



Our Lady Help of
Christians Catholic
Primary School
Epping



Parent Information Booklet 2019



2019 STAFF

Principal	Ms Dominique O’Sullivan
Acting Assistant Principal	Mrs Tracey Dawson
Acting Religious Education Coordinator	Miss Natalie Precious
Senior Administration Officer	Mrs Melissa Webster
Kindergarten Class Teacher	Mrs Cath Laurendet
Year One Class Teachers	Mrs Shai Lah (<i>M-W</i>) Miss Zoe Hulme (<i>Th-F</i>)
Year Two Class Teachers	Mrs Tracey Dawson Mrs Kim McVicar (<i>Thurs Exec release</i>)
Year Three Class Teacher	Miss Natalie Precious
Year Four Class Teacher	Ms Kate Madigan
Year Five Class Teacher	Miss Sarah Williams
Year Six class Teacher & Learning Support Co-ordinator	Mrs Mary Ellen Kinna
Learning Support Teacher	Mrs Wendy Taylor
Learning Support Assistant	Mrs Leigh Turner
Teacher Librarian	Mrs Angie Paci
Drama/Music Teacher	Mrs Angela Quinn
Physical Education	Miss Kesni Hayes





GENERAL INFORMATION

School Address: 8 Cambridge Street, Epping NSW 2121
School Phone Number: 9868 3322
School Fax Number: 9868 5035
School E-mail: olhc@dbb.catholic.edu.au
School Web Address: www.olhcdbb.catholic.edu.au
Principal: Ms Dominique O'Sullivan
Parish Priest: Father Peter Dowd
Parish Office Phone: 9876 2853

SCHOOL TERM DATES

	2019
Term One	Jan 29 – Apr 12
Term Two	Apr 29 – July 5
Term Three	July 22 - Sept 27
Term Four	Oct 14 – Dec 20

SCHOOL HOURS

Supervision commences 8.15 am
School Commences 8.45 am
Morning Recess 10.45 am – 11.05 am
Lunch Bell 1.05 pm – 1.55 pm
Dismissal 3.00 pm





COMMUNICATION

At Our Lady Help of Christians we welcome and promote strong communication links with parents, the parish and the Catholic School Office of the Broken Bay Diocese. We invite parents to contact the school if they wish to discuss their child's needs, at any time. Interviews with the Principal can be arranged on request or by appointment through the school secretary.

A weekly Newsletter informs parents of current school happenings and future dates. The newsletter is published on Wednesdays and is available via email as well as the school's web site. The Parent and Friends Association also use the newsletter as a vital link to the school families.

Throughout the year, the Catholic Schools Office of the Broken Bay Diocese Parent Council organises education seminars, information evenings and workshops around current issues in education. The school also provides school-based information evenings around current practises and educational trends. These events are highlighted throughout the year in our school's weekly newsletter.



Teacher - Parent Communication

General Interview K – 6

By appointment with class teacher

Parent Teacher Interview (K – 6)

Early Term 1

Parent Teacher Interviews reporting on student progress (K – 6) *End Term 2*

Written Report K – 6

End Term 2 and 4

FEEES

Tuition fees are set by the Catholic Schools Office of Broken Bay. There are reductions for the second and subsequent children in a family. Parents have a variety of payment options to choose from weekly to quarterly.

The Tuition Fee for **2019** is \$1607.00 for the first child and a discount for siblings attending Catholic Systemic Schools in the Diocese. There is a Diocesan Building Levy of \$970.00 per family for all families with children attending schools in the Broken Bay Diocese.



In addition the **2019** School Based Fee of \$934.00 per annum per child will be charged to cover consumables provided by the school (exercise books, texts, paints, craft materials, photocopying, paper etc), provision of a specialist music teacher, a specialist sports teacher and to cover cleaning of all school rooms, carpets, windows, toilets and veranda areas.

There is also a P & F Levy of \$50 per annum, per family to cover weekly maintenance of grounds and to replace major fundraising events to support school projects e.g. new computer technology in all classrooms.

Where financial hardship would prevent any parent from providing Catholic schooling for their children, they should seek an interview with the school Principal. It is not the intention of the system to deny any child access to a Catholic education for their child or children.



CODE OF CONDUCT

Students at Our Lady Help of Christians follow a School Code of Conduct:

At Our Lady Help of Christians we create a safe and friendly school environment by:

Showing respect and care for others and ourselves by being considerate.

Ensuring the safety of others and ourselves.

Respecting the property of the school, others and ourselves.

This 'Code of Conduct' is displayed in each classroom and provides a foundation for class teachers to generate with their students a Class 'Code of Conduct'. Children are affirmed for following the "Code of Conduct" and procedures have been established for times when children breach the code of conduct.



