

Parent Handbook

Our Lady Help of Christians
Primary School, Hendra



Our Lady Help of Christians

CATHOLIC PRIMARY SCHOOL

FAITH • COURAGE • ACTION

23 Bowman Street, Hendra Qld 4011

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Our Lady Help of Christians, Hendra

Vision & Mission

*In the Spirit of Mary our Mother, and
in the footsteps of St. Mary MacKillop,
we are.*

People of Faith

who strive to live
the gospel values
through prayer,
community
spirit and
celebration.

People of Courage

who seek God's help to
support one another and to
stand up for what
is right.

People of Action

who welcome all,
encourage positive
relationships and build
a happy and caring
learning
community.



Faith, Courage, Action



Our Lady Help of Christians
CATHOLIC PRIMARY SCHOOL
FAITH • COURAGE • ACTION

WELCOME

I warmly welcome you to Our Lady Help of Christian's School Family. We are blessed to be a community where the staff and parents work together with energy and enthusiasm, real purpose and commitment to ensure that our students reap the benefits.

At OLHC we strive to provide high quality inclusive Catholic education. Our staff forms a professional and dedicated team, committed to best practice and encouraged to be innovative and creative. We offer a broad-based curriculum providing a range of opportunities and experiences that deliberately fosters growth in students as life long learners. OLHC is part of the Brisbane Catholic Education community of schools providing us with an extensive level of student and school support.

In our day to day work with children and their families, we strive to be a welcoming, encouraging, saying sorry and thankful school family. Our school motto "**Faith, Courage, Action**" encapsulates all that we strive to be in our relationships with one another carrying on the spirit of Mary MacKillop – Australia's first saint.

In recent years the school has undergone significant refurbishment and infrastructure upgrades as well as receiving a new teaching space, computer lab and resource centre as well as Xavier Place, our undercover area, as part of the Building the Education Revolution (BER) program. These significant changes to our school over the past few years have ensured that a vibrant, quality school curriculum can be delivered by the staff of OLHC. Other significant improvements are planned to enrich our teaching and learning spaces.

Our school is progressing to be at the forefront of contemporary education by becoming a school whose students own and bring their own technology to school each day.

This school year promises to be a rich and rewarding one for all who are involved with our school family. As parents, you are valued members of our school community. I encourage you to build strong links with the school and look forward to a successful partnership with you in your child's education.

Margaret Tomou

Principal



Our Lady Help of Christians
CATHOLIC PRIMARY SCHOOL
FAITH • COURAGE • ACTION

SCHOOL INFORMATION

Principal: Margaret Tomov

Assistant Principal Religious Education (APRE): Sue Williams

Financial Secretary: Lyn Inferrera

School Secretary: Silvana Siliato

School Address: **OUR LADY HELP OF CHRISTIANS**

23 Bowman Street

Hendra Q 4011

Phone: (07) 3268 3070

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Email: phendra@bne.catholic.edu.au

Website: www.olhchendra.qld.edu.au

SCHOOL HOURS: 8.30am – 3.00pm

OFFICE HOURS: Monday to Friday 8.30am – 3.30pm

SCHOOL TERM DATES – 2015

Term 1: Wednesday 28 January – Thursday 2 April

Term 2: Monday 20 April – Friday 26 June

Term 3: Monday 13 July – Friday 18 September

Term 4: Tuesday 6 October – Friday 4 December

PUBLIC HOLIDAYS - 2015

Australia Day - Monday 26 January

Good Friday - Friday 3 April

Easter Monday – Monday 6 April

Queen's Birthday - Monday 8 June

Labour Day - Monday 5 October

OTHER PUPIL-FREE DAYS - 2015

Term 4: Monday 19 October (CTJ./Moderation Day)

PREP STAGGERED START

Parents are notified by letter after the Prep Orientation day as to which class their child has been placed. The letter will also give the start dates for each group.



OUR SCHOOL

OLHC is a co-educational Catholic Primary School catering for students in Prep to Year Seven. Our school has been dedicated to catholic schooling for over seventy-five years since the school's opening in 1937 by the Sisters of St Joseph. These women brought the traditions and spirituality of Mary MacKillop.

MARY MACKILLOP

Mary MacKillop was a young woman with a dream to make a difference in our world. Her passionate spirit has touched the heart and soul of the Australian people. Mary was an ordinary woman who lived an extraordinary life.

