

# 2021

## *Our Lady of the Way*

### **Parent Handbook**



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## Welcome to Our Lady of the Way

Dear Parents,

*On behalf of the school and parish community I welcome you to Our Lady of the Way Primary School.*

*Our school exists solely as a ministry of the Our Lady of the Way Parish, supporting you as parents as you continue to nurture your child in the Catholic faith, which we all share. By enrolling your child in our school, you are continuing the promises you made at their Baptism, to bring them up in the Catholic faith – we thank you for entrusting our school to share in this responsibility with you.*

*In working with you to develop your child, we use the witness that is Christ. With Christ as our guide we live by our school motto –*

*‘This is the only thing that God asks of you:*

*To act justly,*

*Love tenderly,*

*And to walk humbly with our God.’*

*Micah 6:8*

*This motto is brought to life in our school community in the following ways.*

- 1. To act justly - all personal interactions are built on the example of Jesus. Students, teachers and parents give example to this in how they treat one another; the life choices that we make and the bringing to life of the Gospel that guides us.*
- 2. Love tenderly - life is given to us through the love of God and the love of our families. Our Lady of the Way School strives to create this loving comfort of family for the students in our care. School should be a place of personal safety, where each child feels loved and encouraged to achieve their very best. The power of love allows each of us to be the person that God truly intended us to be.*
- 3. Walk humbly with our God – this is a description of our heart’s attitude towards God. We need to depend on God and be committed to justice and love. School is not a place of learning everything that is needed in life, but rather it is a place to learn how to love learning and love one another. To be truly alive, learning does not stop when we leave school but school gives us the skills and the passion to want to keep learning throughout our lives.*

*As a school community we will work with you in developing Christ in your child’s life through their actions, their relationships and their learning. We thank you for entrusting our community in sharing in the development of your child. This is a responsibility we are honoured to share.*

*With Our Lady of the Way by our side, we pray we will respond with a Godly heart outwardly (do justice), inwardly (love mercy), and upwardly (walk humbly).*

*Yours in Christ,  
Mrs Donna McFadzean  
Principal*

# **OUR LADY OF THE WAY SCHOOL**

17 Troy Street

Emu Plains NSW 2750

Phone: (02) 4777 7200

Email: [olow@parra.catholic.edu.au](mailto:olow@parra.catholic.edu.au)

Website: [www.olowemuplains.catholic.edu.au](http://www.olowemuplains.catholic.edu.au)

HOME

*Our Lady of the Way*  
EMU PLAINS PARISH



## **OUR LADY OF THE WAY PARISH**

15 Troy Street (P.O. Box 27)

Emu Plains NSW 2750

Phone: 02 4735 1041

Est. 1974

### **Fr Michael Gitau**

#### Mass Times

Wednesday - 9:15pm

Thursday - 8:15am

Friday - 7:15am

Saturday – 9:00am

Saturday: Vigil 6:00pm

Sunday: 8:00am & 9.30am

Third Sunday 11:00am (Filipino)

Children's Liturgy Sunday Mass Times  
9.30am (1st & 3rd Sunday)

#### Reconciliation Times

Saturday 5:00 – 5:45pm

## VISION & MISSION STATEMENT

### Our Vision is to be:

- a centre for progressive, high quality Catholic education setting the foundations for lifelong learning
- a living faith community noted for its ability to welcome and respond to change and as a place of peace and hope for all.

### Our Mission is to be:

- a Catholic community in which children, teachers and parents nurture a sense of personal worth as they work together in a safe, happy, challenging and faith-centred learning environment.

## VALUES STATEMENT

*'This is the only thing that God asks of you:  
To act justly,  
To love tenderly,  
And to walk humbly with our God.'  
Micah 6:8*

We are a Christ-centred Catholic faith and learning community. By living out our school motto we help each other to see, feel and act as Christ would, and to be the person we are created to be.

As Christians who live by the gospel values of faith, hope and love, we believe integrity is essential in living the values of being:

- a safe and inclusive community
- compassionate
- respectful
- just and fair
- responsible
- cooperative

We are a community who looks to Mary, *Our Lady of the Way*, to guide us on our journey and help us on our way as we live out these values to be the best people we can be.

# OUR LADY OF THE WAY

## LEARNING PLATFORM

THIS IS THE ONLY THING GOD ASKS OF YOU...

TO ACT JUSTLY.

TO LOVE TENDERLY.

TO WALK HUMBLY WITH OUR GOD.

### CREATING ENGAGED, RESILIENT LEARNERS

At *Our Lady of the Way* we provide a safe, welcoming, stimulating environment as a prerequisite to productive learning that recognises the unique learning path that each child takes. We believe that students construct learning through exploration and experimentation, through questioning and with the experience of appropriate learning tasks, activities and technologies. Teachers facilitate children's learning by:

1. addressing the literacy & numeracy needs of the learner
2. catering for the individual needs and learning styles of their students
3. providing positive modelling experiences in the classroom
4. encouraging students to reflect and act upon their learning experiences
5. creating a classroom environment that is well managed with defined expectations and routines
6. fostering a student's self esteem by facilitating a responsibility for their own learning
7. providing constructive and encouraging feedback that fosters future learning.

Education at *Our Lady of the Way School* is the development and nurturing of the whole child in the Catholic tradition, in order to become life-long learners who interact positively with others and with the world around them.

By providing a rich array of stimulating learning experiences we give our students every possible opportunity to:

- learn how to be
- learn how to think
- learn how to choose
- learn how to learn
- learn how to relate.

Our teachers engage in continuous professional development to maintain relevant and effective teaching methods and to upgrade skills, including areas such as information technology. We encourage a learning dialogue between parents, teachers and students to raise awareness of students' learning needs and to establish routines that support learning.

## OUR STORY

*Our Lady of the Way Primary School* was opened in 1979.

In 1979 the school had a total of 52 children in two classes - Kindergarten and Year 1. By 1983 the school population had grown to 223 with nine classes, some of which were housed in demountable buildings. In October of 1982 a new primary block, comprising eight classrooms, was officially opened and blessed by Bishop Bede Heather, and in 1985 four additional Infants classrooms were added.

In 2007, ten of the classrooms were refurbished to provide considerably expanded and modern learning spaces. During 2009–10, a further two learning spaces were built and the Kindergarten classrooms were completely refurbished.

A major refurbishment of the student toilet facilities was undertaken in 2012-2013, along with a 'breezeway', which connected each side of the school.

In 2016, major building works were started with the construction of a new administration block and staffroom on the cottage playground with the entrance in Troy Street. The school changed the street address to reflect this. In 2017 comes the demolition of the existing administration buildings and a redesign of the main playground. A large COLA (Covered Outdoor Learning Area) will also be constructed later in the year.

This year proudly celebrate 38 Years of Catholic Education at *Our Lady of the Way*.

As the population of the Nepean/Lower Mountains region continues to grow and expand, we can look towards a very encouraging future where Catholic education can evangelise and continue to spread the Word of Christ.

