

Our Lady Help of Christians School



Family Handbook 2022

Contents

Welcome

Vision and Mission Statement

Contextual Statement

Getting Ready for School

Parent Participation

Roles and Functions of the School Advisory Council

School Community Team

Introducing Our Curriculum

Student Rights and Responsibilities

School Fees

General Information Section

Absences

Accidents

After School Program

Art Smocks

Assemblies

Bicycles

Bus Arrangements

Camping

Changes of Personal Details

Enrolment

Excursions

Family Support

Fruit Break

Interviews and Appointments

Library Bags

Lost Property

Lunch

Permission Slips

Reading Recovery

Reporting Student Progress

School Diary

School Newsletter

School Policies

Sick Children

Sick Bay

Special Needs – Specialist Services

Student Insurance

Supervision

Timetable

Transfer

Valuable Items and Mobile Phones

Uniform

Procedure of the Arrival and Dismissal of Children

Welcome

Welcome to the Our Lady Help of Christians Family Handbook. Our aim is to affirm our relationship with you, the primary educators of your child. Please use this book as a resource.

Our Lady Help of Christians School is based upon the traditions of the Catholic Faith, with Jesus as our example. We provide a positive and happy learning environment where each child has the opportunity to develop academically, spiritually, socially, emotionally and physically. A Christian atmosphere is encouraged where family support and involvement is an important part of our school's life.

As a school in Australia we support and promote the principles and practice of Australian democracy.

This includes a commitment to:

- elected Government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association;
- the values of openness and tolerance.



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Our Lady Help of Christians school is a place where God is named and recognised and where Gospel values and the teachings of the Church, participation in Liturgy and Pastoral Care are reflected in our Vision and Mission Statement, our Policies and our Programs. We are Respectful, Responsible and Resilient as a community where faith is integrated into our daily life.

Every face has a place at Our Lady Help of Christians School and we welcome you to our community.



Leigh Bradshaw

Principal

Vision Statement



Our Lady Help of Christians Primary School

480A Gillies Street, Wendouree, Victoria, 3355

www.olhcwendouree.catholic.edu.au

03 5339 4746

Respectful • Responsible • Resilient

Vision Statement

Jesus said, "I have come that you may have life and have it to the full."

John 10:10

At Our Lady Help of Christians Parish School, we work together with families, so each uniquely gifted child will continue to grow spiritually, socially, emotionally, physically and intellectually to achieve fullness of life.

Mission Statement

We will support families in the care and education of their children,
within our Catholic Parish School and our wider community, by:

- *creating opportunities for prayer and celebration, to nurture our relationship with God, our world and with others*
- *maintaining a safe, happy, innovative and engaging learning environment*
- *affirming and celebrating contributions, efforts and achievements*
- *providing stimulating, challenging and contemporary teaching and learning experiences*



About our school

Our Lady Help of Christians School is located in Gillies St, Wendouree and services the needs of Catholic families in the parish areas of Learmonth, Waubra, Miner's Rest and Wendouree. The school has a rich tradition and a strong commitment to social justice, based on the wonderful contribution of the Sisters of Mercy. The school, dedicated to Our Lady Help of Christians, was blessed and dedicated by Most Rev. J. P. O' Collins, Bishop of Ballarat, on Sunday, October 15th, 1961.

Our Lady Help of Christians School opened with four Sisters of Mercy and 176 children in six classrooms with two cloakrooms. Despite school facilities that are the envy of most, the greatest resources of the school are its people: professional and dedicated teachers, wonderful children and supportive parents. We strive to be mindful of our humble beginnings, and remember with gratitude the people who contributed towards making our school the learning community it is today.

Respectful, Responsible, Resilient

At Our Lady Help of Christians Primary School, **"Every face has a place"**. We each need to **contribute positively** to our community to ensure we build our **sense of belonging** here in this special place.

We support the children in our Our Lady Help of Christians community to display **positive behaviours** that will help them to be **socially successful** whilst also developing their **personal sense of emotional wellbeing**.

It is hoped that **home and school** can work in **partnership** to encourage positive behaviours that are helpful in many areas of the children's lives, not just at school.

RESPECTFUL people treat everybody and all things in our world with care.