MARY'S STORY

Mary was born in Melbourne in 1842, of Scottish descent. As a young woman she became concerned that so many children in rural Australia could not afford to be educated. Mary knew that education was one of the keys to freedom and that it was unfair that so many children should be denied access to education. She also knew that God's love was the greatest freedom of all, and that through the right sort of education, children could come to learn about God's love.

Together with her friend Fr Julian Tennison Woods, she developed a plan for starting up schools for children caught in the trap of poverty. Her dream was to help them fulfil their potential and draw them closer to Jesus Christ. She gathered other like-minded girls and young women and put her plan into action. These women became the community of religious sisters known as the Sisters of St Joseph.

Their work had marvellous results. But it also aroused opposition. Like Jesus, Mary was persecuted and criticised, sometimes by malicious gossip in the press; sometimes by her own friends; sometimes by people in high places. At one point, a bishop wrongfully excommunicated her! Mary and her companions were shattered. But they patiently endured the ordeal and after six months the bishop realised his mistake and withdrew the excommunication.

Mary drew upon her faith and great trust in God to endure these hardships. Her courage and strength in the face of hardship is remembered by her followers.

Whilst Mary MacKillop's legacy is seen in the light of her enormous contribution to Catholic education in Australia and New Zealand, she is also honoured for her compassionate work in responding to people in need – the orphaned, the sick, the destitute and the abandoned members of society.

Mary MacKillop died in Sydney on 8 August 1909. She was canonised by Pope Benedict in Rome on 17 October 2010 is known as **St Mary of the Cross**.



Mary MacKillop's spirit lives on in all people who follow her example in meeting the needs in today's society – working for a Christian influence in all areas of education and **respecting the human dignity of each person in all circumstances of life.**

MISSION STATEMENT

In the spirit of Mary our Mother and the footsteps of Mary MacKillop we are:

People of Faith who strive to live the gospel values through prayer, community spirit and celebration

People of Courage who seek God's help to support one another and to stand up for what is right

People of Action who welcome all, encourage positive relationships, and build a happy and caring learning community.

OUR VALUES

COMMUNITY

The children, parents and staff develop a mutual respect and concern for one another through a sense of belonging to the community group.

QUALITY EDUCATION

OLHC school community aims to provide opportunities for the full growth and development of each child and continually strives to help each one reach his/her full potential. In Religious Education we aim to give the children knowledge of the Catholic faith – nurture this faith and encourage them to integrate their faith with their everyday life.

WITNESS TO FAITH

The school community endeavours to live out gospel values in an authentic manner.

COMPASSION

We aim to develop sensitivity to the real needs of all individuals and respond to these needs with love and concern. We witness to Christ by our bonds of concern and our service to those in need.

RESPECT

We strive to impart to each child a sense of self-worth and a respect for others, their abilities and property.



JOY

We aim to maintain a happy, friendly atmosphere at OLHC and ensure everyone feels welcome here.

JUSTICE

We strive to develop the Christian virtue of justice by encouraging social awareness, respecting the dignity of others and providing for the needs of various groups. We will constantly reflect on the school's processes and practices in the light of this virtue.

SHARED MINISTRY

Each group in the school community accepts its shared responsibility in this mission of the school.

RELIGIOUS EDUCATION

OLHC encourages and supports the **Religious Education** and **Faith Journey** of all its students and of all members of the community, in all areas of school life.

We provide a comprehensive Religious Education Program that focuses on:

- our need to learn about religion - in particular **our Roman Catholic tradition**, and about other religious traditions in society, and
- our need to grow in and to express ourselves in our own faith tradition, while respecting other traditions.

The study of **Scripture**, **Beliefs**, **Celebration and Prayer**, and **Morality** in the classroom aims to develop our learners' religious literacy so that we may all participate critically and effectively as life-long learners in our faith communities and in society.

RELIGIOUS LIFE OF THE SCHOOL

Our aim is to provide opportunities for each child to develop a close personal relationship with God. We nurture their faith and spiritual development in a Catholic Christian environment steeped in the unique Australian spirituality of Mary MacKillop.

"Remember we are but travellers here. Trust in God."

"Never see a need without doing something about it."

Mary MacKillop 1842 – 1909

PRAYER & LITURGICAL CELEBRATIONS

Prayer, liturgy and worship are extremely important to our school community. The development of a culture of prayer at OLHC is achieved through **daily prayer** in classrooms and at assemblies. Students are encouraged to participate in and experience a variety of prayer forms including traditional and informal styles. The staff also takes the opportunity to regularly participate in prayer each Thursday morning. Each week, classes will join with the parish community to celebrate **Eucharist** at the 9 .00am Wednesday Mass.