## PRINCIPALS

Miss Shirley Wilks	1979 to 1982
Mr Patrick Magee	1982 to 1992
Mrs Georgina Cox	1993 to 1995
Mrs Kerry Mahony	1995 to 2000
Mr Peter Gibson	2001 to 2002
Mr Allan Jones	2003 to 2013
Mrs Sue Veling	2014 to 2018
Mrs Donna McFadzean	2021 to present



## TEACHERS & STAFF 2021

Kinder	Angela <b>CALDERWOOD</b>	Rebecca <b>BLAZEK</b>	Jessica <b>PRIOR</b>
Year 1	Jennifer <b>HENSEN</b>	Carly <b>EKMAN</b>	Nichola <b>GLAZEBROOK</b>
Year 2	Anne-Maree <b>MCKEON</b>	Tara <b>CREMEN</b>	Megan <b>VELLA</b> Rebecca <b>KAKOSCHKE</b>
Year 3	Melissa <b>VIERA</b>	Kylie <b>RIX</b>	
Year 4	Carole <b>DAY</b>	Gina <b>STORR</b>	Belinda <b>BUNTER</b>
Year 5	Jo <b>THOMAS</b>	Patricia <b>SCOTT</b>	Sharon <b>TAYLOR</b>
Year 6	Lauren <b>HAMILTON</b>	Jordan <b>WINCKLE</b>	
EMU	Linda <b>FLANAGAN</b>	Bernadette <b>CURRY</b>	
Reading Recovery	Lisa <b>POWDERLY</b>		
Diversity	Linda <b>FLANAGAN</b>	Bernadette <b>CURRY</b>	Jenny <b>RICHARDSON</b> Lisa <b>POWDERLY</b>
Japanese RFF	Kate <b>SCHAFER</b>		
Music RFF	Elizabeth <b>McGREGOR</b>		
Learning Support Officers	Rochelle <b>MASON</b> Anne <b>MATHISON</b> Kayla <b>BREMNER</b> Emily <b>SCOTMAN</b>	Lisa <b>McCLAFFERTY</b> Jade <b>NIXON</b> Kelly <b>WALLINGTON</b> Nicole <b>GHANTOUS</b>	Cameron <b>COLLYER</b> Maree <b>RYAN</b> Denise <b>DAWES</b> Jessica <b>COWELL</b>
Library	Susan <b>MASTERS</b>		
Office	Julie <b>IRVINE</b>	Pascale <b>VION</b>	Sarah <b>ZARLENGA</b> Janet <b>JOHNSTON</b>
Maintenance	Mathew <b>SHARP</b>		
IT Trainee	Samuel <b>LEWIS</b>	School Counsellor	Marita <b>VECCHIO</b>

### 2021 Leadership Team

Principal	Donna <b>McFADZEAN</b>
Assistant Principal	Glenn <b>CRAWFORD</b>
Religious Education Coordinator	Carole <b>DAY</b>
Diversity Leaders	Linda <b>FLANAGAN</b> / Tara <b>CREMEN</b>
Learning Leader	Bernadette <b>CURRY</b>



PARISH TEAM Parish Priest: Fr. Michael Gitau, Sacramental Coordinator: Mrs Christine Rannaste

## SCHOOL DATES 2021

Term 1 (Eastern) – Wednesday 27 January to Thursday 1 April

Term 2 – Monday 19 April to Friday 25 June.

Term 3 – Monday 12 July to Friday 17 September

Term 4 – Tuesday 5 October to Friday 17 December.

## BELL TIMES

8.15am	School gates opened and playground supervision commences
8.45 - 10:45am	School begins - Assembly (Monday only) Morning block of teaching/learning
10:45 - 10:55am	Supervised eating for lunch
10:55 - 11.25am	First break
11:25 - 1:25pm	Middle block of learning
1.25 - 1:55pm	Second break
1:55 - 2:55pm	Afternoon block of learning
2:55pm	School finishes - Children dismissed

## WHAT TO DO WHEN...

### **You wish to see the Principal or Assistant Principal**

If you wish to see the Principal or Assistant Principal you will need to contact the school office to make an appointment.

### **You wish to see your child's teacher**

Throughout the year you are always welcome to come and discuss your child's education with the class teacher. We do ask, however, that you make an appointment by phone, email, Skoolbag or letter so you are able to discuss any issues in a relaxed manner at a mutually convenient time.

If you have any concerns regarding your child, please make an appointment to see the class teacher first. If you wish to discuss the matter further, the stage/grade coordinator is the next point of contact.

Please do not seek interviews with the teacher during class time or while the teacher is on playground duty, on their way to class or afternoon duty.

If you have further concerns then please contact the Principal by making an appointment through the school office.

### **You change your address or telephone number**

It is essential that you notify the school, in writing, of any changes. If your child is ill, it is most distressing for them if the school is unable to contact parents because our records show an incorrect telephone number or emergency contact number.

It is very important that your child's teacher and the office staff are informed immediately in order that you may be contacted in the event of an emergency.

### **You are requested to complete forms**

If you are requested to complete forms by the school please do so immediately and return same to your child's teacher or the office as required.

### **Your child is not well**

Parents are asked not to send their child to school when they are not well. Children become very distressed when they are sick and they also run the risk of infecting other children. If your child is well enough to return to school, but still requires medication, written notification stating dosage and the times medication is to be administered should be given to the office. Medication should be in

measured doses. Please refer to the Medication article in the procedures section of this Handbook for further details. Where at all possible, medication should be administered at home.

### **Extended illness/absence due to injury**

If your child is absent from school for a long period of time due to injury or illness, please contact your child's teacher to discuss what suggested activities could be done during this time. Normally we would want you to focus on helping your child make a speedy recovery without the worry of 'school work'. We also ask you to appreciate that because of the way learning happens in school these days it is difficult to send class work home for children to do if they are not present for the classroom teaching and learning experiences.

### **Other leave**

Leave reasons may include misadventure, an unforeseen event, funeral attendance, special event not related to school e.g. family wedding, holidays. New legislation requires teachers to mark children 'absent' for absences other than sickness – no exemption will be granted unless approved by the principal. It is not possible for teachers to set additional work for children who are taking extended holidays. Children are encouraged to read daily where possible and keep a diary or scrapbook of their adventures if possible.

### **You will be late collecting your child**

If you have been delayed due to unforeseen circumstances, please contact the school office by telephone **no later than 2:30pm** so that a message can be passed onto your child before they are dismissed.

### **Your child loses a school uniform item**

We encourage students to be responsible for their clothes and belongings. However, occasionally these items are lost or misplaced. If each item is clearly labelled with the child's name we will be able to find the owners. All other items are placed in the lost property boxes. Items unclaimed after four weeks will be given to the clothing pool.

## **PROCEDURES & GENERAL INFORMATION**

### **Absences from School**

When your child is absent from school due to illness or other unavoidable circumstances a note must be sent to the class teacher as soon as they return to school containing the following information:

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

- **Late Arrival**

At *Our Lady of the Way School* we value and protect all-day learning time. Punctuality assists children to settle in the morning and reduces the amount of interruptions to a class. However, there will be times when children arrive late. Your child is considered late if they have not arrived at school by the first bell at 8:45am. Children arriving late to school must collect a 'late note' from the school office prior to attending class.

- **Early release from School**

The end of the day is an important time of day for children and their teachers. Teachers give out information regarding work that needs to be completed at home and reminders about events happening the next day. It is important that children do not leave school early unless absolutely necessary. If you do need to collect your child during school hours, you will need to call at the office to sign them out. The office staff will then follow school procedures and have your child come down to the office. Parents are not to go to their child's room during class time.

### **Accidents**

In the event of an accident at the school, the following procedures will be taken:

- The school will ring the child's parent/guardian.
- If the parent/guardian is unavailable, the school will contact the emergency contact person nominated by the parents.
- Children in need of urgent attention will be transported to hospital by ambulance. The school is a member of the Ambulance Fund.
- The school will, in all cases, take necessary steps to ensure the wellbeing of the child.