RESPONSIBLE people are in the right place at the right time doing the right thing.

RESILIENT people keep trying to find another way to make things OK.



Getting Ready for School

When your child first goes to Our Lady Help of Christians Parish School, there is a great change for that child and for the family. We believe that you, the child's parents, are a most important link in the educational chain. **Don't underestimate your contribution.** You were your child's first teachers and you will always retain that vital position. We look forward to working in partnership with you, because research has shown that the better the bridge between home and school, the better the education. Together, parents and teachers can cultivate excellent and enjoyable educational experiences for your child.

Starting school is a big and exciting change for your child. You are already doing many things to make school a happy place for your child. We've included a list of ways you can support your child now and while he or she is at school and we also recommend you visit the KidsMatter website: <http://www.kidsmatter.edu.au> for a tip sheet and video clips.



- **Share stories together** Read a wide variety of books together – new ones, old ones, retell favourite ones, poems, etc. Borrow from the library too. Ask your child to retell favourite stories or parts of them. Reading with your child every day is one of the best ways to promote a love of reading.
- **Encourage drawing and writing.** Out of scribble will eventually emerge pictures, letters and later – words. Children are encouraged to write freely, from their first day at school. Encourage children to write and trace over their name and practice using scissors.
- **Create an awareness of mathematics around us.** Enjoy counting and building activities. Play games with numbers and colours in the home or traveling in the car. Concepts about temperature, time and measurement can be established by cooking together.
- **Encourage Questions**– Children are full of questions about why and how. These can be annoying at times, but such questions are at the heart of investigating and learning. Listening to and answering questions respectfully and thoughtfully will help your child to remain active, curious and confident learner. Teach him/her to respect and listen to others' ideas. Ask questions of your child, especially those that require more than a "yes" or "no" answer. This teaches them to think, imagine and solve problems.
- **Encourage imaginative and creative activities.** Let the children play games that involve imagination.
- Encourage your child to be independent and **build self-confidence** through visiting friends and relations, and trying new things.
- **Go places** (e.g. walking the Zoo, Parks, Sea) and **do things together** (paint, cook, make). Getting ready to go places and doing things together will mean making plans together and sharing recollections.
- **Teach your child to be safe.** This includes a good basic understanding of road safety and knowing their name, address or even telephone number.
- **Take a genuine interest in their**



achievements. Display their artwork, stories, etc. Don't emphasise faults, but look for positives such as "What bright colours you've used. Tell us about your wonderful picture."

- Ensure that your child is **familiar with the route to school** and with the **plan and layout of Our Lady Help of Christians school**. Have a practice run of getting to school. Point out the way to walk, ride or board the bus.
- **Develop a good relationship with your child's teacher** – Take the time to say 'Hi' on occasions other than Parent/ Teacher/ Child interviews.
- Share ideas and establish open lines of **communication**. Don't hesitate to communicate with the teacher about any issue.
- Try to help your child get used to the idea of **routine activities**. Morning recess, lunchtime, toilet time, story time, play time.
- **Expect them to be tired and irritable**. It is quite common, for a variety of reasons, for young children to come home very tired after a day at school, especially during their first term. Children need a cool drink, a nutritious snack and time to wind down. Establish a regular bedtime. Along with the tiredness can come crankiness. Very often a child who is perfectly behaved at school behaves less so at home. Diverting attention with a game or puzzle, or reading a story will create a settling effect.
- **Familiarity with the alphabet** or the alphabet song would be a bonus!

To prepare children for the step from Kindergarten to Our Lady Help of Christians School, Kinder children are invited to attend school once a week for three weeks at the end of the school year. During the first term our new Foundation children will not attend school on Wednesdays.

Class Structures

We believe that children learn best:

- *when quality relationships are formed within a secure and varied environment*
- *through modeling to others*
- *through experience*
- *by accepting our mistakes as stepping stones to success*
- *by being actively involved in their learning and*
- *by learning at their own rate*

Parent Participation

At Our Lady Help of Christians, parents and teachers work in **partnership**, to educate our precious children. Parents are encouraged to observe classes in action and are welcome to discuss issues with teachers, at a mutually suitable time.

You must have a current WWC (**Working with Children's Check**) to participate in school activities. All school volunteers will participate in a formal induction.