Special feast days and **liturgical seasons** are celebrated at our school. Various liturgical celebrations are held during Holy Week, St Joseph's Day, the Feast of Blessed Mary MacKillop, Our Lady Help of Christians, Catholic Education Week and Christmas. Classes focus on individual feasts in class during RE lessons. Christmas time is celebrated by either a Christmas Concert or School Carols.

Parents are encouraged to join with the children in celebrating these special events.

Special fundraising days are held each term and focus on a particular aspect of **social justice** such as Project Compassion, Catholic Missions, Disaster Appeals, St Vincent de Paul projects.

SACRAMENTAL PROGRAMS

A warm invitation is extended to everyone in our school community to join us in our Eucharistic and prayer celebrations.

Another part of the Faith Formation dimension is the sacramental life of children. Parents are the first and most important educators of their children (Declaration on Christian Education, 1968, Vatican II) and it is within the faith development of family and home that children come to a deeper realisation and practice of their faith. The school, as an agency within the Parish, acts as a conduit to allow children to experience the Sacramental life of the Church.

The sacramental programs for Penance, First Eucharist and Confirmation are located within the OLHC Parish Religious Education Ministry Programs. At the appropriate age level, families are invited to enrol their children in the parish programme. The liturgical celebrations for each of these sacraments are celebrated in the church at OLHC.

Each year parents are notified through letters and the school newsletter regarding sacramental preparation times and dates.

CURRICULUM

Our goal for learning at OLHC is to empower learners of all ages to shape and enrich our

changing world by living the Gospel of Jesus. We believe that the person of Jesus gives meaning to life and learning.

We believe in creating a **Learner-Centred** curriculum where we aim to cater for the unique developmental needs, interests, learning styles and preferences of individual children.

We know that children learn best when they:

- make connections between their diverse prior experiences and learning in the school setting
- participate in making decisions
- make choices and contribute to learning experiences
- share their opinions and diverse experiences
- discuss their learning
- learn in a responsive and supportive social environment
- learn through multi-sensory experiences
- participate actively in experiences that engage them emotionally, physically, cognitively and socially.

We strive to develop **life-long, reflective and self-directed learners** who are becoming:

- Community Contributors
- Quality Producers
- Effective Communicators
- Active Investigators
- Designers and Creators
- Leaders and Collaborators

Our curriculum program provides opportunities for children to engage in purposeful and real life learning, fostering the capacity within each student for lifelong learning so that they can achieve their potential and play an active role in enriching our world.

The Australian Curriculum will be implemented fully within our school from 2013 onwards.

LEARNING AREAS

The Australian Curriculum consists of the Key Learning Areas of

- English
- Mathematics
- History
- Science
- The Arts
- Health and Physical Education

- Geography
- IT and Technology

In Catholic Schools, we add in the KLA of Religion.

THE EARLY YEARS CURRICULUM (PREP)

At OLHC we believe that transitions in schooling are most successful when:

- Relationships are positive
- Children are viewed as capable
- Diversity is acknowledged and valued
- Information is shared
- Children feel safe
- Student expectations are explicit
- Curriculum programs build on prior knowledge

The Early Years Curriculum is followed in these areas:

- Social and personal learning
- Early mathematical understanding
- Health and physical learning
- Active learning processes
- Language learning and communication

through these contexts for learning:

- Play,
- Investigations,
- Real Life situations,
- Focussed Learning & Teaching,
- Routines & Transitions

PREP PROGRAM

The Prep Curriculum is a foundation year for the Australian Curriculum. OLHC offers a full time Prep program. **Children need to have turned five years of age by June 30 in the year they are enrolled in Prep.**

A Prep Resources Levy covers the many hands-on, play based resources needed by the children to use in the Prep program.

Our Prep program offers:

- An exciting, fun, inquiry and play-based curriculum,
- Specialised facilities and equipment,
- Qualified, dedicated teachers and committed support staff,
- Faith and values development integrated into the curriculum
- Close partnerships with parents, families and community
- Commitment to the growth and development of the whole child – spiritually, intellectually, physically, culturally, socially and emotionally
- A safe environment and caring community
- Integration within the wider school community enabling a smooth transition to Year 1 and beyond.
- An introduction to the place of technology in our lives and learning with iPads.

MIDDLE SCHOOLING

The teachers in the senior school (Yrs 5&6) incorporate Middle Schooling philosophy and perspectives into their planning for student learning.

