



PARENT INFORMATION BOOKLET

GENERAL INFORMATION

Address	Our Lady of Victories 15 Lovell Parade Shortland 2307
Telephone	School 4951 1003 Presbytery 4955 9364
Fax	School 4955 8730
E-Mail	admin@shortland.catholic.edu.au
Web	shortland.catholic.edu.au
Motto	Veritas (Truth)
Office Hours	Monday Tuesday Thursday. 8:30am – 3.00pm Wednesday 9am-11am Friday 8.30am – 2.00pm

Phone calls cannot be put through to teachers or students during class times, although messages will be passed on as soon as possible.

Vision And Mission Statement

Jesus Christ lived amongst us as a symbol of Truth and gave us an example of truth to follow. As we grow, we search for truth in all we do, say and feel.

The mission for Our Lady of Victories Shortland, is to educate children truthfully with Jesus as our focus, so that children achieve their potential through a partnership of home, parish and school within the context of a caring Catholic community to become positive contributing Christians.

Our Lady of Victories aims to achieve this by providing opportunities to:

- develop Christian spirituality
- develop children academically catering for individual needs through relevant learning experiences
- support the children's moral, physical, social and emotional development
- value achievement and effort
- work in partnership with parents, teachers and parish.

School Fees are an integral part of our Catholic School system. The school forwards a portion of the fees to the Catholic Schools Office to subsidise the allowance granted by the Government each year to help cover teacher's wages. The remainder is used to cover running costs. The annual fees are divided equally across 3 terms.

An account will be sent home at the beginning of each term. This account may be paid weekly, fortnightly, monthly or in one lump sum. We have a Direct Debit and BPay option available. Please contact the office if you require a direct debit form. EFTPOS is also available at the office for your convenience. If paying by cash or cheque please forward the payment with your account to school. A receipt will be issued and sent home with your child. Families experiencing genuine financial difficulties are asked to contact the Principal to discuss the matter.

School fees in the diocese are made up of a number of charges.

Tuition Fee (billed over three terms)

<u>2018</u>	<i>Per Year</i>	<i>Per Term</i>
1 st Child	\$1206.00	\$402.00
2 nd Child	\$1085.40	\$361.80
3 rd Child	\$964.80	\$321.60

(These fees are based on current information supplied by Catholic Schools Office and are subject to change we have provided the fee structure for 2017 as a guide)

Resource Fee, Grounds Levy and Sport Fee (billed once only per year)

The resource fee and sport fee is charged at the commencement of each year for each student.

The resource fee assists in providing textbooks, copy paper and stationery needs for each student and the Sport fee covers the cost of sporting activities throughout the year.

The Resource Fee is **\$227.00 per student per year**.

The Grounds Levy Fee is **\$110 per family per year**

The Sport Fee is **\$137.00 per student per year**

All fees are itemised on each family account.

Technology Levy (billed once only per year)

A Technology Levy of **\$147 per student per year**. This amount includes the Catholic Network Levy of \$20 per student per year (this provides access to the school internet for the students).

Diocesan Family School Building Levy (billed over three terms)

The Family School Building Levy **of \$600 per family per year** is billed to the eldest child in the family. If you have an older child at a Diocesan High School, he or she will be billed by their school. The levy will be divided into payments of \$200.00 and will appear on the statement each term billed.

The levies collected are used for building projects in all schools within the Diocese according to maintenance needs and building priorities developed by the FSBL committee administering the funds.

Diocesan Pastoral Contribution (billed over three terms)

A Voluntary contribution of \$150 per family (\$50 per term) is being sought as a diocesan pastoral contribution. Funds support the ongoing pastoral works of the diocese which include, amongst many initiatives:

- The diocesan pastoral ministries office and the activities of its many advisory councils – the diocesan pastoral Council, the Adult Faith Formation Council, the Liturgy Council, the Ecumenical and Interfaith Council, the Social Justice Council and the Diocesan Council of Ministry with Young People.
- The provision of chaplains ministering in the following areas – Newcastle University, Newcastle Port, Prisons, Hospitals and Catholic Care Social Services.
- Family Community Faith Coordinators who work to reach out to and connect families with their local parish and school.
- Pastoral Coordinators who work in those parishes without a resident Parish Priest.

