pm during school terms.

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.

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 are allocated to a pastoral group which meet once per term for an afternoon of activities designed to promote personal development. It provides 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
- Environment Ministry
- Sports Ministry
- 2 Student Council Representative from Year 3 - 6

SCHOOL UNIFORM 2017

Uniforms are available for purchase at the tuckshop.

UNIFORM	GIRLS	BOYS
Formal	<ul style="list-style-type: none"> • navy school skort • blue check blouse • plain white above the ankle socks • Our Lady's School hat • Navy, white or red hair accessories <p>For modesty, white singlet tops may be worn under blue check blouse.</p>	<ul style="list-style-type: none"> • LWR blue shirt • navy blue shorts • grey above the ankle socks • Our Lady's School hat
Sport (worn on Tuesdays and Thursdays)	<ul style="list-style-type: none"> • Our Lady's School Sport shirt • navy blue microfibre sports shorts (no Canterbury or other labelled shorts) • plain white above the ankle sports socks • Our Lady's School hat 	<ul style="list-style-type: none"> • Our Lady's School Sport shirt • navy blue microfibre sports shorts (no Canterbury or other labelled shorts) • plain white above the ankle sports socks • Our Lady's School hat
Winter	<ul style="list-style-type: none"> • navy blue track suit pants • Our Lady's School jacket or jumper • Our Lady's School long sleeve polo shirt 	<ul style="list-style-type: none"> • navy blue track suit pants • Our Lady's School jacket or jumper • Our Lady's School long sleeve polo shirt
Footwear	<ul style="list-style-type: none"> • black leather joggers – these need to cover the entire foot (canvas shoes or shoes with the top of the foot/sock exposed are not acceptable for safety reasons). 	<ul style="list-style-type: none"> • black leather joggers – these need to cover the entire foot (canvas shoes or shoes with the top of the foot/sock exposed are not acceptable for safety reasons).

Other Uniform Regulations:

Hair

- 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.
- Hair may not be dyed in unnatural colours or two toned nor worn in a style that is extreme or inappropriate for school. **(As a guide, rat's tails would be considered inappropriate as would words, symbols or lines shaved onto the scalp).**

Jewellery

Girls

- a Christian symbol such as a crucifix or medal worn on a plain chain
- one pair of matching studs or sleepers, one worn in each ear lobe. These are to be small, of appropriate colour (e.g. Gold or silver) and inexpensive.
- appropriate school badges
- a watch
- a plain signet ring

Boys:

- a Christian symbol such as a crucifix or medal worn on a plain chain
- appropriate school badges
- a watch

If in doubt, check with the Principal before purchasing items or getting haircuts. Do not rely on your child's advice or rumours 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.

SCHOOL WEBSITE

The school website contains information relating to our school including the weekly newsletter, policies and procedures, tuckshop list and other important forms. We encourage parents/carers to access our website at least once a week.

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 one and the athletics carnival and cross country are held in term three. 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.

An Active Afterschool Program is offered at the school. This is a government funded program open to the whole community run by the staff of Our Lady's School.

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 Morcombe Child Safety Curriculum which aims to empower and educate students about how to keep themselves safe. The School Student Protection Contacts are Tanya Lambley and Angela Arthur.

SWIMMING

Swimming lessons are conducted during term one. 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.

TUCKSHOP

The tuckshop operates every Friday and a menu is available on our school website. If your child is having tuckshop, write the order on a paper bag along with your child's name, class and include money in the bag. This is placed in the tuckshop box in the classroom in the morning.

If you can make a commitment to provide voluntary help in the tuckshop, please do so by writing your name on the list at the tuckshop.

Tuckshop Convenor: Mrs Susan Cutting