There are many possibilities for involvement, open to all parents:

- *Classroom helpers*
- *Special events e.g. Mass, BBQs*
- *Library helpers*
- *School Advisory Council*
- *School Community Team*
- *Social events*

School Advisory Council



The School Advisory Council was established to bring together in a formal way all the important parties connected with the school. The representative structure of the School Advisory Council provides a way in which responsible decisions can be made and responsible informed advice given to the Parish Priest and Principal. The School Advisory Council meets twice a term. Nominations are open each November.

School Community Team

Our School Community team (formerly called the Parents & Friends), raises funds towards the purchase of goods or services as part of the school's budget, according to the priorities determined by the School. The School Community Team is a sub-committee of the School.

The School Community Team provides an equally important opportunity for the school community to gather for the benefit of each other and the students.



Introducing our Curriculum

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History Languages Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	Critical and Creative Thinking Ethical Intercultural Personal and Social

At Our Lady Help of Christians Parish School, we present a diverse, interesting and comprehensive curriculum. We follow the Victorian Curriculum in our teaching across the school. It is our intention to challenge each child to achieve their fullest potential in each area. We use an **integrated approach** to curriculum, which means that we organise teaching and learning experiences in which significant content is selected to develop and extend our understanding of the world.

The approach we use to present this integrated curriculum is Inquiry Learning. Inquiry Learning engages the students in posing their own questions about a topic, then being guided through a process of investigating,

processing, organising, synthesising, refining and extending their knowledge within the topic.



Additional Educational Programs

Our broad curriculum also encompasses many other worthwhile programs and award winning initiatives:

Reading Recovery Extending Mathematical Understanding (EMU) Library Jolly Phonics MiniLit MultiLit MacLit QuickSmart Numeracy Enhancing Reading Intervention & Knowledge (ERIK) Camping & Excursions Perceptual Motor Program Individualised learning plans	Imaginative Play Outdoor Education and Engagement Programs including gardening and caring for chooks. Lego Club Art Club Sports Carnivals e.g. <i>athletics, football, netball, basketball</i> Active After School Communities –e.g. karate, hockey, badminton Keyboard
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Religious Education

Religious Education awakens all disciplines of learning to their deep potential, because it intentionally articulates the connectedness of the human person with the whole of reality, human and divine. It lies at the heart of the curriculum of Catholic Schools, synthesizing, enriching and complementing the learning experiences of students.



At its best, Religious Education sets out to inform, form and transform learners and teachers by engaging them with the intellectual, ethical and spiritual richness of the Catholic tradition. Religious Education invites and enables a life-long journey of awakening to the deep meaning of human life and community, of the world we inhabit and sustain, and of our cultural and religious heritage, against the horizon of the Reign of God embodied in the mission and person of Jesus Christ, and communicated in the Church.

Religious Education is an important dimension of school life at Our Lady Help of Christians. It extends beyond the daily lessons because Christian values are integrated into the way the school operates and how people interact with each other

Religious Education includes:

- * lessons based upon the "Awakenings" program*
- *encouragement to develop own spirituality and personal relationship with God*
- *putting Christian values into action-treating other people with compassion, tolerance and respect*
- * informal and daily prayer*
- *children taking an active part in school Masses and liturgies*
- *support for Parish-based Sacramental programmes of Reconciliation, Confirmation and Eucharist,*



Sacramental Education

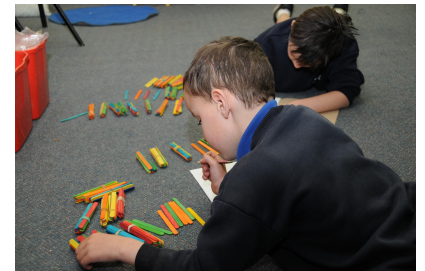
Since 1997, preparation for the sacraments has become “family-based”. The Sacramental Program is based on the Ballarat Diocese program **“Let the Children Come”** and is conducted by Our Lady Help of Christians **Parish Sacramental team**. This team organises the program around the families in cluster groups, with the support of the School. Children complete their initiation into the Catholic Church when they receive the Sacraments of Confirmation in Year 3 and Eucharist and Reconciliation in Year 4.