Enrolment Fee

This fee is payable upon confirmation of enrolment. This fee is non-refundable and is payable before the student commences school. The enrolment fee covers all administrative work involved in processing the application.

Discipline

We believe that self-discipline by the child, based on the child's own reasoning, is the best discipline and should be our aim. Honesty in action and thought and the sense of responsibility are very much encouraged.

Discipline is vitally important to the smooth running of the school and is seen as an integral part of all areas of education. Behaviour, which causes disruption to others, demands specific measures, which must be consistent, firm, just, impartial and kind. We believe that reward and encouragement are far more effective than punishment, but, at times, some forms of imposed discipline have to be used. Please refer to the schools Discipline Policy.

These include: Teacher - Pupil interview
 Loss of minor privileges
 Principal - Pupil interview
 Detention
 In serious cases of misbehaviour, Principal - Parent interviews.

Corporal punishment is not practised at OLV. Our Lady of Victories does not promote the use of corporal punishment by parents in relation to school discipline.

School Regulations

As our aim is for Christ's Spirit to be at the heart of all we say and do, children learn to live as Christian community of the school.

This requires development of self-discipline, courtesy, punctuality, resourcefulness and responsibility.

At Our Lady of Victories children:

- Keep the classrooms and playground neat and tidy
- Wear the school uniform
- Play in areas designated only for that purpose.
- Walk bikes in the playground.
- Answer bells promptly.
- Speak and behave with courtesy and respect to all.
- Do not leave the school grounds without permission.
- Do not throw stones, sticks etc. which may cause injury.
- Do not chew gum at school.

Hair

Hair should always be neat and tidy. Long hair should be tied back for health and safety reasons. A red or blue ribbon, head band, scrunchie or hair tie is permitted for hair.

Jewellery

For safety reasons, no jewellery should be worn to school. Sleepers and studs only, should be worn in pierced ears. Nail polish and make-up are not to be worn at school.

School Uniform

Girls

Summer

A-line check tunic
short white socks
black shoes
school hat

Winter

box pleat navy tunic
navy long pants (tunic alternative)
long sleeve white shirt
navy tights or white socks
navy blue knitted jumper
school tie
school hat

Sport

navy shorts with logo
school polo T-shirts with crest
white socks
white shoes
navy tracksuit with crest
school hat with crest

Boys

grey drill material shorts - no corduroy
short sleeved blue shirt
grey socks with stripes
black shoes
school hat

long grey trousers
long sleeve blue shirt
grey socks with stripes
black shoes
school tie
navy blue knitted jumper
school hat

navy shorts with logo
school polo T-shirts with crest
white socks
white shoes
navy tracksuit with crest
school hat with crest

The school uniform can be purchased new from Lowes at Jesmond. The sport uniform can be purchased new from the school office. Limited stock is kept on hand and some articles of both uniforms may be available at the school uniform pool. Please enquire at the office to access the uniform pool.

Please ensure that all items of clothing are marked clearly with your child's name.

Sun Protection

It is the policy of the school that all children wear a hat whilst outside the classroom all year round. It is advisable that sun cream is applied to children daily before school. Also when attending carnivals, excursions etc. A general rule of **no hat no play** applies.

School Newsletter

A digital fortnightly newsletter, is available for downloading every second Thursday. It is available via email distribution list, subscription list, school website documents, COMPASS parent portal and Facebook closed group files. This is the usual means of informing parents of what's happening at school. It is also the means of publicising activities organised by other groups within our Parish community.

For those who like to keep abreast of everything that is happening, the newsletter usually goes home each Thursday. If you miss out please check with your child and if necessary enquire at the office for a copy. Special notices are issued for special events. These are issued to the children concerned, sometimes the whole school. We rely on the children to take the notices home to keep you informed.

The Newsletter can be supplied electronically upon request.

School Sport

Our Lady of Victories School actively participates in school, regional and diocesan swimming and athletics carnivals. Whilst regional and diocesan carnivals are restricted to primary pupils, our own school carnivals are organised to allow for participation by all children - infants and primary.

As far as possible, all pupils participate in weekly organised games and skill practices on Wednesdays. It is expected that pupils will wear their correct sports uniform on that day.

All pupils are expected to undertake these and other Physical Education lessons and activities unless we are advised that it is medically or physically inadvisable.