### **Anaphylaxis and Food Allergies**

A number of students at school have severe allergies, which are potentially life threatening. While *Our Lady of the Way School* is not a nut free school, we do ask for everyone's cooperation in minimising the risk to our children.

Catholic Education Office protocols stipulate that staff receive training in the management of anaphylaxis every two years. The school follows the protocols set out in the document *Anaphylaxis Training, Guidelines, Procedures for Schools and Children's Services*.

### **Animals on Site**

To ensure the safety of students, animals such as family pets are not to be brought onto the school site. Animals can only be brought onto the site for educational purposes with the approval of the Principal.

The following procedures must be adhered to:

- You are required to write to the Principal to seek permission in advance with at least 2-days notice.
- You are required to make arrangements with the child's class teacher in advance. If there is a casual teacher in the class, please do not bring the animal to school.

- The animal must be taken off school premises after the class has seen it. It may be advisable to bring the animal at the end of the day if you are unable to take it home in the morning.

We also ask families not to bring dogs into the school grounds. Arrival and dismissal times are very busy times. There are also babies and toddlers around. It is simply not safe to have animals at school at this time. These guidelines are for the safety and wellbeing of students, teachers and the animals and are in line with the *Animals in School (2001)* Animal welfare guidelines for teachers.

### Attendance – EVERY DAY COUNTS - Student Attendance Guidelines

The Attendance Guidelines are based on current legislative requirements, research on attendance and best practice.

- ✓ Attendance affects a child’s academic achievement and their overall wellbeing.
- ✓ There is NO safe threshold of absence – every day counts.
- ✓ School attendance patterns are established early in a child’s schooling – research shows Year 1 attendance is a predictor of future attendance patterns.
- ✓ The effects of school absenteeism accumulate over time and affect children’s development now and into the future.
- ✓ Daily punctuality is important. The early part of each day is critical. Important learning is scheduled during this time when children are rested and receptive. Key concepts are built up in the time.
- ✓ Sporadic absences can affect academic achievement as much as absences over consecutive days.
- ✓ We ALL need to work together with our children’s best interest in mind to ensure that students are at school every day that they are well enough to attend – they only get one go at this part of their education and every day counts.

*Below is a table showing the thresholds established across the Diocese for student attendance and the accumulated effects over 10 years of school time lost. Attendance Rate*

<i>Attendance Rate</i>	<i>Student Absence</i>	<i>Educational Risk</i>	<i>Days absent per year</i>	<i>Cumulative Absence over 10 years of school</i>
90% or more	<b>Regular</b>	Low or zero	20 days or less	Adds up to 1 year or less schooling missed
80%-89%	<b>Emerging</b>	Medium	Between 20-40 days	Adds up to 1-2 years schooling missed
70%-79%	<b>Chronic</b>	High	Between 40-60 days	Adds up to 2-3 years schooling missed
69% or lower	<b>Complex</b>	Severe	60 or more days	Adds up to 3 years plus schooling missed

### Birthdays

Children often enjoy celebrating their birthdays with their classmates. Should parents choose to, they are able to bring in special treats for their child to share with the class. These can include:

- cupcakes OR
- doughnuts OR
- lolly bags (these will be sent home for children to eat)

### Canteen – Our Health Promoting School

*Our Lady of the Way* does not have a canteen onsite. We have an external service that delivers orders at the second break every day except Wednesday. [My School Lunchbox](#) adheres to State Health

Department guidelines for a 'Healthy' School Canteen and aims to develop an understanding of the factors that influence a healthy lifestyle. Canteen orders can be made on-line, directly at the canteen website before 8am.

### **Complaints and Grievances**

If, at any time, you find that you have a concern with the school, you are encouraged to come to the school and speak with the teacher/s, Assistant Principal and/or Principal, to find a resolution for your concern. It is our aim to work with all members of our school community to ensure that we do the very best we can to provide a productive, safe and enjoyable learning experience for our students and a professional fulfilling experience for our staff.

If you would like to raise a concern formally, the Catholic Education Office has procedures for ensuring that complaints are handled fairly. Information about how to lodge a complaint and a complaint form are available from the school office or in Complaint Handling Policy and Procedures. These documents can be accessed on the school website (<http://www.olowemuplains.catholic.edu.au>) or system website ([www.parra.catholic.edu.au](http://www.parra.catholic.edu.au))

### **COSHC – Catholic Out of School Hours Care**

A COSHC is provided at OLOW and is situated in the parish hall. Hours are:

Mornings between 6:30am-8:45am

Afternoon between 3pm-6:30pm

Enrolment forms can be obtained directly from the COSHC which is run through the Catholic Education Office. The school and COSHC work closely together, sharing information and supporting behaviours.

### **Custody and Restraining Orders**

If a Custody or Restraining Order (AVO) exists within a family relationship the school must be provided with a copy of the legal document so to monitor parental contact with a child. This is a legal requirement. Upon enrolment, all families are required to provide such information. Alternatively, family situations can change and families are asked to inform the Principal of such changes. Office staff, through the Principal, assume responsibility for filing and communicating such matters.

## Diocesan School Fees for 2021

Diocesan School Fees are annual fees charged over the year in Terms 1, 2 and 3.

ANNUAL FEES PRIMARY	<i>Note: no charge for 4<sup>th</sup>+ children</i>	1 <sup>st</sup> Child 100%	2 <sup>nd</sup> child 75%	3 <sup>rd</sup> child 50%
<b>Tuition Fee</b>	Kindergarten	\$1224	\$918	\$612
	Years 1-6	\$1581	\$1185	\$792
<b>Building Levy</b>	One Levy <i>per family</i>	\$822		

Diocesan Tuition Fees include a level of student accident insurance cover through Catholic Church Insurances. The 24-hour cover is for school activities during school hours and approved school activities outside school hours such as camps, sports, work experience and travel to and from school.

## Diocesan Building Levy

All families with one or more children in a Parramatta Diocesan school or at St Dominic's College, Kingswood are required to pay the annual Diocese of Parramatta Diocesan Building Levy. This levy has replaced the various building levies that parents previously paid to school building funds (managed by either parishes or schools). The levy for 2021 is \$822 per family, payable in three equal instalments of \$274 payable in Terms 1, 2 and 3.

## Other School Based Fees

Each child is charged a **Learning Resources Fee** that is billed in full in Term 1. This cost covers learning resources used during the year. In 2021 the Kindergarten resource fee is \$297, Year 1 is \$291, Year 2 is \$270 and Years 3 - 6 is \$288.

Each child is charged an **Activity Fee**. In 2021 the Kindergarten, Year 1 & Year 2 activity fee is \$285; Years 3 & 4 - \$294 and Years 5 & 6 - \$180. This fee covers most events such as excursions, incursions, Dance Fever, Skipping, Gymnastics, Carnivals, Musica Viva, Sports Skills and the Kinder-Year 4 Swimming Program. Overnight excursions for Year 5 & Year 6 are charged separately.

## Extreme Weather

At times we can experience extreme weather conditions. On these days there is special first and second break supervision whereby the children are kept out of the heat/cold/wind and remain in air-conditioned classrooms. Students are allowed access to water bottles during class time.

## Gossip

From time to time when people come together, some find the need to talk about others and pass on tales whether true or not that can hurt, defame or disrespect. Our Catholic faith instructs us to "not



bear false witness against our neighbour." Aside from the inappropriateness of gossip and slander is the hurt that it causes to people's reputations, esteem and feelings. Teachers, parents, children and our community should not be damaged by the whispers of gossip. If we are truly building the Kingdom of God here at OLOW, we should think before we talk and choose our words based on the Gospel values. After all, this is what we are trying to teach our children.