We continue to develop the children’s understanding of the Sacraments in later years, by focusing upon special units of work during Religious Education, to support, enrich and complement the Parish Sacramental program.



Mathematics

We aim for our students to become confident, creative users and communicators of mathematics; to be able to investigate, represent and interpret situations in their personal and in the later work lives, and as active citizens. We aim to develop in our students an appreciation of mathematics as an accessible and enjoyable aspect of everyday life.



English

The English program is based on the components of **reading and viewing, writing, speaking and listening**. These literacy skills are essential for success in all aspects of life. The study of English is central to the learning and development of all our students. It helps create confident communicators, imaginative thinkers and informed citizens. It is through the study of English that we learn to analyse, understand, communicate with and build relationships with others and with the world around us.



Library/ Resource Centre

Our Library/Resource centre is one of the best Catholic primary school libraries in the state and a focal point of the school. Children (and parents too) are encouraged to borrow reference books, fiction and magazines for pleasure, and to share with younger family members.



The Arts – Visual & Media

The Visual Arts program gives children the opportunity to explore a wide range of artistic experiences through the mediums of drawing, collage, modelling, construction, painting, craft, etc. Children are directed in the appropriate techniques and in an appreciation of art in society. Through displays throughout the school and wider community the children are given a chance to view and appreciate their own and other's work.



The Performing Arts: Music, Dance and Drama

At Our Lady Help of Christians our students participate in a program that develops creativity and communications skills whilst providing opportunities for personal expression. We are fortunate to have a state of the art performance space at our school and our students engage in weekly classes and have access to many other performance opportunities.



Digital Technologies

Children utilise information technology in all subject areas, where applicable, e.g. word processing pieces of writing, sending emails, researching using the Internet, creating multimedia presentations.

We boast excellent information technology facilities including a wonderful computer lab, and eLearning resources in every classroom, including computers, printers, scanners, digital cameras and Internet access for all children. Each classroom uses Apple computers, which are networked through a NT Server to the Victorian Catholic Schools Network.



Science, The Humanities (History, Geography & Economics), Health, Civics and Citizenship, Design, Creativity & Technology

These Domains are the core components of Inquiry Learning as discussed on page 8. Our school uses the curriculum resource Mappen. (<https://info.getmappen.com>) For further details please refer to Victorian Curriculum.

Science:

The Science program is designed to allow the children to explore and question the world around them. It also incorporates the use of technology, which allows the children to use scientific knowledge for practical purposes.



The Humanities (History, Geography, Economics):

This area of the curriculum is designed to equip children with skills in research, problem solving, decision-making and values clarification. As part of an integrated curriculum, topics to be studied arise from the children's own experiences and interests, as well as from other areas of the curriculum such as Religious Education and English. Worldwide, community and local events that impinge on the child's observation are also used to develop the desired skills and learning.

Health and Physical Education

The Physical Education program comprises fitness, dance, movement exploration plus sports and game skills.

We also participate in the Catholic Primary School Sports Carnivals as well as having regular social sport days with neighbouring schools.

Health Education covers a variety of topics. It focuses on the body, people, food, nutrition, health of individuals, communities and populations. It also incorporates personal safety, drug education, sex education, personal development and hygiene. The health program uses a variety of resources in order to provide effective learning activities for children.



Student Rights and Responsibilities

Our School Wide Positive Behaviour Support motto is Respectful, Responsible and Resilient

Our motto informs our Social and Emotional Learning lessons, our classroom codes of conduct and our school-wide culture.



The School's *Pastoral Care policy* outlines individual rights and responsibilities, keeping people and property safe and happy. The rules also cultivate a positive learning environment.

1. You have a right to be an individual at school.

This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the right answer.

2. You have a right to be respected and treated with kindness at school.

This means that others should not hurt your feelings or your property.

3. You have a right to express yourself.

This means that you may talk freely about your ideas and feelings when appropriate and to be listened to by others.

4. You have a right to a safe school.

This means that your school should provide a safe classroom, equipment and rules to ensure your safety at school.

5. You have a right to tell your side of the story. This means that you have a right to present your case in a reasonable manner during any enquiry



School Fee Structure

The School Fees and Student Fee are reviewed by the School Advisory Council each year at which time the fees for the following year are set.