Pupil Absences

Children are normally required to be in attendance at school on each half day that the school is open. Teachers are required by law to record absences for each child. If a child is absent parents or carers have the option of notifying the school of the reason for the absence via the COMPASS parent portal, emailing the school office, telephoning the school office or a brief note of explanation on return.

If a child arrives late or is removed from school early to attend medical appointment etc. then parents or carers **must sign** children in or out of school. There is a Kiosk located on the reception desk in the school office for the purpose of “parent drop off” sign in and “parent pick up” sign out. Under no circumstances should a child arrive late unaccompanied to school, and under no circumstances will a child be permitted to leave school early unaccompanied.

Staff Inservice Days

Each of the schools in the Maitland - Newcastle Diocese is permitted three pupil frees days per year to enable staff development either through lecturing on modern teaching methods or up-dating of school policies. On these days children **do not** attend school. We endeavour to give at least four weeks notice of these days.

Excursions

The class teachers arrange class excursions. In no case is the main purpose of the excursion simply entertainment. Excursions are designed to widen the children’s experience and to stimulate interest in a theme or topic being taught. The cooperation by parents in allowing and encouraging their children to take part is appreciated.

All effort is made to keep costs to a minimum. In the case of financial hardship, cost can be subsidised by a discreet call to the Principal. From time to time, artists visit the school - again to enhance the curriculum - and usually at a modest price. All excursions and incursions are deemed to be part of the school program.

When transport is required for excursions, your written consent will be sought. We do not require this for local excursions in walking distance (eg the park, shops, fire station etc.) though you will be notified of any occasions your child leaves the school. On most excursions we expect the children to be in complete school uniform. As much forward notice as possible is given and prompt return of consent forms is always appreciated.

Parental Involvement

As it is your child we are helping to educate, we want you to feel welcome at all times. There are some areas in which voluntary help is always welcome if you have the time to share. Some ways of doing this include:

library	covering books, typing, cataloguing
reading	hearing individual children read
canteen	helping to prepare and sell lunches
craft	assist teachers when required

All parents who assist in the school need to have a Working with Children's Check. Volunteer Working with Children's Checks are free and can be obtained by applying via this link <https://www.service.nsw.gov.au/transaction/apply-working-children-check> Once your application has been submitted you will be required to take 100 points of identification to your local RMS or Service NSW office with your application number. Once these steps have been completed you will then be emailed a Working with Children Number known as a WWC number. A register of all staff and volunteers WWC numbers is maintained at the school. All school volunteers are also asked to attend a volunteer induction and complete the volunteer registration booklet available from the school office.

Parents and Friends Association

The school appreciates the valuable contributions made by the P&F. Your participation provides you with a wonderful opportunity to be involved in the school. Meetings are held on the last Tuesday of each month. These dates are advised in the school newsletter.

Homework

Homework is usually set to give parents an insight into the class program and reinforce work already done in the classroom. Homework would not normally take the form of new work, nor should it involve tasks that are dependent on the teacher's guidance.

Reporting to Parents

Digital, graded reports will be available for parents to download via the parent COMPASS portal at the end of Terms 2 and 4. There is also an opportunity for interviews with teachers at both times with bookings being available also via the COPMASS parent portal. You are most welcome to discuss your child's progress with the class teacher at any stage during the year by contacting the class teacher and making an appointment.

Accidents

We hope that your child will be happy at school and free from serious accident. However, when an accident does occur, we will try to render simple first aid and, if thought serious enough advise the nominated contact person.

In the case of the rare serious accident, we will call the ambulance and then try to contact you. The school subscribes to the Ambulance Service so there is no cost to parents for a callout or transportation

Illness at School

If your child becomes ill at school, the teacher and/or Principal will make a judgement whether to contact you, the parent. We are reluctant to call parents, especially from work, for what appears to be a minor indisposition. However if the sickness persists or seems serious, we will invite you, if you can, to collect your sick child.

Library

Our library is computerised allowing the children to use the latest researching techniques. It is also connected to the Internet to which children have supervised access. Children must have a library bag to enable them to borrow. Bags are available for purchase from the school office.

Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to inquire at the school about lost belongings. We make every effort to return lost/found articles to the children. Your assistance in labelling all garments would help immensely. Unclaimed items will eventually be sent to the clothing pool.

Canteen

This is a service operated by parents who volunteer to help. You are encouraged to assist if time permits. A price list is sent home and notices of periodic changes. We discourage children from having large amounts of money at school.