Students, in the middle years of schooling, share an array of rapidly changing, diverse and often challenging qualities. Other than infancy, research identifies the ages of approximately 10 to 14 years as a time when children develop and grow more rapidly than during any other developmental stage. These change processes have direct implications for student learning in the middle years of schooling. This is a time when young people make choices that impact significantly on the rest of their lives in a rapidly changing world, where, for example:

- *They have access to extensive and sophisticated informational sources outside of the school and family*
- *They are the target of mass media and advertising*
- *They are participants in a society that has a growing consumer culture*
- *They will participate in a world where the certainty of learning one set of job-related skills for a lifetime of employment will not be sufficient.*

(From *Pathways for Middle Schooling: Walking the Talk*. Catholic Education, Archdiocese of Brisbane, May 2004)

Middle Schooling refers to practices that make formal education responsive and appropriate to the needs of young adolescents engaging them proactively in their learning through appropriate curriculum, pedagogy and school organisation. The following aspects of learning are addressed in the Middle School program at OLHC

Curriculum: the teachers from OLHC plan cooperatively to develop units of work to provide learning experiences that connect with and are relevant to young adolescent learners and learning processes that explicitly develop reading, writing, critical thinking,

decision- making and creativity.

ASSESSMENT & REPORTING

Assessment and reporting are vital components of the teaching and learning process at OLHC. Assessment of the student's demonstration of outcomes in all Key Learning Areas is continuous throughout the year so that students and teachers are aware of progress being made. This ensures that the appropriate teaching and learning strategies and learning experiences are in place to improve student learning.

Reporting a child's progress to parents is an important role of the class teacher. A **Parent Information Evening** is held at the beginning of each year. Teachers explain class routines and provide general information about the year's programme.

Parent/Teacher interviews are conducted at the end of Term 1 to discuss student progress. Student portfolios containing samples of work, individual progress reports and interview are all used by teachers to communicate the progress of each student. Parents are encouraged to make contact with the class teacher to arrange appointments for interviews.

The school reports officially to parents and caregivers at the end of each semester:

June/July – end Semester 1
December – end Semester 2

PHYSICAL EDUCATION PROGRAM

It is necessary for all children to acquire the basic skills needed to participate in sports.

Our Physical Education program aims to provide: -

- Physical activities and exercises to facilitate good health, physical fitness, body awareness, control and social skills.
- Adequate practice and training to master basic skills.
- Sport and organised games to allow use of the skills acquired. Such games could be within the school or played against children from other schools.

All classes from P – 6 receive **weekly PE lessons** from a PE specialist teacher.

All students in Years 2-6 participate in the **Swimming Program** in Term 1 and the students in Prep-Yr 2 participate in the program in Term 4. A swimming carnival is held in term 1 for Yrs 3-6 and term 4 for Prep-2. Swimming lessons are held by qualified swimming instructors at the St Pius Banyo School Pool for P-6. Students travel to and from the pool by school bus.

A note from the parent to the classroom teacher is required if the child is unable to participate due to a medical condition. All children are required to wear a bathing cap to their swimming lessons and sun-shirt. Girls are required to wear a one-piece bathing suit. Costs for the swimming program are included in the school levies

The **Perceptual Motor Program** (PMP) assists the development of gross motor skills in the early years of schooling in the early years. Parental help is very much appreciated.

In Term Two, **Interschool Sport** is organised for students in Years 4-6 in conjunction with other schools in our zone. The chosen sport depends on the group size and location of venues and can vary from year to year. The term generally culminates with a Gala Day.

Tennis, Chess and Singing/dancing lessons are offered before and after school.

THE ARTS

MUSIC / DRAMA / DANCE / VISUAL ART

A specialist teacher is employed for classroom music, with one hour a week allocated to these lessons. Dance and drama and visual art are offered for a term when possible.

INSTRUMENTAL MUSIC PROGRAM

A specialised music instrumental program for students from P – 6 is offered as an extra-curricular activity by two independent providers, **Creative Kidz on Stage, and Elizabeth Ross**. A qualified instrumental teacher takes group lessons during school time . Currently lessons on a range of instruments are on offer: keyboard; drums; guitar, violin, viola, cello.

LANGUAGES OTHER THAN ENGLISH (LOTE)

The students in Year 5/6 learn **Japanese** on a weekly basis. Learning another language broadens a student's horizons, connecting them to other cultures. It extends a student's ability to communicate and supports literacy development.

Despite its status as a world language, a capability only in English is not sufficient in today's global world, and a bilingual or multi-lingual capability is the norm in most parts of the world.

Students in Prep in 2015 will learn mandarin.