## Health

The NSW Health website provides detailed and regular updates regarding public health issues.

**The Principal must be notified immediately if your child enrolled at the school is suffering from one of the following infectious diseases:**

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus Influenzae Type b (Hib)
- Meningococcal disease
- Rubella (German Measles)
- Measles
- Tetanus

For the protection of other children in the school, the following periods of exclusion must be observed.

**Chicken Pox:** Exclude until fully recovered – minimum exclusion for 5 days after the first spots appeared and until all blisters have dried

**German Measles (Rubella):** Exclude until fully recovered – minimum exclusion for 4 days from appearance of rash

**Infectious Hepatitis:** Exclude until medical practitioner certifies recovery

**Measles:** Exclude for at least 4 days from the appearance of the rash

**Mumps:** Exclude until fully recovered – minimum exclusion for 9 days or until swelling goes down

**Whooping Cough:** Exclude for 5 days after starting antibiotic treatment

**Conjunctivitis:** Exclude until discharge from eyes has ceased – minimum 1–3 days

**Impetigo:** Exclude from school until appropriate treatment has commenced- sores need to be covered with a watertight dressing

**Ringworms, Scabies, Head lice, Trachoma:** Exclude from school until appropriate treatment has commenced

## Leaving the School

When students are leaving the school, a full term's notice in writing must be given to the Principal otherwise a full term's fees will be payable. It is a requirement of the Board of Studies that you inform the principal of the school your child will be attending. A form can be obtained from the school office.

## Medication

Parents are required to complete a *Medication Administration Form* before medication can be

administered at school. School personnel are only permitted to give medication prescribed by a doctor. They are unable to give any types of pain relievers, such as paracetamol or cough medicines. Medication should be sent in the original container with the child's name, dosage and time of administration clearly marked. A letter is required from the doctor stating the type of medication prescribed, the dosage and the time it is to be administered.

Many doctors agree that medication to be given three times a day does not need to be administered at school. It can be administered: morning - breakfast; after school; before bed at night. No children are to carry medication in their bags (with the exception of asthma relievers).

### **Parents and Friends Association (P&F)**

Parental engagement with school enhances the learning experience for the child and contributes to their general sense of well-being. Parents are an integral part of the community and assist staff in a myriad of ways. *Our Lady of the Way School* has a very active P&F who strive to work with the Principal and staff to build community, support families, facilitate parent education and provide funds for student and school resources. Subcommittees of the P&F include Fundraising and Special Events such as the Fete. Meetings are held twice a term. All are welcome and encouraged to attend.

### **Privacy**

From time to time, photographs and videos of students are used in school and Catholic Education Office promotional materials and websites. If you do not wish any photos or videos of your child/children to be used in such instances, please notify the Principal in writing. For further information see the *CEDP Privacy Statement*.

### **Protocols Concerning Classroom & Playground**

If there is an issue in the classroom or in the playground, parents should initially contact their child's class teacher. If necessary the next person to be contacted is the stage coordinator. If a satisfactory resolution has not been reached, parents may contact the Assistant Principal or Principal. It is not appropriate for any parent to approach either other parents or their child/children with the intention of resolving a school issue.

### **Pupil Free Days (Staff Development Days)**

The Catholic Education Office allows the school six pupil free days per year for the staff to use a block of time to develop school-based curricula or other approved staff development. The NSW government has deemed that the first of these days is the 'teacher only' day before the start of the school year and two of the days are the last two days of the school year. Prior notice of the remaining three days each year will be given at least six weeks before the scheduled day.

### Sacramental Program

Sacramental Programs are Parish based in 2021. Details will be shared via the Parish website.

### Sporting House Colours

The school is divided into four Sport Houses: **Benjamin - Red**; **Bede - Blue**; **Gold - Clark** and **Green - Manning**. School Leaders are elected to lead their teams at Athletics Carnival, Cross Country and Swimming Carnival during the year. Children in the same family will always be in the same house colour.

### Sport /Fitness Programs

In 2021 *Our Lady of the Way* will participate in the following specialist programs:

Term 1 - Dance

Term 2 - Athletics

Qualified instructors run the lessons for Years K-6. These programs are part of the PDHPE program and students are supervised and assessed by their classroom teacher.

### Sunsmart Policy

The Sun Smart Policy is in place year round at *Our Lady of the Way*. All students will wear a hat that provides good cover to the face, neck and ears when they are outside. Care is taken during peak UV times to reschedule outdoor activities. Programs on skin cancer protection are included in the curriculum. Students who do not have appropriate hats are asked to sit outside the office and the **'NO HAT, PLAY IN THE SHADE'** policy applies.

### Swimming Program

Currently *Our Lady of the Way* participates in an intensive swimming program each year. Lessons are conducted in Term 4 (1hr X 5 days) for Years K-4 and are levelled to suit each child's ability. This program is compulsory for all students in Years K-4. Stage 3 engage in a Surf Awareness Program.

## BUS & ROAD SAFETY

### Bus Conduct

A large number of students use buses as transport to and from school. All students are to behave in a manner that ensures both their comfort and safety and the comfort and safety of other passengers and the driver. There is a *Bus Code Of Conduct*. This publication, in full, can be found on the Transport NSW website <http://www.transport.nsw.gov.au/ssts>

The Code of Conduct for school students on buses is as follows:

- Respect the needs and comfort of all passengers, such as no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus, eating or drinking - except water.
- Follow the driver's instructions about safety on the bus e.g. where to sit.
- Keep arms, legs and heads inside the bus.
- Refrain from attracting the attention of the driver except in the case of emergency.
- Protect bus property.
- Tap on and tap off when using the OPAL pass.

### Bus Travel - School Student Transport Scheme

Travel is free for approved applications. Forms are available from the school office and all applications need to be submitted to the school office for the *Blue Mountains Bus Company*. The application will be processed and an OPAL pass will be sent to the school and then forwarded to the student.

- Infant pupils attending Kindergarten to Year 2 classes, irrespective of distance from home to school, are entitled to apply for a pass.
- To be eligible, pupils (other than those in Kindergarten and Years 1 and 2) must reside more than 1.6 kilometres from the school 'as the crow flies'.
- If your child loses their OPAL pass an application must be made directly to the appropriate bus company, not the school office.

Please note that clarification of bus routes and times should be made directly with *Blue Mountains Bus Company* on (02) 4751 1077, not the school office. Students are expected to behave themselves at all times while travelling on public transport. Parents are asked to reinforce these expectations. The bus company has the right to withdraw travel privileges due to inappropriate or unsafe behaviour.

### Children's Crossing

The pedestrian crossings in Forbes Street and Troy Street, are part-time crossings that operate just before and after school hours. The crossings are highlighted by flags with the words **CHILDREN CROSSING** on them. When the flags are displayed, traffic must slow down and stop before the stop line if a pedestrian is on or entering the crossing. You must not proceed until all pedestrians have left the crossing. There is one children's crossing located in Troy Street and one in Forbes Street. The speed limit in a school zone is 40kph.

