



*Our Lady of the
Way Primary
School
Emu Plains*

Parent Handbook

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School and Parish Details

OUR LADY OF THE WAY SCHOOL

Address: 17 Troy Street
Emu Plains NSW 2750
Telephone: (02) 4777 7200
Email: olow@parra.catholic.edu.au
Website: www.olowemuplains.catholic.edu.au

BELL TIMES

8.15am	School gates opened and playground supervision commences
8.45 - 10:45am	School begins – 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

CATHOLIC OUT OF SCHOOL HOURS CARE (COSH C)

Run by Ambrose Centres, a social enterprise of the Catholic Diocese of Parramatta Services Limited (CDPSL), our Out of School Hours and Vacation Care services offer professionally structured programs, in a vibrant, inclusive, and caring faith-based environment.

Location: Our Lady of the Way Parish Hall
Times: Mornings between 6:30am-8:45am
Afternoon between 3pm-6:30pm
For further information please visit their website at <https://www.ambrose.org.au/enrol/>
Telephone: 0417 886 548
Email: olow@ambrose.org.au

OUR LADY OF THE WAY CHURCH Est. 1974

Parish Priest: Fr Michael Gitau
Address: 15 Troy Street
Emu Plains NSW 2750
Phone: 02 4735 1041
Email: emuplains@parracatholic.org
Website: <https://catholicparishemuplains.org.au/>

MASS TIMES: Tuesday: 6pm
Wednesday/ Thursday & Friday - 9:00am
Saturday: Vigil 6:00pm
Sunday: 8:00am & 9.30am
Children's Liturgy Mass 9.30am (1st & 3rd Sunday)
Reconciliation Times: Saturday 5:00 – 5:45pm

Sacramental Program

Sacramental Programs are Parish based in 2023. Details will be shared via the Parish website.

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,

Mr Phillip Kapitanow

Principal

Mission and Vision Statement

At Our Lady of the Way we are a Catholic community setting the foundations for lifelong learning. We aim to provide students with a positive learning environment allowing them to develop the knowledge, skills and values to contribute positively to the world beyond school by *living respectfully, acting responsibly and learning together.*

School Motto

This is what the Lord asks of you and only this...
To act justly,
To love tenderly and
To walk humbly with your God

Micah 6:8

Learning Platforms

By providing a rich array of stimulating learning experiences we aim to 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 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.

To enhance the learning environment for our students, 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.

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. In 2017 came the demolition of the existing administration buildings and a redesign of the main playground. A large COLA (Covered Outdoor Learning Area) has also been constructed and a sensory garden for our infants' students.

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



Background Information

The Positive Behaviour Support for Learning (PBS4L) system is an evidenced-based framework for behaviour support to enhance respectful relationships and engagement of students in their learning. It encompasses a broad range of systemic and individualised strategies and agreed practices, for achieving important social and academic outcomes for all students. This framework is an integral component of the Our Lady of the Way's ongoing practices relating to student pastoral care and wellbeing, which articulates the need for schools to 'play an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected'.

The 2023 PBS4L Relaunch involves the revision, amendments and additions to a variety of PBS4L practices and procedures that we, as a school, believe will strongly impact the learning environment for all students at Our Lady of the Way with a positive, safe and supportive approach. The revision and relaunching of elements such as our Behaviour Management Flowchart, our positive reward system and the development of a strong connection between student behaviour data recording and parent communication are our first steps to further developing and maximising student learning at Our Lady of the Way.



ATTENDANCE

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.
- Approved travel leave by the Principal counts towards a student's overall school attendance rate.

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.

MON TUE WED THU FRI

every learner every day ✓

ABSENCES ADD UP!

FEBRUARY
2 DAYS
A MONTH

NOVEMBER
4 WEEKS
A YEAR

MISSING MORE THAN
1 YEAR OF LEARNING IN **12** YEARS

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

- ✓ **BE FIRM.** Send your child to school every day unless they are sick
- ✓ Develop good sleep and morning routines
- ✓ Schedule appointments after school
- ✓ Avoid taking holidays during term time

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.

Absences from School

When your child is absent from school due to illness or other unavoidable circumstances you will need to login to the Compass Portal and indicate why your child is absent. If you have not entered the reason by 9.30am you will receive a SMS asking you to complete the attendance note. If a reason is not entered within 7 days of the absence it will remain as an unexplained 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 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 need to be accompanied to the office by their parents to be signed in by the office staff and collect a 'late note' to hand to their teacher.

Late collecting your child

If you have been delayed due to unforeseen circumstances, please contact the school office by telephone **no later than 2:40pm** so that a message can be passed onto your child before they are dismissed.

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.

Other leave

Leave reasons may include misadventure, an unforeseen event, funeral attendance, special event not related to school e.g. family wedding, holidays. Legislation requires teachers to mark children 'absent' for absences other than sickness. 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.

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.

Students leaving school early

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 come to the office and your child will be signed out and called to the office. Parents are not to go to their child's room during class time.