The School Code of Conduct is discussed with the class by the classroom teacher each year to determine the classroom rules. This is revisited each term and referred to constantly.

Corporal punishment is expressly prohibited at Our Lady Help of Christians (including all teachers, support staff, parents and others).

The following principles are followed in our Behaviour Management Policies in compliance with the Federal Government requirements:

The vision is underpinned by the following guiding principles that represent fundamental beliefs about safe, supportive and respectful school communities. These guiding principles emphasise the importance of student safety and wellbeing as a pre-requisite for effective learning in all school settings.

Australian schools:

- *affirm the rights of all members of the school community to feel safe and be safe at school*
- *acknowledge that being safe and supported at school is essential for student wellbeing and effective learning*
- *accept responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil the school's child protection responsibilities*
- *encourage the active participation of all school community members in developing and maintaining a safe school community where diversity is valued*
- *actively support young people to develop understanding and skills to keep themselves and others safe*
- *commit to developing a safe school community through a whole-school and evidence-based approach*

National Safe Schools Framework, January, 2011



ARRIVAL / DEPARTURE

Supervision is provided from 8.15am each morning. Upon arrival, students go straight to the lower playground and place their bags in allocated spots. Students should not be in classrooms before the school day begins (8.45am).

Should a student arrive after the bell at 8.45am, parents are to register at the office and complete a late note. The child will then go to class with the note for the class teacher's records.

Parents will need to sign their child's late note at the office.

If your child leaves school before 3pm you will need to go to the School Office to collect your child and sign them out. If you are aware in advance that your child will leave early you are asked to write a note to the class teacher.



AFTER SCHOOL DISMISSAL

Children catching the **bus** go straight to the area outside the front office. The duty teacher will meet the children and supervise children onto the appropriate buses.

Children who are being collected by **car** go and sit down outside the office closest to Cambridge Street. **Parents wait in their car** in the Kiss and Drop area while the duty teacher assists the children to locate parents and watch out for safe management.

Children who **walk** home, exit the school grounds through the Cambridge Street gates.

Children who are being **collected** by their parents/carers, are to meet on the lower playground. Parents are asked not to wait outside of the classroom area to collect children for ease of dismissal and safety of the children.

Children not collected by 3.20 pm will return to the school office to wait for their parents to collect them. Parents are asked to contact the school office if they are running late so that we can reassure your child.



SCHOOL ATTENDANCE

If your child is away from school a note explaining their absence needs to be sent to the class teacher upon their return. If you know in advance, a letter can be sent prior to the absence. Parents must apply for leave (for a period of longer than **10 days**) by completing a form for exemption and if approved, a certificate will be forwarded.

Parents are actively encouraged to ring the School Office if their child is going to be absent on the day. This does not constitute an explanation of the child's absence. This will still need to be given in writing within **7 days**. This is a legal requirement.



ANNUAL SCHOOL REPORT

The Annual School Report is made available to all members of the community each year. This is a summary of the schools activities and achievements for the year. This is available on our school web site and in the school office.

BUS TRAVEL

Student opal cards are available for children who are:

- ◆ Kindergarten – Year 2 children irrespective of distance from home to school.
- ◆ Students in Year 3 to 6 who reside more than 1.6 kilometres from the school.

The two services available cover the North Epping area (route No. 710) and the Dence Park area (special route No. 711). For Student Opal cards applications and information go to transportnsw.info/school-students.

UNIFORM

GIRLS UNIFORM

<p>Summer Blue checked dress Short navy blue socks <i>(No short ankle socks or long socks)</i></p> <p>Navy blue jumper Black shoes</p>	<p>Winter Blue shirt Navy blue tartan A-line tunic (with pale blue & red narrow lines) Navy blue long socks or stockings Navy blue jumper Black shoes Blue tie</p>
<p>Sports Navy blue skirt, skorts or shorts White OLHC polo shirt White joggers and socks <i>(No short ankle socks or long socks)</i> Black sports briefs Navy blue tracksuit No bike pants</p>	<p>Accessories Ribbons/Hair accessories should be navy to match all uniforms and in the winter red ribbons may be worn to match the girls winter tunic</p>

BOYS UNIFORM

<p>Summer Blue "OLHC" shirt and shorts Short navy socks Black shoes Navy blue jumper</p>	<p>Winter Navy blue winter weight long trousers Blue shirt Blue tie Black shoes Short navy socks <i>(No short ankle socks or long socks)</i> Navy blue jumper</p>
<p>Sports White OLHC polo shirt Navy blue shorts Short white socks and joggers Navy blue tracksuit</p>	<p>School Bag Navy blue with red logo and trim</p> <p>Hats – worn all year round Navy 'legionnaire' or full brim style</p>



HAIR

- When the hair reaches collar length it must be tied back and not covering the students face.
- Hair needs to be of natural colour.
- Any hair ribbons must be in school colours, navy in summer and red in winter.
- Extreme hairstyles are not permitted.