### Road Signs

In Troy and Forbes Streets the following signs appear along the streets:



***This sign means that in the direction of the arrow or arrows you are not allowed to stop your vehicle in the hours of operation. The restrictions apply for the times stated.***



***These signs mean you must not stop for more than two minutes in a No Parking area. You must remain in or within three metres of the vehicle. The restrictions apply for the times stated. (At OLOW this is a Kiss & Drop Zone in the morning and is manned by staff from 8:20am.)***



***This sign means that in the area in the direction of the arrow you must not stop your vehicle at any point on the road or kerb, unless there is a medical or other emergency.***

Please be considerate of our neighbours in adjoining streets and do not park in driveways. Do not park in the parish driveway; this needs to be kept clear at all times.

### **Bicycles and Scooters**

In keeping with RTA and Department of Education guidelines only children in Years 5 and 6 as well as Year 4 students following the C.A.R.E.S. Road Safety Program, are permitted to ride bikes or scooters to school, provided they:

- are at least 10 years old
- have their parent's permission in writing - to be provided to the class teacher at the beginning of each year (Please collect the appropriate form from the office)
- obey all road safety rules when travelling to and from school
- walk their bike/scooter while in the school grounds
- wear a helmet

For the protection of the children and other road and footpath users you are urged to take some time to talk to your child about bike safety and the laws they are required to follow. The privilege of riding to school will, after consultation with parents, be withdrawn from any student known to be behaving in a dangerous or unsafe manner while riding to and from school.

Year 4 students participate in the C.A.R.E.S. Bike and Road Safety Education Program.

## **Parking**

There is ample parking in the streets surrounding *Our Lady of the Way School*. We are very fortunate to have at least three streets around the school in which to park. We are far better off than most other school communities. Special care needs to be taken when parking, dropping off or picking up children, including:

- Not parking in the Forbes Street staff car park or the Troy Street staff and Parish car park
- Following all parking and road signs, especially near the crossings
- Being thoughtful and considerate towards residents by not parking across driveways
- Not parking in the driveway designated for the parish, when visiting the school
- Using the designated 'Kiss and Drop' zone near the church driveway in Troy Street in the morning.

# **COMMUNICATION**

## **Parent/Teacher/Student Conferences**

In 2021, there will be Parent Information YouTube clips shared so you can meet the school staff and hear about the years learning. Teachers will set learning goals with each student in Term 1 and these will be sent home for the children to share with their parents. In Terms 2 (all students) and Term 4 (upon request) a conference is available once reports are sent home. However, parents who have concerns regarding their child, are encouraged to request an interview at any time through the office staff.

## **Social Media (Facebook, Instagram etc.)**

With the growing popularity of Facebook, Instagram and other social media sites, it is essential to remind parents that photos of school students/events cannot be placed on personal pages or sites. This is to ensure that privacy and child protection practices are not breached. Parents are also reminded that in keeping with our Catholic faith and respecting the dignity of each person, it is not appropriate to make a comment on other parents, children or staff on social media sites.

## **Assessment and Reporting**

Teachers employ a variety of techniques and strategies to monitor children's development of skills and knowledge, such as observations and written assessments and state-wide assessments such as the NAPLAN (National Assessment Program - Literacy and Numeracy).

## **Half Yearly and Yearly Student Reports**

Families will receive a written school report at the end of Term 2 and again at the end of Term 4. School reports are standards-based and use the mandated Plain English five-point achievement scale for each Key Learning Area.

Student achievement is assessed against specific learning outcomes and assessment standards. These outcomes are taken from the syllabus documents set by the NSW Board of Studies for each Key Learning Area. The Term 4 report is sent home at least seven days before the end of the school year.

### **Important information to give teachers**

So that we may do everything possible to meet your child's learning needs the class teacher must be informed if your child:

- must wear glasses
- has a hearing aid
- is under medical treatment
- requires medication
- needs to be collected from school early
- has a medical appointment during school hours
- has recently experienced any major upsets, (e.g. family break-up, death of relative, etc.)
- is attending speech/occupational therapy/psychologist
- any other information that is relevant to your child's learning.

Please inform the class teacher in writing via the office.

### **Parent Newsletter and Information Updates**

The Parent Newsletter ***By the Way***, is uploaded to the School's website three times a term on a Friday and archived there to be read at your convenience. It is a valuable source of information about events within our school community. It is important that parents read the newsletter and all notes carefully. Parents are able to register their email address via the school website so that they receive an automatic email each time there is a new Newsletter or an important announcement is made. Please see the school notes page for instructions on how to register.

**Skoolbag App** is the main tool used for communicating with parents on a daily basis. You will need to frequently check this app and reload the app to ensure you are up to date with important information.

The Parent Newsletter is an important means of communication between school and home, so please ensure you read this.

Parents are invited to contribute to the Newsletter. If you or someone you know has family, cultural, sporting or other news or achievements you would like us to share and/or celebrate, please forward the details in writing to the school office.



### **Staff Professional Learning Meetings**

Staff Professional Learning Meetings are scheduled each Wednesday after school and each Thursday before school. Staff members are not available at these times.

### **Parent Calendar**

A parent calendar of school events is available through Google Calendar. Also, see the website and Skoolbag app for Upcoming Events.

### **Website**

*Our Lady of the Way* website is regularly updated and is a valuable source of information. Families can access the parent handbook, relevant school policies and plans, e-newsletters, student matters and current news stories. The web address is: <http://www.olowemuplains.catholic.edu.au/>

## **VOLUNTEERS & VISITORS**

### **Working With Children, Volunteer Training, Mandatory Reporting And Confidentiality**

The NSW Child Protection (Prohibited Employment) Act 1998 requires schools to ask anyone who is performing a task for the school and may have direct, unsupervised contact with children, if they are a prohibited person. This includes all parents helping in classrooms, canteen, excursions, sporting events and any other activities where they may have direct, unsupervised contact with children.

### **If you want to Volunteer**

Step 1: All Volunteers must complete the 'Building Child Safe Communities – Undertaking for Volunteers' Form if you wish to help at *Our Lady of the Way School*. A notification of your successful completion of the form will be sent via e-mail to school and to your email address. (Please click on the link below to find the form)

Step 2: It is also a system requirement that volunteers complete an on-line training module 'Child Protection Training'. An online training module is available to volunteers by accessing the link below. You must complete this module to be eligible to volunteer. After successful completion of the module, volunteers are required to fill out the form by typing your name, email address, contact number, contact address and the school. A notification of the successful completion of the module is sent via e-mail to the school and to the volunteer.  
<http://childprotection.parra.catholic.edu.au/volunteers>

All volunteers have an obligation to maintain strict confidentiality regarding any student and to maintain appropriate volunteer/child boundaries at all times.

## Visitors

For the safety of all students and staff members, parents and visitors are not allowed on the school grounds during school hours unless they have signed in at the office and are wearing a visitor's badge. Access to the school during school hours is via the office entrance in Troy Street.

If staff see someone on site without a visitor's badge, they must make enquiries of them under Child Protection legislation.

# STUDENT MANAGEMENT & CARE

## Our Shared Values

At *Our Lady of the Way School* from Kindergarten to Year 6, we have shared values, which provide: teachers and children with the language to discuss behaviour in a consistent way. These values are the basis for the agreements for responsible behaviour in each classroom, and provide the focus for reflection about any behaviour. They include

### Having integrity

To have Integrity is to do what you believe is right and stand up for these beliefs.

### Having the right to a safe and inclusive environment

Every child has the right to be safe and to feel safe physically, psychologically and emotionally.

### Being compassionate

Being compassionate is showing care for self and for others.

### Being respectful

Being respectful is a fundamental principle of living, working, learning and playing together. If we want to be respected, we have to respect other people too. We must respect people, animals, nature and material things and we should be careful about the way we say and do things.