School Fees for the 2020 year have been ratified as follows:	
Fees Raised Per Family 2020	
\$900	Tuition
\$120	Resource Fee
\$180	Capital
Fees Raised Per Student 2020	
\$365	Curriculum including ICT subscriptions
\$0	At this time there is no charge for programs relative to Swimming, The Resilience Project
\$10	Excursion Foundation
\$15	Excursion Year 1
\$30	Excursion Year 2
\$120	Camp Year 3
\$120	Camp Year 4
\$295	Camp Year 5
\$295	Camp Year 6
Example of Costs	
Total \$ detailed below is for 1 student ONLY	1 Student in Grade Foundation \$1,575 1 Student in Grade One \$1,580 1 Student in Grade Two \$1,595 1 Student in either Grade 3 or 4 \$1,685 1 Student in either Grade 5 or 6 \$1,860

Fee accounts are issued at the beginning of each term. Fees may be paid weekly, fortnightly, monthly, termly, half-yearly or annually. We also have Direct Debit and eftpos available. Parents are asked to nominate **in writing** when and how their fees will be paid. The cost of these fees are decided annually as it is necessary to review and assess the inflation rate which in turn affects our local contribution. Fee increases are based on advice from the Catholic Education Office.

The School Fees themselves are an important part of the school's overall financial plan. Families contribute what they can to the fair running of the school, but we have many arrangements to support families who find full payment challenging. If you believe that you cannot meet this commitment to fees, an arrangement can be made with the Parish Priest or Principal.

The Federal and State Government both require that Independent schools raise a set amount per pupil each year. School Fees are one aspect of this local contribution. The balance of the amount comes from Parish contributions (for maintenance purposes), donations and fund raising by the School Community Team.

Conveyance Allowance:

An allowance is payable to parents:

1. if they reside more than 4.8km from school "as the crow flies" not serviced by public or contracted transport.
2. if they reside more than 4.8km from the nearest pick up point for a school contract bus service or public transport route.

Please contact Lisa in the school office for more information.

General Information Section

Absences:

Children need to arrive on time, ready to learn every school day. **We respectfully expect families to please contact the school before 9:00am with an explanation if your child is absent.** Families will be contacted by 9:30, if a child is away without a reason. Where patterns of absenteeism or lateness occur, families and school will work through a process together to improve the situation.

Accidents:

Details of minor accidents are recorded and parents notified if deemed necessary. The Principal, when informed of an accident requiring medical attention will act in accordance with the information and permission given on the Emergency Information Forms. Most staff are Level 2 trained first aiders.

After School Program:

Our school community has an agreement with the Ballarat YMCA, to be the host school for the **"After School Care Program"** which operates from 3:45–6:00pm, Monday to Friday during the school year. Children from Our Lady Help of Christians have access to this program on both a casual or full time capacity. **Call 5339 8488 for more details**



Art Smocks:

All children are asked to bring an art smock to school. The art smock will be kept at school and sent home regularly for washing. Art smocks can be purchased from stores such as Spotlight or Big W, alternatively an old shirt can be modified and used.

Assemblies:

Assemblies are held fortnightly in the Mercy Performing Arts Center. Parents are most welcome to attend.

Bicycles:

Bicycles are parked in the racks at the west end of the School Buildings. Bikes must not be ridden in the school grounds. Parents are asked to remind their children constantly about road safety on bikes. Children are expected to go home immediately after school and they should regularly perform safety checks on the bikes. It is not advisable to allow very young children to come to school on bikes. Helmets are compulsory.



Bus Arrangements:

If your child is to travel by bus, enquiries can be made at Littles Coaches. Please inform the office if your child is required to catch the bus.

Camping:

During the year our camping program will consist of a Year 2 sleepover at school, Year 3 *and* 4 one-night camp and a Year 5/6 two-night camp.

Changes of Personal Details:

Parents are requested to inform the office and teacher concerned of any changes of personal details e.g. address, phone number, emergency contact, custodial details, etc.

Enrolment:

Only children who will be five years of age on or before April 30th of the year of their starting school may be enrolled. Birth certificates, Immunisation and Baptism certificates are to be presented on enrolment. Our school community is a Catholic school, but is open for all families. Who are committed to the values that underpin our approach e.g. respect, tolerance and justice.