COMMUNICATION

Communication with Staff

Having clear well-defined channels of communication are important. Part of this is defining how and when parents and carers can communicate with staff. These boundaries are highly valued by staff and mean requests can be managed as efficiently as possible. We have a responsibility to be available to parents to support the education of their children, but this should occur within set boundaries.

My expectations to staff are that they must be available to meet parents' requests in a timely manner. This means that timeframes are flexible depending on the nature of the enquiry. Teachers have many conflicting things to do, meaning that time is limited. Their primary role is to educate students, and this takes a lot of time outside of the regular school time. For example, I don't know any teacher who stops working at 3pm.

To support this expectation parents are asked to follow these guidelines.

1. Meeting with Teachers

Meeting with teachers should be planned. This means that they are booked ahead of time. Showing up on a morning and expecting a meeting is not fair given teachers need to organise learning for the whole class and often have other meetings to attend. Additionally, talking to staff whilst they are supervising students is unfair and unsafe given that the staff members are then distracted from their primary supervising responsibility. All requests for a meeting should go through the school office via a phone call or email with a short explanation as to what the meeting is for.

2. Meeting with School Leadership

Leadership Team members are available to meet with parents, but only after the class teacher has been given the opportunity to attend to the issue at hand. This process eliminates the need to double hand requests.

3. Phone Calls to staff

Phone calls to staff should be directed through the school office. Staff will endeavour to call back as soon as possible. All messages should include a short explanation as to what the meeting is for.

4. Emails to Staff

We are in the process of turning the class specific emails off. This means they are not being monitored daily. Parents and carers are advised that all emails should be directed to the school email address olow@parra.catholic.edu.au where they will be passed on to the most relevant staff member.

Staff are not available to answer parent requests outside of regular school hours. This is an invasion of their family time and protected under the current Enterprise Agreement. All student specific communication should occur with one of the class teachers. Teacher's Aids are available to answer organisational questions, but they are not responsible for the education of students. Their role is to take direction from teachers to support their work.

Communication Flow Chart

We have established a new Leadership Team structure at Our Lady of The Way. This was communicated to the community last week. Parents are advised that if your enquiry needs to go further than the class teacher you should follow this flowchart.

1. Initial conversation with the class teacher
2. Further clarification required; contact the appropriate Instructional Leader.
Infants - Mrs Curry
Primary - Mrs Hamilton
3. Issue not resolved contact the Assistant Principal, Ms Ruff.
4. Further clarification required contact the Principal, Mr Kapitanow.

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).

Families will receive a school report at the end of Term 2 and again at the end of Term 4 via the Compass Portal. 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.

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 Schools Parramatta Diocese has procedures for ensuring that complaints are handled fairly. Information about how to lodge a complaint please contact CSPD at communityliaison@parra.catholic.edu.au or telephone 9840 5600.

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 via email.

Parent Calendar

A parent calendar of school events is available through Google Calendar and updates are posted on Compass.

Parent Newsletter and Information Updates

The Parent Newsletter is uploaded to Compass and the School's website each week. 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 to ensure your child does not miss out on any events.

Compass 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.

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. Parents are asked to discuss their expectations for using social media platforms with their children. It is important to reiterate that primary school students are young and require guidance when using social media. Many social media platforms are recommended for students who are 13 years or older. The eSafety Commissioner website (<https://www.esafety.gov.au/>) has lots of advice and information for parents to help them as they navigate the use of social media platforms, games and different software.

Staff Professional Learning Meetings

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

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/>

GENERAL INFORMATION & PROCEDURES

Animals on Site - NOTE FROM CATH

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 at least 2 days in advance.
- 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.

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.

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 each day. Classroom Catering 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.

Changing your address or telephone number

It is essential that you notify the school via the Compass app. 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. Please ensure the school office has current emergency contacts for your child. Friends, grandparents and other relatives that collect your child need to be on the contact list.

If a Custody or Restraining Order (AVO) exists within a family relationship the school must be provided with a copy of the current 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. Family situations can change and it is vital that families inform the Principal of such changes in writing.

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.

Fees - Diocesan

Diocesan School Fees are annual fees charged over the year in Terms 1, 2 and 3 and are set by the Catholic Schools Parramatta Diocese.

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.

Fees - School Based

Each child is charged a Learning Resources Fee and an Activity Fee.

Mobile Phones and Smartwatches

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.

Students are not to wear smartwatches that have photo, video or phone capabilities. These watches cause a distraction to valuable learning time and breach child protection protocols.

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 P&F who strive to work with the Principal and staff to build community, support families and fundraise for student and school resources. Meetings are held once a term and all are welcome and encouraged to attend.

HEALTH & WELLBEING

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

Asthma

The Asthma Foundation encourages schools to allow students to self-administer their reliever medication and students should be carrying their own puffer in their bags and taking them to sport and excursions with them. This assists students to receive their Ventolin as soon as they need it. The Asthma Foundation's advice is that the medication should be with the patient, not the patient needing to come to the medication. Students will be provided with a bag with their name on it to keep their puffer, action plan and spacer in. We ask that this remains in the front part of their school bag. Children are not to carry other medication in their bags.

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.