SCHOOL PROCEDURES

ALLERGIES AND ANAPHYLAXIS

Some students at our school may suffer an allergic reaction to some foods, especially nuts. We ask that all parents supervise lunch preparation, and **ensure that no nut products are packed.**

Staff receive training in handling medical emergencies, including anaphylaxis, but we do need to minimize risks.

Making sure that your child has some idea of a parent's whereabouts each day assists the school in case of an accident or sickness at school. Please ensure all contact and medical details are current.

APPOINTMENTS

To meet with the class teacher, other members of staff or a member of the administration team, please phone the office to arrange a mutually convenient time and provide details of the reason for the interview.

ASSEMBLIES

The school assembles each morning at 8.30am to share achievements and important reminders. The school prayer is prayed together as a community. Our Senior students lead the Wednesday afternoon assembly in the hall with our virtues programme, awards and birthday mentions. On Friday mornings, the school gathers with the national anthem, school prayer, and student of the week awards. Each class has a number of opportunities throughout the year to lead special Prayer Assemblies on important days like Grandparents Day and Remembrance Day. We welcome parents and grandparents to all our assemblies. Please check your weekly newsletter for assembly details.

BEHAVIOUR SUPPORT POLICY

OLHC School Behaviour Policy aims to foster the ability to make right choices and the development of self-discipline in each child. At the beginning of each year, each class, Years P – 6, develops a class covenant to promote the behaviours, which are required in a happy, safe, learning environment. Children are made aware of their responsibility for their own actions and the consequences of their actions.

The three basic school rules are 'Be Safe, Be Respectful, and Be Responsible'.

Inappropriate behaviour (or wrong/poor choices) is dealt with by collaboratively developed consequences based on the gradual isolation system. Parents are involved in behaviour management situations that move beyond the classroom situation.

The children are encouraged to develop resilience by referring to the 'Bother Chart' to determine what level of assistance to seek in dealing with playground issues. Bullying and bad language are not tolerated at any time.

BIRTHDAY POLICY

At OLHC we ask that parents do not send personal party invitations to school to be distributed.

If parents wish for their children to celebrate birthdays with classmates at school they are requested to comply with the following:

Small cupcakes for each class member or water iceblock for each class member

No party bags, and no additional treats please.

BOOKLISTS

The completed booklists for the following year are provided by OfficeMax, a specialist company at Back to School ordering. The booklists are sent home to families in October. Orders can be placed with OfficeMax either online or using the prepaid envelopes provided by the company. Book packs will be delivered to the home during the Christmas holiday period in readiness for the start of the new school year.

COMMUNICATION

This is the most important aspect in the establishment of the home/school partnership. It is essential to good communication that both the school and home inform each other fully of the happenings that affect both groups. We welcome any information parents can provide that will help us better understand and work with your children. It is particularly helpful to share any problems evident at home that may be affecting a child's performance or behaviour at school.

CONCERNS / PROBLEM-SOLVING PROCEDURES

We have a policy (see our website) when dealing with problems or concerns which are best solved when everyone involved is able to talk and discuss their concerns in a

respectful and open manner.

Students

If a student has a concern about the behaviour of another student then the student is encouraged to talk to the other student to solve the problem. If the issue is not resolved then the student meets with the class teacher. If the issue is still not resolved then, the teacher and students involved meet with the Principal. Parents may be contacted to help resolve the issue.

Adults

Parents are encouraged to raise any issues of concern firstly with the child's class teacher. If the issue is not resolved then the parent meets with the Principal and the class teacher. If further action is needed, then Parent, Class Teacher and Principal meet with BCE Area Supervisor.

Parents should not approach another child or family to resolve problems independently of the class teacher.

DRESS STANDARDS

We take pride in our school uniform. It is a highly visible sign of who we are and students are expected to wear the full school uniform neatly and with pride at all times.

The sports uniform is to be worn on designated sports days and for interschool sports. The full dress uniform is to be worn on all school excursions. The Senior Leaders may wear their seniors shirt on sports days and for interschool sport.

EXCURSIONS

As part of a unit of work in the classroom, teachers may organise an excursion to provide real-life experience for students. Families are informed in advance of such events. It is OLHC's policy that any bus used for excursions must be "seat belted" if the bus travels outside a 60km/h zone.

Physical Education/Sport and Music activities may include some trips to venues away from the school. Parent helpers are sometimes required for excursions and the teachers organise this with the administration's approval.

HOMEWORK

At OLHC, homework is viewed as an important part of the learning process. Homework which is relevant to the teaching and learning that is taking place in the school and which is appropriate to the ability of the learner assists and supports the learning process. The

Homework Grid may be used by teachers to cater for a range of learning styles and student interests.