### Being just and fair

To be just is to treat all people fairly. All members of our community have the same opportunities and we work to make this possible for other people in our world.

### Being responsible

Being responsible means being accountable for our own actions and words.

### Being cooperative

Being cooperative is working together for the good of everyone.

## Positive Behaviour

At *Our Lady of the Way School*, behaviour has a positive focus, describing what we want for our children, quality behaviour, and how we support its development.

## Quality Behaviour & Student Wellbeing Policy

*Our Lady of the Way School* is a welcoming Catholic community. We have a history of inclusive education, welcoming individuals and groups of children.

Our policy promotes a climate of respect and justice for all, by nurturing the self-worth and dignity of each individual. We are committed to and responsible for, living out the gospel values of justice, respect, dignity and acceptance within the network of relationships that make up our school community. We value our school/parish partnership, which contributes to the total care of students, families and staff.

We aim to develop in each child a respect for each other. Each member of our school community is held in high esteem and our *Quality Behaviour & Student Wellbeing Policy* is seen as part of this broad dimension of pastoral care.

We seek to provide a stimulating, safe and positive learning environment. A positive and supportive approach to school by parents, staff and students will be reflected in the children's attitude and success.

## TEACHING & LEARNING

### Statement on Learning

In planning programs we take into account the wide and varied needs of students in our school. School curriculum is grouped into broad subject areas called *Key Learning Areas*. We follow the NSW Board of Studies Syllabus documents, which outline what is to be covered in each Stage. In addition, we follow the Diocesan Syllabus *Sharing Our Story* for the teaching of Religious Education.

Following is an outline of how our classes are structured:

- Early Stage 1 Kindergarten
- Stage 1 Years 1 & 2
- Stage 2 Years 3 & 4
- Stage 3 Years 5 & 6

### Homework

Our Homework Policy takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits. The responsibility for overseeing homework lies essentially with the parents. Homework need not be a cause of stress or upset for children or parents. The emphasis should always be placed on the learning value.

*Our Lady of the Way* places a great focus and energy on literacy, numeracy and inquiry learning skills. Reading is a significant and essential component of homework in all grades. The rote learning of number facts, table & division facts and the spelling of sight words, familiar words and unfamiliar words is encouraged at home with parental guidance. The time suggested for homework is:

Kindergarten, Year 1 & Year 2 students - approximately 15 – 30 minutes daily;

Year 3 and Year 4 students - approximately 30 – 45 minutes daily;

Year 5 and Year 6 students - approximately 45 – 60 minutes daily.

### **"My Teacher Wasn't At School Today"**

The educational scene is changing rapidly. Children now have multiple teachers in their primary school day - the PE/Sport Teacher, Music & Japanese Teacher, Librarian/IT Person, Diversity Teacher and so on. There are many teachers in their daily lives and this increases as they journey on to high school.

Teachers are now called upon to be experts/professionals in a broad range of areas - from technology, quality learning, curriculum, child welfare, etc. A doctor, for example, who is not continually updated on current medical practice, medical technologies, medicines or related medical issues (e.g. Counselling patients/parents) would quickly lose credibility and integrity.

Teachers are also continually called upon to develop themselves in all areas so as to better assist the child - from first aid to counselling to using technology in teaching, to developing themselves spiritually so they can better transmit Catholic values and teachings to the children. Teachers may be asked to attend various professional development opportunities to assist in the achievement of school goals (e.g. maths meetings) or to assist the school (e.g. taking sporting teams to various carnivals).

Another complexity is the changing industrial entitlements in education and other sectors of society. Many teachers have accumulated significant amounts of long service leave over the years and are now encouraged by the Catholic Education Office to take this leave to assist renewal of our passion for education. Of course, other typical entitlements such as sick leave, maternity/paternity leave, funeral attendance, etc. are available to teachers, as you would expect.

Some teachers are also on our leadership team. They are given release time to carry out the educational and organisational duties associated with their role in such a big school. Furthermore, Kindergarten and Year One teachers have extensive assessments to do with each child at the start and end of the year.

So occasionally, we have teachers away for a variety of reasons. Hopefully, this information will help you better understand the situation when your child comes home and says "My teacher wasn't at school today!" When teachers are absent, qualified relief staff are employed to teach the children.

Where possible it is aimed to provide a degree of continuity. The relief teacher will normally follow the program of the classroom teacher.

### Grade Excursions and Incursions

After careful consideration of the value of the excursion as a positive and relevant learning experience, teachers will inform parents about the details of venue, transport, costs, supervision and other arrangements.

Every effort is made to keep costs to a minimum. Other types of 'at school' incursions, e.g. cultural performances, Life Education, Musica Viva, are included in the Activities Fee. These are important and educationally enriching and give the children a wider experience of their curriculum.

### Student Assessment Protocol

The first week of each school year is dedicated to completing individual student Mathematics Assessment Interview (MAI) organised through the on-line booking service provided by the school. In addition, Kindergarten and Year 1 also complete the Early Year Assessments (EYA), which is a compilation of literacy screeners. The data collected from these assessments inform the direction that learning will take place in the classroom from Week 1.

## SCHOOL UNIFORM POLICY

Each child at *Our Lady of the Way* is expected to wear the uniform as stipulated below. The full school uniform can be purchased from Lowes – Shop 106, Westfield Penrith, 585 High Street, Penrith. Phone: (02) 4721 4340.

All articles of clothing and belongings must be clearly marked with your child's name.

Girls' Summer Uniform	Girls' Winter Uniform	Girls' & Boys' Sports Uniform
Green and white check dress	Grey/Green Plaid Tunic & White Blouse with Peter Pan Style Collar	Bottle green unisex knee length sports shorts with school emblem and bottle green polo shirt with gold side panels and white trim with school emblem
Bottle green jumper, zip jacket or school sloppy joe with school emblem	Bottle green jumper, zip jacket or school sloppy joe with school emblem.	Bottle green jumper, zip jacket or school sloppy joe with school emblem
Black leather school shoes (no black joggers)	Black leather school shoes (no black joggers)	Sports shoes- predominately white with white laces (Fluoro or multi coloured shoes are not permitted)
Plain white ankle socks (not sport anklet socks)	Black tights/stocking (no dance pants or leggings etc.)	Plain white ankle socks with school emblem on cuff
Bottle green school hat with school emblem	Bottle green school hat with school emblem	Bottle green school hat with school emblem
Green, white or gold hair ties	Scarves, gloves or beanies worn in winter must be school green only.	Bottle green track suit with school emblem
Boys' Summer Uniform	Boys' Winter Uniform	
Grey 'blocker' school style shorts (cargo style or corduroy are not permitted) & mint short sleeve shirt with school logo	Grey pants – long school style (cargo style or corduroy are not permitted) & long-sleeved mint green shirt with school	

	emblem.
Bottle green jumper, zip jacket or school sloppy joe with school emblem	Bottle green jumper, zip jacket or school sloppy joe with school emblem
Black leather school shoes (no black joggers)	Black leather school shoes (no black joggers)
Grey ankle socks (not sports anklet socks)	Grey ankle socks (not sports anklet socks)
Bottle green school hat with school emblem	Bottle green school hat with school emblem

***All students wear their sports clothes on Monday & Friday***

***\* The Our Lady of the Way school hat is compulsory to wear***

*("No Hat / No Play" policy is enforced for sun protection for all children.)*

The following items may be purchased from the school office:

*School Hats; School Library Bags; School Back Packs and white school sports socks with OLOW logo.*

Second hand uniforms can be purchased through the Clothing Pool. We would like some parents to help run The Clothing Pool in 2021. Please contact the office if you can assist with this.