JEWELLERY

- A watch, small pair of stud earrings are permitted. Religious medals are permitted if they are worn under the uniform.

GENERAL GROOMING

- The children should be consistently encouraged to wear their uniform with pride.
- Shirts must be tucked in at all times.
- Shoes should be polished regularly.
- Nail polish and make up are not permitted.
- The Principal has discretion regarding all uniform matters.

(Uniforms can be ordered online: www.youruniformshop.com.au)



HOMEWORK

Responsibilities for homework are:

- ▶ students:
 - read each night as a part of their homework routine
 - K-2 Home Readers are to be read out loud to parent / guardian
 - 3-6 Independent reading plus one session a week (5 min) reading out loud to parents
 - complete homework tasks as set by class teacher
 - use students diaries (Yrs 3- 6) to record homework
 - use reading diaries (K-2) to record nightly reading
- ▶ class teachers:
 - set homework tasks linked to class learning
 - check completion of tasks and provide feedback to students
 - facilitate nightly home reading
- ▶ parents:
 - view and sign student diaries (Yrs 3-6)
 - view and sign reading diaries (K-2) for nightly reading
 - inform class teacher if homework is not completed



Homework is to be completed Monday – Thursday with MAXIMUM times per night as outlined below:

Kindergarten	15 minutes	(10 minutes reading, 5 minutes other)
Year One & Two	20 minutes	(15 minutes reading, 5 minutes other)
Year Three & Four	40 minutes	(20 minutes reading, 20 minutes other)
Year Five & Six	60 minutes	(30 minutes reading, 30 minutes other)

BEFORE AND AFTER SCHOOL CARE

Our Lady Help of Christians Before and After School Care is an on-site facility providing out of hours care for students, before and after school and on Pupil Free Days. This is a non-profit organisation managed by a committee of parents from the school. The Centre provides high quality safe care, whilst leading the children through fun, developmentally appropriate activities for their leisure time.



AWARDS

Merit awards are presented each week at 8.45am Friday assembly. Parents are always welcome to attend these Assemblies. The merit awards are awarded to students from each class who have done their best in the school work or demonstrated positive behaviour. The award recipients are published each week in the School Newsletter.



Principal's award – recommendations are made to the principal for recipients of the Principal's Award. These are given out at Thursday morning assembly and published in the school newsletter. The awards are linked directly to the School Mission Statement.

PARKING OF CARS

Both long term and 2 hour parking spaces are available around the school. Please observe traffic regulations when parking your car. Police and parking inspectors patrol the area regularly. We do our very best to keep in touch with local authorities to assist in keeping pick up and drop off areas outside the school clear and safe for the children.



FAMILY BASED SACRAMENTAL PROGRAM

All children in schools across the Broken Bay Diocese have access to family based Sacramental programs. These programs are organised in each parish by Sacramental Coordinators and supported by the Sacramental Team which includes the Parish Priest and may include the Principal and Religious Education Coordinator of the school.



At Our Lady Help of Christians Sacraments are celebrated in the following suggested order:

Confirmation
Reconciliation
First Eucharist

Year 2
Year 2
Year 3

PARENT INVOLVEMENT



Parents are encouraged to be involved in all aspects of their child's education and the school community. This is an invaluable contribution to the spirit of the school and is much appreciated by the staff and the children themselves. Your involvement enriches your knowledge of the educational environment allowing you to assist your child's growth and development both now and in the future.

Below is a list of ways in which you may choose to become involved:

Book Club Co-ordinator
Canteen volunteers
Dads in the Classroom
Uniform shop helpers
Assisting teachers in Classroom
Library helpers
Class Mums and Dads
Excursion Helpers

P&F committee members –
President
Vice President
Secretary
Treasurer
Canteen Co-ordinator
Second hand uniform Shop Co-ordinator
Class Parent and Dads in the Classroom
Diocesan Parent Council Representative
Market Committee

If you have interest in any of the roles listed above please contact the school secretary who will put you in touch with the appropriate person.



PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association meet each term to discuss issues relating to the school community, including ways that we can enhance the growth and development of the school. All parents are encouraged to attend these meetings. The AGM is held in November each year where the executive committee are elected.