ILLNESS / INJURY

If children are sick or injured at school the class teacher sends them to the Sick Room. First Aid may be given and the child's condition monitored. If further attention is required the child's parent/caregiver is then contacted.

NB: It is important that a number of emergency contacts are listed with the school office in the event that the primary carer is unable to be reached.

INSURANCE

The school is insured through **Catholic Church Insurances**. Coverage is via a Public Liability, Contents and Building Insurance. Each child is insured when participating in school related activities.

JEWELLERY

Children are discouraged from wearing jewellery to school due to the risks of injury. The following items may be worn:

- One pair of small sleeper/stud earrings
- Watch
- Medical Bracelet

LOST PROPERTY

Lost property is located outside the tuckshop. Parents are asked to label their child's possessions, especially hats, clothing, swimwear and towels, lunchboxes and drink bottles.

MEDICAL / HEALTH ISSUES

The safety of the children in our care is important to us. Our policies and procedures are focussed on providing a safe environment in which the children can learn and develop.

MEDICATION

For a child to receive any type of medication at school, an authority form needs to be

completed by the parent/caregiver. These forms are available from the office and on our website. A doctor's certificate or directions or prescription label on the bottle or container is also required. All medication is distributed from the office. Please note: Panadol, aspirin, cough mixtures without a chemist's label etc cannot be administered by any staff member.

MONEY COLLECTION

It is the policy of this school that students not have large sums of money on them. The maximum amount should be sufficient to purchase lunch only on Tuckshop days. Money for books, fees, excursions etc should be handed in at the beginning of the school day to the teacher or the school office. It should be in an envelope clearly marked with student's name, amount and purpose for payment .

Children should not keep money in their bags during the day. The school cannot take any responsibility for the loss of money.

OUTDOOR EDUCATION PROGRAM

A school outdoor education program exists for students in Years 5-7. These groups are usually away from home for 2 nights, under teacher supervision. Information regarding the camping program is released early each school year. These camps are an important part of the social and emotional learning for our students.

PARKING - DROP OFF & PICK-UP

- The street in front of the school entrance is reserved for short term parking and for the drop off and pick up areas.
- If using the pick up area, parents should not alight from their vehicles. Staff will ensure the children get into the car.
- If your child has not arrived at the pick up area, then you may be asked to drive around the block.
- Parents who wish to come into the school grounds must park across the road, or further down the street.
- The staff carpark may not be used by parents.

PARENT INFORMATION EVENINGS

Parent Information Evenings are held at the beginning of the school year. These sessions are a chance to meet your child's class teacher and to be briefed on classroom procedures and the curriculum program for the year.

Other Parent Information sessions are conducted as the need arises throughout the year to provide relevant information in areas such as Literacy, Numeracy, Student Well-being and the Parish Sacramental Program.

PARENT INVOLVEMENT

We encourage parents to be involved in the school life of OLHC. Some of the ways parents can support the education of their child is through:

- Parents and Friends Association
- Classroom activities and excursions
- School Liturgies & Celebrations
- Assemblies
- Tuckshop Roster
- Sporting Carnivals and sports training
- Library assistance – book covering
- Literacy blocks
- Working Bees

All volunteers are required to undergo **student protection training** and sign a volunteer agreement at the beginning of each year. This training is facilitated through a Student Protection Handbook which may be obtained from the school office.

PHONE CALLS AND EMAIL

At times parents may wish to speak with the class teacher or want to give a message to their child. Our school secretary will take messages when necessary. Your child's teacher will reply at an appropriate time outside class times and playground duty times. Your child's teacher will inform you about their email address, although they may not check this until after the school day concludes.

SCHOOL FEES & LEVIES

These accounts are invoiced each term of the school year and are posted home. Payment of these important fees can be made via cash, cheque or eftpos. Internet banking and direct debit options are available – forms can be collected from the school office.

PAYMENT OPTIONS:

- Full Yearly payment
- Four quarterly amounts payable each term
- Ten monthly amounts payable throughout the year.

Please speak with our secretary about the appropriate payment option for you. Prompt payment of all school fees and levies is greatly appreciated. Parents who are experiencing genuine financial difficulty have the option of applying for a concession on the tuition fees only. This can be done by requesting the necessary forms from the school office and making an appointment to see the Principal.