### **Hair Styling, Grooming & Jewellery Expectations**

Students are expected to keep their hair clean, neat and tidy at all times. Students are to keep hair off their face and out of their eyes. Haircuts are to be in a **sensible and conventional style**. There are to be no extremes of fashion in hairstyle cut or colour. Shaving of any part of the head, lines or undercuts, and haircuts with a number 1 or 2 blade are not permitted. Rat's tails of any sort and the use of gel and hairspray to spike hair is not permitted. For girls, long hair below the shoulder should be tied back by a ribbon, 'scrunchy', hair band or clip.

In the interest of safety and security, no jewellery should be worn. A watch, gold or silver bangle or bracelet that cannot be removed, are permitted. A plain gold silver or gold chain with a religious symbol or medal may be worn under the child's shirt out of sight. (However, this is not recommended due to valuable items being lost in the playground and children and parents being greatly upset at the loss).

If a girl's ears are pierced only one pair of sleepers or plain studs are to be worn in the lower ear lobe. Boys are not permitted to wear earrings at school or at any school activities. No other jewellery is permitted and teachers will ask students to remove inappropriate jewellery. Children are not to wear leather necklaces with beads or the like. In extreme cases, jewellery will be confiscated, secured and returned at a later time to the student or parent.

Make-up and nail polish are not part of the school uniform. Students wearing make-up or coloured nail polish will be asked to remove it.

## **Valuables**

Valuable toys and equipment should not be brought to school. Children are encouraged to bring small inexpensive items to play with such as a tennis ball, skipping rope, small toy car or the like.

Students are not to have mobile phones at school. If, for an extreme emergency, your child needs to have one for after school they will need to leave it at the school office during the day. A letter of explanation will need to be sent seeking approval from the Principal.



# Some *infectious diseases* of children

For more information please contact your **local public health unit, community health centre, pharmacist or doctor**

## Chicken pox

**Time from exposure to illness**

2 to 3 weeks.

### Symptoms

Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.

### Do I need to keep my child home?

Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.

### How can I help prevent spread?

Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

## Conjunctivitis

**Time from exposure to illness**

1-3 days.

### Symptoms

The eye feels scratchy, is red and may water. Lids may stick together on waking.

### Do I need to keep my child home?

Yes, while there is discharge from the eye.

### How can I help prevent spread?

Careful hand washing; avoid sharing towels. Antibiotics may be needed.

## Gastroenteritis

**Time from exposure to illness**

Depends on the cause; several hours to several days.

### Symptoms

A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

### Do I need to keep my child home?

Yes, at least for 24 hours after diarrhoea stops.

### How can I help prevent spread?

Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

## German measles (Rubella)

**Time from exposure to illness**

2 to 3 weeks.

### Symptoms

Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

### Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

### How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

## Glandular fever

**Time from exposure to illness**

4 to 6 weeks.

### Symptoms

Fever, headache, sore throat, tiredness, swollen nodes.

### Do I need to keep my child home?

No, unless sick.

### How can I help prevent spread?

Careful hand washing, avoid sharing drinks, food and utensils and kissing.

## Hand, foot and mouth disease

**Time from exposure to illness**

3 to 7 days.

### Symptoms

Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.

### Do I need to keep my child home?

Yes, until the blisters have dried.

### How can I help prevent spread?

Careful hand washing especially after wiping noses, using the toilet and changing nappies.

## Head lice

**Time from infestation to eggs hatching**

Usually 5 to 7 days.

### Symptoms

Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

### Do I need to keep my child home?

No, as long as headlice management is ongoing.

### How can I help prevent spread?

Family, friends and classroom contacts should be examined and managed if infested.

## Hepatitis A

**Time from exposure to illness**

About 2 to 6 weeks.

### Symptoms

Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

### Do I need to keep my child home?

Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.

### How can I help prevent spread?

Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.

## Impetigo (school sores)

**Time from exposure to illness**

1 to 3 days.

### Symptoms

Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.

### Do I need to keep my child home?

Yes, until treatment starts. Sores should be covered with a watertight dressing

### How can I help prevent spread?

Careful hand washing.

## Influenza

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### Time from exposure to illness

1 to 3 days.

### Symptoms

Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.

### Do I need to keep my child home?

Yes, until they feel better.

### How can I help prevent spread?

Immunisation, is recommended for the elderly and people with chronic illnesses.

## Measles

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### Time from exposure to illness

About 10 to 12 days until first symptoms, and 14 days until the rash develops.

### Symptoms

Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

### Do I need to keep my child home?

Yes, for at least 4 days after the rash appears

### How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.

## Meningococcal disease

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### Time from exposure to illness

2 to 10 days.

### Symptoms

Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

### Do I need to keep my child home?

Seek medical help immediately.

Patient will need hospital treatment

### How can I help prevent spread?

Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

## Mumps

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### Time from exposure to illness

14 to 25 days.

### Symptoms

Fever, swollen and tender glands around the jaw.

### Do I need to keep my child home?

Yes, for 9 days after onset of swelling.

### How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age.

## Ringworm

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### Time from exposure to illness

Varies (may be several days).

### Symptoms

Small scaly patch on the skin surrounded by a pink ring.

### Do I need to keep my child home?

Yes, until the day after fungal treatment has begun.

### How can I help prevent spread?

Careful hand washing.

## Scabies

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### Time from exposure to illness

New infections: 2 to 6 weeks; reinfections: 1 to 4 days.

### Symptoms

Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

### Do I need to keep my child home?

Yes, until the day after treatment has begun.

### How can I help prevent spread?

Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

## Scarlet fever

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### Time from exposure to illness

1 to 3 days.

### Symptoms

Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

### Do I need to keep my child home?

Yes, until at least 24 hours of treatment has begun and the child is feeling better.

### How can I help prevent spread?

Careful hand washing. Sick contacts should see their doctor.

## Slapped cheek

(Erythema infectiosum, Fifth disease, Parvovirus B19)

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### Time from exposure to illness

1 to 2 weeks.

### Symptoms

Mild illness; fever, red cheeks, itchy lace-like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

### Do I need to keep my child home?

No, most infectious before the rash appears.

### How can I help prevent spread?

Careful hand washing; avoid sharing drinks.

## Whooping cough (pertussis)

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### Time from exposure to illness

7 to 20 days.

### Symptoms

Starts with runny nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.

### Do I need to keep my child home?

Yes, until the first 5 days of a special antibiotic have been taken .

### How can I help prevent spread?

Immunisation at 2,4,6, and 18 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Unimmunised contacts may be excluded from child care until the first 5 days of a special antibiotic has been taken.

## Worms

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### Time from exposure to illness

Several weeks.

### Symptoms

Itchy bottom.

### Do I need to keep my child home?

No.

### How can I help prevent spread?

Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

MON

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every learner every day 

**ABSENCES ADD UP!**



**DID YOU KNOW**



**1 IN 6**

PRIMARY STUDENTS ARE NOT ATTENDING SCHOOL REGULARLY!

**EACH DAY MISSED:**

- ▶ Puts your child behind and makes it harder for them to catch up
- ▶ Can lead to lower achievement in reading, writing and numeracy
- ▶ Can lead to gaps in learning and social connections

**WHAT PARENTS CAN DO**



**GOOD HABITS BEGIN EARLY**



Good attendance starts in Kindergarten and sets students up for success in their school life

**SCHOOLS ARE THERE TO HELP**



If you're having attendance issues with your child, speak to your school about ways to address it.

every learner every day 



# PRIVACY POLICY

*Updated August 2018*

## **Rationale**

This statement sets out how CEDP, Our Lady of the Way School and COSHC manages the personal and sensitive information that is collected and held.