Excursions:

To supplement classroom experiences the children will be involved in excursions to various localities and to theatre performances. As excursions are planned details will be provided in the School Newsletter.

First Aid:

Children can only be in the First Aid room (next to the office) if they have been sent by a teacher. If children are quite sick, parents will be contacted and are required to take their child home or make alternative arrangements.

**Fruit Break:**

Each child brings a piece of fresh fruit from home, to eat at 10:00am when we have our daily fruit break.



Interviews and Appointments:

The partnership between families and schools is crucial to a child's educational success. We encourage parents and carers to visit school often and to keep in contact with teachers through notes in the school diary. Each term we host a Celebration of Learning or similar, during which the children guide their families on a brief tour of their classrooms, discussing their school work and the elements on display around our school. If families wish to discuss issues with the Principal or teachers, they can make an **appointment** at a mutually convenient time.

Formal reports are prepared at the end of second and fourth term. They are written with the understanding that each child is an individual unique in gift, character, personality and ability and are intended to give an overall picture of your child's progress.

You will be invited to attend formal **Parent-Teacher-Child 3 way interviews** to discuss your child's progress and to set goals. Children, parents and teachers participate in this valuable exchange of ideas. We are also more than happy to meet with you informally at other times to discuss your child's progress should you so desire. We welcome your inquiries about your child's progress and your input. Parents wishing to speak with the teachers can phone or write so that a mutually convenient time can be agreed upon, as teachers cannot leave children unattended during class time or playground duty time. Should you have any concerns please contact the Principal. If there are problems at school we feel need addressing, we will contact you so that positive action can take place.

Library Bags:

Each child brings a material library bag (approx. 35cm x 40 cm with a drawstring. Books must be taken to and from school in the library bag to ensure the long life of our extensive book collection. Parental help in the library is always appreciated.

Lost Property:

Lost property is located in the School Office. At the end of each term items not claimed are cleaned and placed in the school's second hand clothing cupboard or sent to St. Vincent de Paul.

Lunch:

Each child brings his/her lunch, fruit and healthy snacks in a clearly marked box. Many families choose to have two mini-lunches because of the long break between recess 11:00 and lunch 1:40 (e.g. two rounds of sandwiches). Any uneaten food is to be taken home.



Medicine:

It is school practice that teachers cannot administer medication, including aspirin/paracetamol, etc to the children, without written permission. Medication must be provided by the family (including aspirin/ paracetamol). If it is necessary for a child to take medicine on a medical practitioner's orders during school hours, then parents are requested to send a permission note in the diary. Please refrain from sending requirements for more than this period and avoid sending bottles of medicine. This avoids the possibility of accidental overdosing by your child or other children. Should medical circumstances require updating, the school needs to be notified immediately.

Permission Slips:

Prior to excursions and camps, a notification is sent home via PAM seeking parental permission for children to travel on excursions etc. Details of which are outlined in the notification.

Reading Recovery:

The Reading Recovery Program benefits children in Year One who are experiencing difficulties in learning to read. They are given the opportunity of working on a one to one basis with a teacher for half an hour per day over ten to twenty weeks. This program demands a parent commitment, which is explained to parents when their child enters the program.

Reporting Student Progress:

Term One: Parent Information Evening –Parent/Child/Teacher Interviews

Term Two: Written Report & Parent/Child/Teacher Interviews

Term Four: Written Report

School Diary:

The diary is used to communicate ideas, suggestions and information between school and home. **The teachers will stamp diaries each day, and parents are asked to sign it every day.** Children require a note of explanation in the diary in the following circumstances:

- a) absence from school e.g. visiting dentist, doctor, illness
- b) leaving school for an appointment
- c) bus travellers **NOT** catching the bus

School Newsletter:

The School Newsletter is uploaded to our Parent Access Module fortnightly on a Thursday. Family and community notices are most welcome. Please submit items to the office by Wednesday morning.

**School Policies:**

We have a comprehensive range of School Policies, which are reviewed on a regular basis; Policies are located on the school website. A Folder with all the policies for parents perusal is kept in the foyer of the office.