The NSW Health website www.nsw.health.gov.au provides detailed and regular updates regarding public health issues. Please refer to this website or seek medical advice if you suspect that your child has any of the following conditions:

Chicken Pox	Conjunctivitis	COVID	German Measles
Head Lice	Hepatitis	Impetigo	Measles
Mumps	Ringworms	Scabies	Whooping Cough

The Principal must be notified immediately if your is suffering from one of the following infectious diseases:

COVID	Diphtheria	Haemophilus Influenzae Type b (Hib)
Meningococcal	Poliomyelitis	Rubella (German Measles) Tetanus

Injuries

If your child is absent from school for a long period of time due to injury or illness, please contact your child's teacher via the grade email address 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.

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, cough medicines or over the counter medications. 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.

Children are not to carry medication in their bags except for their Asthma puffer.

ARRIVING AND DEPARTING SCHOOL EACH DAY

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 or website)
- 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.

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. Information is available from the school office or at transportnsw.info/schools-students

- 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'.

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. The speed limit in a school zone is 40kph.

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. 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
- A DROP-OFF and PICK-UP procedure has been implemented in Troy Street between the hours of 8.25am – 8.45am and 2.55 – 3.10pm. A school representative will direct your child to and from the car, parents need to stay in their car, this is not a parking area.

No child is to leave the school grounds unaccompanied. Parents are to collect their children from the pick-up area. Students going on the walkers or bike lines need to wait for the teacher on duty to accompany off the school grounds.

Please ensure that preschool children are well supervised when on the premises.

SPORT

Sporting House Colours

The school is divided into four Sport Houses:

Benjamin - Red

Bede - Blue

Gold - Clark

Green - Manning

School Leaders are elected to lead their teams at our Athletics Carnival, Cross Country and Swimming Carnival during the year. Children in the same family will always be in the same house colour.

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 need to follow the **'NO HAT, PLAY IN THE SHADE'** policy.



TEACHING & LEARNING

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.

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.

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 whole school incursions, e.g. cultural performances, are included in the Activity Fee. These are important and educationally enriching and give the children a wider experience of their curriculum.

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.

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 Religion Syllabus for the teaching of Religious Education.

UNIFORM POLICY

Each child at *Our Lady of the Way* is expected to wear the uniform as stipulated below. The wearing of the school uniform by students, demonstrates a pride in personal appearance and their school. We ask for your support and cooperation in ensuring your child wears the correct uniform to school and on excursions at all times. The full school uniform can be purchased from Lowes – Shop 106, Westfield Penrith, 585 High Street, Penrith. Phone: (02) 4721 4340. Please note that the school has, school bag, library bag and sports socks can only be purchased from the school office.

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
<ul style="list-style-type: none"> Green and white check dress Plain white ankle socks (not sport ankle socks) Bottle green jumper, zip jacket or school sloppy joe with school emblem Black leather school shoes (no black joggers) Bottle green school hat with school emblem Green, white or gold hair ties 	<ul style="list-style-type: none"> Grey/Green Plaid Tunic & White Blouse with Peter Pan Style Collar Black tights/stocking (no dance pants or leggings etc.) Bottle green jumper, zip jacket or school sloppy joe with school emblem Black leather school shoes (no black joggers) Bottle green school hat with school emblem Scarves, gloves or beanies worn in winter must be school green only. 	<ul style="list-style-type: none"> 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 Sports shoes- predominately white with white laces (Fluoro or multi coloured shoes are not permitted) Plain white ankle socks with school emblem on cuff Bottle green school hat with school emblem Bottle green track suit with school emblem
Boys' Summer Uniform	Boys' Winter Uniform	Compulsory Items
<ul style="list-style-type: none"> Grey 'blocker' school style shorts (cargo style or corduroy are not permitted) & mint short sleeve shirt with school logo Bottle green jumper, zip jacket or school sloppy joe with school emblem Black leather school shoes (no black joggers) Grey ankle socks (not sports ankle socks) Bottle green school hat with school emblem 	<ul style="list-style-type: none"> 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 Black leather school shoes (no black joggers) Grey ankle socks (not sports ankle socks) Bottle green school hat with school emblem 	<ul style="list-style-type: none"> School Backpack with crest on flap Library Bag

All students wear their sports clothes on their grade sports day

**** 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.)

Second hand uniforms can be purchased by emailing the school or completing the order form available at the school office. You will then be emailed when the items are available. Volunteers process the orders each Friday.

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. 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 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 child's ears are pierced only one pair of sleepers or plain studs are to be worn in the lower ear lobe. 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.

Lost Property

There are lost property bins located outside the clothing pool (next to the Music Room). Please ensure that all your child's property is clearly labelled. The chances of the lost item finding its way home are significantly increased if there is a name attached.

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.

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.

How to Volunteer

All Volunteers must complete the online 'Building Child Safe Communities – Undertaking for Volunteers' if you wish to help at *Our Lady of the Way School*. Please refer to this link <https://www.parra.catholic.edu.au/about/student-safety/volunteer-and-contractor-training>

A notification of your successful completion of the form will be sent via email to your email address. The undertaking form will need to be completed every two years.

You will need to keep this BCSC number and supply the number each time you volunteer for an event.

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.