## **1. COLLECTION OF PERSONAL INFORMATION**

The type of personal information collected and held includes (but is not limited to) information about:

- pupils and parents before, during and after the course of a pupil's enrolment at the school:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - parents' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - conduct and complaint records, or other behaviour notes, and school reports;
  - information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - volunteering information; and
  - photos and videos at school events;
- job applicants, staff members, volunteers and contractors, including:
  - name, contact details (including next of kin), date of birth, and religion;
  - information on job application;
  - professional development history;
  - salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);
  - complaint records and investigation reports;
  - workers compensation claims;
  - leave details;
  - photos and videos at school events;
  - workplace surveillance information;
  - work emails and private emails (when using work email address) and internet browsing history; and
- other people who come into contact with CEDP, its schools, CELCs and COSHCs, including (but not limited to) name and contact details.

## **Personal information you provide**

CEDP, Our Lady of the Way School and COSHC will generally collect personal information held about an individual by way of forms filled out by parents or pupils, from face-to-face meetings and interviews, in emails and from telephone calls. Occasionally, people other than parents and pupils provide us with personal information.

## **Personal information provided by other people**

In some circumstances, CEDP, Our Lady of the Way School and COSHC may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school.

## **Nationally Consistent Collection of Data (NCCD) on Students with Disability**

CEDP and Our Lady of the Way School are required to collect personal information from schools to meet obligations under the Commonwealth Government's Australian education legislation (Australian Education Act 2013, Australian Education Regulation 2013). The legislation requires relevant school authorities to provide the Commonwealth Department of Education and Training with information about students with a disability. In NSW, the approved system authority for Catholic schools is Catholic Schools NSW (CSNSW). CEDP is required to disclose its NCCD collection to CSNSW for the purpose of complying with the *Australian Education Act and Australian Education Regulation*.

## 2. USAGE OF PERSONAL INFORMATION

CEDP, Our Lady of the Way School and COSHC will use personal information collected from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### Pupils and Parents

In relation to personal information of pupils and parents, the primary purpose of collection is to enable CEDP, Our Lady of the Way School and COSHC to educate pupils, exercise duty of care and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities. This includes satisfying the needs of parents, the needs of the pupil and our needs throughout the whole period the pupil is enrolled.

The purposes for which we use personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy our legal obligations and discharge our duty of care.

In some cases where we request personal information about a pupil or parent, if the information requested is not obtained, we may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

### Volunteers

We also obtain personal information about volunteers who assist schools in their functions or conduct associated activities to enable us and the volunteers to work together.

### Marketing and Fundraising

CEDP, Our Lady of the Way School and COSHC treat marketing and seeking donations for future growth and development as an important part of ensuring that we continue to provide quality learning environments in which both pupils and staff thrive. Personal information we hold may be disclosed to an organisation that assists in fundraising for the above purpose.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. Publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

### Exception in Relation to Related Schools

The Privacy Act allows legally related entities to share personal (but not sensitive) information. This allows (for example) CEDP schools to transfer information when a pupil transfers from one CEDP school to another. However, a CEDP school may only use this personal information for the purpose for which it was originally collected.

## 3. DISCLOSURE AND STORAGE OF PERSONAL INFORMATION

In accordance with Australian Privacy Principle 6, CEDP, Our Lady of the Way School and COSHC may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools;
- government departments (including for policy and funding purposes);
- CEDP, CSNSW, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses;
- medical practitioners;
- people providing educational, support and health services to the school, including specialist visiting teachers, coaches, volunteers, and counsellors;
- providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection and students with additional needs;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- people providing administrative and financial services to the school;
- recipients of school publications, such as newsletters and magazines;

- pupils' parents;
- anyone you authorise the school to disclose information to; and
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

### **Sending and Storing Information Overseas**

We may disclose personal information about an individual to overseas recipients, for example, to facilitate a school exchange. However, we will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); and
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the cloud, which means that it may reside on service provider's servers, which may be situated outside Australia.

An example of such a cloud service provider is Google. Google provides the 'Google Apps for Education' (GAFE) including Gmail, and stores and processes limited personal information for this purpose. School personnel, CEDP and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering GAFE and ensuring its proper use.

We make reasonable efforts to be satisfied about the protection and security of any personal information processed and stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the Australian Privacy Principles. Where we use the servers of cloud service providers or other third party service providers, they will be located in countries which have substantially similar protections as the Australian Privacy Principles.

### **4. SENSITIVE INFORMATION**

Sensitive information is information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **5. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION**

CEDP, Our Lady of the Way School and COSHC staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. We have in place steps to protect personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods. These methods include, but are not limited to, locked storage of paper records, access protocols, password protected access to computerised records and encryption.

CEDP will respond to any incidents that may affect the security of the personal information it holds in accordance with its obligations under the Privacy Act, including the notifiable data breaches scheme. If CEDP assesses that the security of personal information is breached in such a way that cannot be remedied and that a person is likely to suffer serious harm as a result of the breach, we will notify that person and the Office of the Australian Information Commissioner of the breach. Moreover, CEDP will respond to any such incidents by taking steps to contain any breach and minimise any likely harm to a person.

Do not share your personal information with anyone without first verifying their identity and confirming the organisation to which they belong. If you believe any of your personal information has been compromised, please let CEDP know immediately.

### **6. ACCESS AND CORRECTION OF PERSONAL INFORMATION**

Under the Commonwealth Privacy Act and Health Records Act, an individual has the right to request and obtain access to any personal information which we hold about them and may request correction of any perceived inaccuracy in that information. There are some exceptions to the access right set out in the applicable legislation. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves. Again, there are some exceptions to these rights set out in the applicable legislation.

To make a request to access or to correct any personal information we hold about you or your child, please contact us. You may be required to verify your identity and specify what information you require. You may be charged a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, you will be advised of the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

#### **7. CONSENT AND RIGHTS OF ACCESS TO PERSONAL INFORMATION OF PUPILS**

CEDP respects every parent's right to make decisions concerning their child's education. Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. A school will treat consent given by parents as consent given on behalf of the pupil and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school or CEDP about them or their child by contacting the school principal or CEDP. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of our duty of care to the pupil.

A Our Lady of the Way School may, at its discretion, on the request of a pupil, grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.



# STANDARD COLLECTION NOTICE

*Updated August 2018*

1. Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) collect personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to educate pupils, exercise our duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
3. Laws governing or relating to the operation of schools and child care require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Commonwealth Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, including specialist visiting teachers, coaches, volunteers and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CEDP Privacy Policy.
8. The CEDP Privacy Policy, accessible on the CEDP website, sets out how parents or pupils may seek access to and request correction of their personal information which we have collected and hold. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our duty of care, or where pupils have provided information in confidence.
9. The CEDP Privacy Policy also sets out what action parents and pupils can take in relation to a breach of privacy laws.
10. We may, from time to time, engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. Occasionally, information such as academic and sporting achievements, pupil activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. We will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos, or other identifying material, in our promotional material or otherwise make this material available to the public, such as on the internet.
12. We may include pupils' and parents' contact details in a class list and in our directories.
13. If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why.
14. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at [privacy@parra.catholic.edu.au](mailto:privacy@parra.catholic.edu.au).