Sick Children:

If your child is feeling sick, please keep him/her at home. Otherwise, they can have quite a miserable day at school and may pass their illness onto others. In the case of infectious diseases, the child must be excluded from the school.

MEASLES: Patient to be excluded from school until a medical certificate of recovery is available. Where no medical certificate is available, until seven (7) days have elapsed since the beginning of the rash.

IMPETIGO: (School Sores) Patient is excluded until a medical certificate of recovery is written by doctor

RINGWORM: Patient is excluded until a medical certificate is furnished stating that the child is receiving treatment

WHOOPING COUGH: Patient is excluded for four (4) weeks or until a medical certificate of recovery is produced

MUMPS: Until at least fourteen (14) days after the onset symptoms.

CHICKEN POX: For seven (7) days after the beginning of the illness and until the last lesion has healed.

HEAD LICE: Parents are urged to constantly check the child's head. Solutions are obtainable from the council for the treatment of this infection

COVID 19 <https://www.coronavirus.vic.gov.au/>

If your child had any of the following symptoms:

- Fever, sweats or chills;
- Shortness of breath;
- Cough;
- Runny nose; and/or
- Sore throat.

Please RAT test or PCR test.

If children arrive at school or present with any of these symptoms they will need to be collected and return home..

Special Needs – Specialist Services:

Our school has a number of services offered to us by the Catholic Education Office. We are a part of the Central Zone group and the services come from Ballarat. We have access to Curriculum Advisers, Special Needs Consultant, Speech Pathologist and an Educational Psychologist.

The school is committed to developing ALL children to their full potential, so we cater for children with particular learning needs. Suzanne Kent is our Additional Needs Coordinator, who works closely with other teachers, support staff from the Catholic Education Office, allied health professionals and families, coordinating programs and developing **Individual Learning Plans** for many children in our school.

Student Insurance

Each year, all the Catholic schools in Victoria combine to organise a good deal with *Catholic Church Insurances*, to try and protect families from the financial burden of accidents that may happen at school. Our Lady Help of Christians Parish school has paid for a “*Student’s’ Personal Accident & Disability Cover*” for every child in our care. This provides our families with benefits payable for body injuries that occur as a result of an accident at school.

Supervision:

Supervision of children in the school grounds begins **at 8.30am** and ends **at 3.35pm**. As supervision is limited to these times we would ask that children are not brought to school prior to 8.30am and are collected by 3.30pm. Children are supervised during recess times and at dismissal. No child leaves the school grounds before dismissal or during the day without permission. On wet days children are supervised in their classrooms during recess and lunch breaks.

Timetable

The timetable for our Learning Groups consists of a **2 hour literacy block** in English (reading, writing, speaking, listening), and an **hour maths session**. The children also experience the other **domains** such as Visual Arts, Library, Languages-Japanese, Music/Dance/Drama, Physical Education-Sport and the Integrated Curriculum (PE-Health, Science, Technology and Humanities). The children are exposed to 25 hours direct teaching experiences per week (not counting breaks and lunch)

School finishes at 1:30 p.m. on the last day of each term.

Times Across the Day

Beginning of Day	8:50am
Session 1	9am - 9:50am
Fruit Break	9:50 - 10am
Session 2	10am - 10:50am
First Recess	10:50 - 11:30
First Lunch	11:30 - 11:40
Session 3	11:40 - 12:40
Session 4	12:40 - 1:30
Second Recess	1:30 - 2:10
Second Lunch	2:10 - 2:20
Session 5	2:20 - 3:15
End Of the Day	3:15pm

Transfer:

Each pupil transferring from a primary school to another school will be issued with a transfer note by the Principal. Copies of reports and permission for the sharing of information between schools will also be required.

Valuable Items & Mobile Phones

If families are unsure of whether or not a child should bring a valuable item to school, simply contact the school for a chat with the class teacher.