SCHOOL HOURS & DAILY ROUTINE FOR PREP – YR 6

8:45am School starts
9:30am—9:40am Munch and Crunch (Prep)
10:45am – 11.30am Morning Break
1:30pm – 1.50pm Lunch Break
3:00pm School finishes

SCHOOL NEWSLETTER

Our school newsletter provides important communication to parents about the many happenings at school, activities, projects and items of interest.

As a part of our school's environmentally friendly approach towards the way we communicate with parents, we offer interactive, graphically rich, full colour professional **electronic newsletters** to all our families.

The concept of **eNews** is similar to a printed paper newsletter but with added benefits - eNews is personally delivered directly to your email inbox via the Internet. This delivery method has many advantages. It is cost effective, time efficient & personalised to your name. Most importantly our school receives this service completely free of charge from Australian Newsletter Services who also supply our paper newsletters with the help of advertisers.

The eNews is distributed via email to families on a **Wednesday** each week. A hard copy may be obtained from the office on request if you do not have an email address. The newsletter can also be accessed from our school website – <http://www.olhchendra.qld.edu.au>. We ask parents to read, enjoy and attend to relevant articles in the newsletter.

SCHOOL UNIFORMS

All school uniform requirements, hats, school socks and tights, are available through our uniform stockists - **Lowes** which is located at **Centro Toombul Shopping Centre**.

FORMAL SCHOOL UNIFORM Years P-7

Girls: Green and white striped dress
OLHC School Socks – White ankle socks

Black leather shoes

Boys: Green and white striped shirt

Grey long leg runner shorts

OLHC School Socks – grey long socks with green and gold stripes

Black leather shoes

Prep: Brown sandals (especially boys) in Term 4

SPORTS UNIFORM Years 1-7

Unisex: Bottle green long leg shorts . Girls skort option.

Bottle green polo shirt with school emblem

OLHC School Socks – bottle green ankle socks

Mostly white joggers.

COLD WEATHER OPTIONS

Unisex: Green school vest with emblem or green woollen school jumper with emblem.

Bottle green fleecy or microfibre jacket and pants for winter.(Unisex)

Girls: Green coloured tights may be worn with school dress only

School uniforms, hats, school socks and tights are also available from Lowes at Toombul.

Girls are required to wear green or white ribbons/hair bands only.

Please ensure that all items are **clearly marked with the child's name**. If you are unsure about any uniform regulations please contact the school office.

SWIMMING SEASON (Term 1 & 4)

Students wear one piece swimming togs, swimming cap and sun-shirt (*compulsory*).

Board shorts are not to be worn. Students wear thongs to and from swimming lessons.

STUDENT ABSENCES

It is extremely important that the school is informed of the movement of students during the school day. As a result, we would appreciate:

- a phone call to the school at the beginning of the child's absence, giving the reason.
- a note (*signed by parent or known care-giver*) or a phone call to indicate any change to the school daily routine e.g. leaving school early, being picked up by someone other than the person in the usual arrangement, arriving at school late, attending an appointment during school hours. No note or phone call indicates that the student is following the usual school timetable and routine.
- If a child is required to leave the school grounds during the day a note should be

written to the class teacher explaining the reason. Any person collecting children from school at times other than after 3.00pm must contact the office. The class teacher will be contacted and the child will be sent from the classroom with their bag to meet the person collecting them at the office. When the child is collected, the parent/caregiver is required to sign the School Authority Pass register at the office.

- If a child arrives after the school day has commenced, the parent or caregiver is required **to sign the child in** at the school office. Please support these security measures.
- Families wanting to take extended holidays must advise the school in writing, seeking the Principal's approval, as schooling is compulsory. These letters are kept on file in the office.

STUDENT INFORMATION RECORDS

The office requires detailed **up-to-date student information** in case of emergency. Forms are issued each year. Please complete and return promptly. Any change throughout the year to your address, phone number, medical information and family circumstances should be notified to the office, preferably in writing.

STUDENT LEADERSHIP

All Senior students are proactively involved in one of the ministries of service to the school:

- **School spirit**
- **Social justice**
- **Environmental stewardship**
- **Sports and well being**

These activities are based around our School Vision and Mission—as People of Faith, People of Action, People of Courage.

Leadership is seen as being of service to the school community and as part of their ministry commitment the students have opportunities to develop their organizational, communication and social skills. During the year, the leadership duties for the Year Six and Seven students involve giving votes of thanks, performing and taking responsibility for special tasks as part of school life, leading the Wednesday afternoon assemblies, and performing hospitality tasks for special school events.

Establishing smooth transitions for the children attending OLHC is an essential aspect of our school culture. A **Buddy System** with year five, six and seven children supporting and encouraging Prep children has been developed. Formal buddy times are allocated during

the term.