Class Parents are a valued support network to the P & F and also the class teacher. Often parents share this role to assist teachers and school with communication and hospitality e.g. class morning tea, picnics, distributing lists, welcoming new families to the class.



CANTEEN

A healthy school canteen operates all day on Fridays during term.

Canteen is operated by the parents and volunteers are always needed and welcomed. Being a canteen helper is a great way to meet other parents and children. For your convenience we have enclosed as part of your Enrolment Package an application form for joining the team.

MEDICATION

At Our Lady Help of Christians Primary School we follow the Medication Policy for Diocesan Systemic Schools.

Parents will need to complete a Medical Notification Form annually for each child, advising the school of medication prescribed or used on the advice of a medical practitioner. This medication may relate to conditions such as epilepsy, diabetes, allergies, asthma, anaphylaxis, cystic fibrosis or Attention Deficit Disorder. **At Our Lady Help of Christians School, we encourage 'nut free' snacks and lunches because we have students in the school with anaphylaxis.**

The parents will provide an action plan from their doctor and any medication to be administered as needed or if required. Parents must have their doctor fill in and sign the Request to Administer Medication in School form. **No medication can be administered by staff without these signed permissions.** The WH&S committee will display action plans and photographs of the students in Sick Bay and this information will be made available in the Class Roll and in information for casual teachers. Information is also displayed in the Canteen when appropriate. The staff will also indicate children requiring medical attention in their rolls.

Medication will be carried by the teacher to all outside excursions.

At the beginning of year staff meeting, action plans for all children with special medical conditions are discussed. Staff will be trained as required for epilepsy, anaphylaxis, Attention Deficit Disorder or cystic fibrosis as needed. As an asthma friendly school, staff will have yearly refresher courses. It is suggested that parents provide the school with a supply of 'treats' if their children are allergic to a food group or have other special requirements.

With permission of the parents of the child on medication, other parents will be advised of any allergies so that lunches and other food can be 'allergy free' food.



BOOK CLUB



Book Club involves “Scholastic Books” providing a brochure outlining books and associated materials with an order form twice a term. Parents organise the distribution of the brochure and collate the orders. When the books arrive, they organise the distribution of the books to classes. Bonus points allow the school library to receive free books.

SCHOOL HOUSE ORGANISATION

Children are allocated membership to one of the three houses for our school-based sporting activities. These teams are also allocated house points for following the School Code of Conduct, including good citizenship throughout the year. The three house teams are:-

- St Matthew - Red
- St Luke - Blue
- St John – Green





INFORMATION TECHNOLOGY

Children at Our Lady Help of Christians have access to a range of Information Technology resources to assist and enhance their learning. The school has an ICLT Internet and Network Services User Agreement Policy. This can be found on the School website.

Each year the children and parents will receive an Internet Agreement. This needs to be signed and returned to school.

STUDENT LEADERSHIP

All Year Six students are given an opportunity to undertake a leadership role.

The students from Year 5 are nominated in Term 4 for leadership positions. (Including: 2 School Captains and 6 Colour House Captains plus Captains of Technology, Library, Music, Buddy Program and Social Justice.).

These children are asked to prepare a short speech for School / Colour House Captain which is presented to the children from Years 2, 3, 4 and 5. The votes from students and staff are counted and the elected leaders are notified.

Other areas of leadership throughout the school include:

- Black Bag and Bins– Year 3
- Bells - Years 3, 4, 5 and 6.
- Balls - colour captains in the second half of lunch.

Buddy System: Children entering Kindergarten are allocated a special Year 6 Buddy. The Buddy takes special care of the younger child as they settle into school life. The Buddy can check up on the child during break times and is a friendly face to go to in times of need. The year 6 Buddies sometimes assist their Kindergarten friends in their classrooms. These buddies are assigned by the Year Five and Kindergarten teacher in the year prior to the new kindergarten children commencing.

NO SMOKING ENVIRONMENT

At Our Lady Help of Christians Catholic Primary School we are committed to maintaining healthy environments for all.

Smoking is not permitted on Our Lady Help of Christians Primary School property.

NO DOGS OR PETS

At Our Lady Help of Christians Catholic Primary School we do not invite parents or students to bring their pets to the school.

COMPLAINTS HANDLING PROCEDURE

COMPLAINT MANAGEMENT

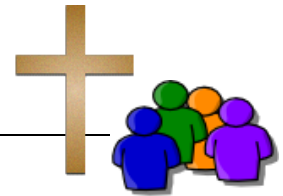
Our Lady Help of Christians Catholic Primary School is committed to providing a safe and supportive environment for both students and staff. All staff in our school are expected to strive to work together to create a culture and environment characterised by mutual respect, justice and life-giving relationships.