We acknowledge that in special circumstances, some children require a **mobile phone** in the time immediately before or after school. If your family needs your child to have a mobile phone at school, could you please:

- *write a short note to the office, showing that you give permission for your child to have a mobile phone at school, then:*
 - A. *the children will hand their phone into the office staff before school, which will be stored in a secure environment*
 - B. *a receipt will be given to the child*
 - C. *children collect their phone at the end of the day*

Uniform:

All students:

- monogrammed school polo top –short or long sleeved
- navy school shorts
- monogrammed navy school tracksuit,
- monogrammed navy polo fleece jacket (½ zip jumper or vest)
- white or navy socks
- monogrammed school hat- *broad brimmed or bucket* (compulsory in terms 1 and 4)
- monogrammed navy school polar fleece beanie
- black shoes/boots
- sports runners may be worn only on Physical Education/Sport days with school colour grout top..

Girls may also wear blue and white check school dress, with white collar and cuffs-short sleeved in terms 1 and 4 only

Jewellery– Students may wear only plain sleepers or stud earrings. Students may wear a watch, however no responsibility can be accepted for any loss or damage, should it occur. Nail polish should not be worn.

Hair All students with shoulder length hair or longer are required to have it tied back at all times with navy or white hair ties.

All items of clothing that come to school **must be clearly named** so that lost items can be promptly returned. Tracksuits and monogrammed windcheaters, polo tops, school bags, beanies and hats can be bought from Beleza. **24 Doveton Street North Phone: (03) 5332 4320**

Procedure for the Arrival and Dismissal of Children.

Arrival Procedure – Mornings

- Parents may drive into the driveway and deliver their children to school.
- ***We ask that no one park in the driveway as this causes confusion and congestion.***
- The traffic needs to be able to flow without obstruction or risk to the children.
- ***If you drive into the school grounds please travel at a SLOW pace (5km), being aware of other children who may be in the driveway at that time. Do not use the inside lane to pass other cars.***
- If you need to unload a child from a car seat or a bag from the boot, or come into the office please park in the Car park or in Gillies Street and walk into the school grounds.
- ***Children should not be dropped off before supervision begins at 8:30am.***

What can parents do to help with after school safety?

- Try to be ready **early** (3:15) to pick up your child
- **Collect the kids in person** from the designated zone, please don't call the kids to you.
- **Obey road rules**, especially in our car park
- Be **patient** and **co-operative**-it's better to be 5 minutes late than to compromise safety and have a child hurt in a traffic accident
- **Encourage** children to go straight home with you, as there is no playground supervision after school.

Dismissal Procedure (Afternoons)–Gillies Street & Car Park

- ***The teachers will supervise the children leaving their cloakrooms and the children will move straight to the dismissal area straight after the 3:15 bell.***
- All children will be asked to line up at the playground exit gates in the **RED ZONE**
- ***The children who are collected from the Gillies Street itself, will be taken down to the front of the Presbytery by a staff member (includes bus children) If a child is being picked up on the other side of Gillies St., he/she must cross over at the crossing or be collected by the parent. It is both dangerous and illegal for children to cross at any point other than the crossing.***
- All other children must wait in the WHITE ZONE. It is not play time but waiting quietly and safely. Parents collect their children and take them through the safe pedestrian crossing and into the car park. Staff members will not allow any child to walk out onto the road, into the car park, without an adult.
- ***To ensure safety of the children we ask that parents try to avoid driving into the school car park during 3.10 – 3.25pm. However, if you are running late, please park in the correct area. There is to be NO drive-by pick up. Cars are NOT to drive into the loop (drop-off area) and call for their children. Cars must park first, then the parents collect their children personally. Cars are NOT to park in disabled parking areas.***

- If parents have not picked up their children by 3.25pm they will be brought back to wait at the seats in the yard outside the office.
- ***Parents preferring to remain in their cars, park in Gillies Street or Huntington Streets and wait for the children (accompanied by a teacher) to arrive.***

Dismissal Procedure (Afternoons)–Huntington Street

- The teachers will supervise the children leaving their cloakrooms and the children will move straight to the dismissal area straight after the 3:15 bell.
- ***Children will be asked to line up along the yellow line outside the Art Room.***
- A staff member will supervise the children leaving the school from Huntington St.
- ***The children will be walked through the gate on the basketball courts. The gates will be unlocked and the children will be supervised on the footpath, waiting for the parental car.***
- Those children crossing Huntington Street, must wait until the teacher informs them that it is safe to cross.
- ***If parents have not picked up their children by 3.25pm they will be brought back to wait at the seats in the yard outside the office.***