SUN-SAFE

A sun-safe policy is observed at OLHC. Students with no hat at school will not be able to play or do activities in the sun. School hats are compulsory and available from our uniform supplier, Lowes at Centro Toombul. The school insists that children bring their school hat to school every day. Parents should encourage children to wear their hat to and from school.

SUPERVISION

Your child's safety is our concern. Playground supervision is provided during lunch and afternoon tea breaks, at the commencement of the school day beginning at 8.15am and in the afternoon for pick up from 3pm until 3.15pm.

Students at school before 8:15 or after 3:15 will be directed to OSHC for their safety.

TUCKSHOP

This facility is available subject to the generosity of the number of parents who volunteer. When a roster is formed a tuckshop list will be sent home. On tuckshop day children wishing to order lunch should bring a paper bag with the correct money and the lunch order written on the outside in the following manner:

Year level (e.g. year 1)
Child's name
Lunch order and price

	\$ total
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Tuckshop orders are sent to the Tuckshop in class lots and the orders delivered to the classrooms prior to lunch bell. Prep, years 1 and 2 use paper bags for both lunches. Years 3,4,5 and 6 purchase first lunch directly from the Tuckshop. Paper bags can be purchased at any supermarket.

VISITORS POLICY

All visitors, during school hours (*including parents and guardians*) must report to the school office on arrival and **sign the attendance register** and attach a visitor's identification badge. This is a **mandatory requirement** for all schools.

VOLUNTEERS

Volunteers are very welcome at OLHC. Through involvement in classroom help, library, PMP, craft, tuck-shop and other volunteer roles, your assistance enhances the quality of teaching and learning that we provide.

All volunteers must be trained in Student protection and Safety protocols before they can lend their skills and services within the school community. Brisbane Catholic Education has developed a training package to help facilitate this process. This package includes:

- Volunteer Student Protection Handbook
- Volunteer Code of Conduct
- Volunteer Suitability Declaration

As a volunteer, you are required to read the handbook and sign the appropriate pages, and return the forms to the school office. Your name will then be added to a central OLHC volunteer register. Before continuing in your volunteer capacity, you must comply with the legislative requirement. Please ensure you download the Student Protection Training Package mentioned above or request one to be sent home to you.

All volunteers must sign in and out of the school office when working in the school. An attendance register is located in the office, along with volunteer labels.

NON-PARENT VOLUNTEERS *(this includes grandparents of school students)*

All non-parent volunteers at our school must also undergo **employment screening** and receive a **Positive Notice Blue Card** for Volunteers. This positive notice is now an essential requirement, under the Queensland Legislation, before volunteering can occur for you within our school.

Along with this card, you must undergo the Student Protection training mentioned above and complete the various documents to ensure you and the school complies with the requirements for Volunteers regarding Student Protection under current legislation.

WORKPLACE HEALTH & SAFETY

Workplace Health and Safety is an integral part of our environment and we work hard to ensure that our school is a safe environment for our students, staff and parents. OLHC complies with all the workplace Health and Safety requirements of legislation and Brisbane Catholic Education. The school has policies in place in regards to safety issues and the school environment is regularly inspected to ensure all safety issues are addressed. Evacuation drills and lockdown practices are held twice a year. Staff, parents and students are encouraged to communicate with the WHS Committee any issues that may arise and if additional policies are required.

OUT OF SCHOOL HOURS CARE

Centacare runs an **After School Hours Care facility** at OLHC in the hall each morning from 7:00-8:15am and each afternoon from 3.00pm – 6.00pm on Mondays - Fridays. They also offer vacation care.

Application forms can be downloaded from our website.
Contact phone numbers: 3268-6700

PARENTS & FRIENDS ASSOCIATION

Parents are encouraged to be involved in the OLHC Parents & Friends Association. The P&F works to provide additional funds for the school as well as providing a great opportunity to meet other parents through the organisation of social functions and school family events. They meet regularly on the **Monday evenings** of each month during term time in the hall at **7.00pm**. Check the website for dates. All parents are welcome to attend these meetings.

PROJECTS

Each year, the Parents and Friends Association contributes towards teaching resources, development of facilities, school maintenance through funds raised and community building through social activities.

FUNDS

The Parents and Friends Association levies each family \$150 per year for the first student, families \$200 per year, with a promise of reducing many minor fund-raising efforts during the year. A fete is held every second year, and all parents are asked to support this and another major fundraiser which may be held on alternate years. This is balanced with a range of community-building events at minimal cost.