However where a member of staff, a student, a parent or any other member of the wider school community is concerned about something happening at school, they have a right to make a complaint. The *Diocesan Schools Complaints Handling Policy* sets out procedures to resolve such concerns while upholding the dignity of each person involved.

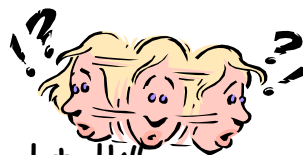




The “Who’s Who” of Catholic Education








NESA	NSW Education Standards Authority (formerly BOSTES) www.boardofstudies.nsw.edu.au
National Tests 	There are national tests for children in Year 3 and Year 5. These 4 tests examine basic literacy and numeracy skills.
CSO 	Catholic Schools Office Broken Bay Under the guidance of Mr Peter Hamil (Director of Education), the CSO is responsible for overseeing the management of 43 Schools – 36 Catholic primary schools and 7 Catholic high schools with approx 15 000 students – in the Broken Bay Diocese. www.cso.brokenbay.catholic.edu.au/schools/parents.html
P&F 	Parents & Friends Associations - help build community in schools and coordinate parent fundraising efforts .
DPC 	The Diocesan Parent Council represents all parents of children attending Catholic Schools in the three clusters of our Diocese. Each Schools P & F has representatives on the Cluster Parent Councils . Reps from each of the three clusters form the DPC Executive . A parent from the DPC represents Broken Bay on the CCSP . Contact parentcouncil@dbb.edu.au or ph. 9847 0340
CCSP 	Catholic Council of School Parents is the official parent organisation recognised by the Catholic Bishops to represent parents of children attending Catholic schools in the 11 Dioceses of NSW/ACT. www.ccsp.catholic.edu.au
CEC 	Catholic Education Commission is responsible to the Bishops of NSW for coordination and representation of Catholic education in NSW /ACT. http://www.cecnsw.catholic.edu.au/
YOU 	The parents! The most important factor in your child’s education. You were your child’s first teacher and will continue to be, as you guide, encourage and nurture your child.



And that means ...???

Jargon Busting the ABC of "school talk"

<p>Curriculum KLA's</p> 	<p>Key Learning Areas - we used to call these subjects. There are 6 KLAs - with a syllabus for each from the Board of Studies. English, Mathematics, Science and Technology, HSIE (History and Geography), Creative Arts, PDHPE (Personal Development, Health & Physical Education). Catholic schools also include Religious Education. Teaching is done across KLA's. For example a teacher may use a linkage unit of Space to include aspects of several KLA's.</p>								
<p>Syllabus ?</p> <p>Outcomes</p> 	<p>The 'what' and 'how' KLAs are taught A syllabus describes the purpose, direction and subject matter for each KLA. It includes aims, objectives, content and outcomes for each stage of learning. These are statements in the syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage within each KLA. See www.k6.boardofstudies.nsw.edu.au</p>								
<p>Learning Stages</p> 	<p>The curriculum is organised into different stages of learning that correspond with school year classes. It is important to note that stages in the curriculum usually cover two years of schooling.</p> <table border="1" data-bbox="371 1176 1415 1328"> <tr> <td>ES1 (Early Stage One)</td> <td>Kindergarten</td> </tr> <tr> <td>S1 (Stage One)</td> <td>Year 1 and Year 2</td> </tr> <tr> <td>S2 (Stage Two)</td> <td>Year 3 and Year 4</td> </tr> <tr> <td>S3 (Stage Three)</td> <td>Year 5 and Year 6</td> </tr> </table>	ES1 (Early Stage One)	Kindergarten	S1 (Stage One)	Year 1 and Year 2	S2 (Stage Two)	Year 3 and Year 4	S3 (Stage Three)	Year 5 and Year 6
ES1 (Early Stage One)	Kindergarten								
S1 (Stage One)	Year 1 and Year 2								
S2 (Stage Two)	Year 3 and Year 4								
S3 (Stage Three)	Year 5 and Year 6								
<p>PD /PL days (pupil free days)</p>	<p>Professional Development or Professional Learning days are days within the school term when teachers attend courses. Children do not attend school on those days.</p>								
<p>G & T</p> 	<p>Gifted & Talented is a term used to refer to programs developed for those children who may have special needs with regards to extending their learning. Programs will differ from school to school.</p>								
<p>ESL LBOTE</p>	<p>English as a Second Language Language Backgrounds other than English</p>								
<p>Learning Support</p> 	<p>Teachers recognise that all children all learn differently and at their own pace, however some children may need extra support due to a diagnosed disability or learning disability. Our schools are "inclusive", which means children are integrated and learning support is given within the regular classes.</p>								