Lunch orders are available when the canteen is open - presently the canteen is open Wednesday & Friday. Orders should be written clearly on a paper bag with **name, class, order & amount of money enclosed**. Orders will be placed in the class lunch baskets.

School Luggage

For good posture during the rapid growth of childhood, parents are advised to consider a school bag that can be placed on the back with weight evenly distributed on both shoulders.

School Banking

Children are able to bank at the school each Tuesday with the Maitland-Newcastle Catholic Development Fund that offers very attractive and competitive rates. Application forms are available from the school office.

Buses

There are two buses that service our school. A State Transit bus picks up children from Birmingham Gardens and Shortland. A Hunter Valley bus picks up children from Maryland. For bus travel students are now required to have a student opal card. You can apply for a student opal card online at <https://apps.transport.nsw.gov.au/ssts/applyNow> . If you require assistance with applying for an opal card please see the school office.

Dropping Off and Picking Up

Due to the busy nature of Sandgate Rd, parents are encouraged to use Lovell Pde entrance when dropping children off in the morning and picking them up in the afternoon. The teacher on duty escorts all children who need to cross Sandgate Rd to the lights. Parents are asked to help reinforce this, by crossing Sandgate Rd at the lights also.

Privacy Policy

1. The School (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupils enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of the schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The school from time to time discloses personal information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Schools Office, the Catholic Education Commission, your local diocese and the parish, schools within our Dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the school from time to time engages in fundraising activities. Information received by you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and school directory
11. If you provide the school 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 the school and why, that they can access the information if they wish and that the school does not usually disclose the information to third parties.

Child Protection

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

The Children and Young Person's (Care and Protection) Act 1998

In NSW we are able to report certain information to Family and Community Services (FaCs). If we are concerned for one or more of the children in the school, we can discuss our concerns to the FaCS Child Protection Helpline (ph. 133 627, 24 hrs/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if we're uncertain, talk to a staff member at the school.

Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a 'designated non-government agency' and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct. All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged 'reportable conduct' which includes; sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Zimmerman services is the Diocese's specialist child protection service who works with the ombudsman to ensure the Diocese meets its obligations under Part 3A.

The Child Protection (Working with Children) Act 2012

Under this legislation, people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This 'Clearance' can be obtained from applying online at check@kidsguardian.nsw.gov.au

As a parent, if we learn about a staff member or a volunteer working in the school without a clearance, we should talk with the Principal or Assistant Principal as soon as possible. If we believe that nothing is being done about our concerns, we can contact Zimmerman Services directly (Ph. 4979 1390 Mon-Fri 08:30 to 5pm). The Diocese's reporting policy and procedures are available to everyone on the Diocesan website: [Diocese of Maitland-Newcastle Reporting Child Protection Concerns](#)

As parents we are entitled to contact Zimmerman services directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school isn't addressing allegations of reportable conduct or abuse. (ph. 4979 1390 Mon-Fri, 8:30 to 5pm)

Mandatory Reporting

Mandatory reporting is a term used to describe the legislative requirement for selected groups of people to report suspected cases of child abuse and neglect to government authorities. Parliaments in all Australian states and territories have enacted mandatory reporting laws of some description. In NSW, a child or young person is at risk of significant harm if current concerns exist for the safety, welfare or wellbeing of the child or young person because of the presence, to a significant extent.

For example:

- * basic physical or psychological needs are not being met or at risk of not being met;
- * not receiving necessary medical care;
- * not receiving an education in accordance with the Education Act 1990;
- * physical or sexual abuse or ill-treatment;
- * serious physical or psychological harm as a consequence of living in a household where there have been incidents of domestic violence;
- * serious psychological harm;
- * the child was the subject of a prenatal report under section 25 and the birth mother did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical the risk factors that gave rise to that report.

All teachers and staff of OLV are Mandatory Reporters of Child Abuse and Neglect. Parents might also like to know that volunteers who work in schools are also determined as Mandatory Reporters also. This means that all these groups are required by law to report any abuse or neglect.

Complaints and Grievances

From time to time, occasions arise when we are not happy with the service that we are receiving. Our Lady of Victories has a course of action that parents should follow. The CSO's Complaints & Grievances Resolution Policy is available if you are not satisfied with a resolution of something that may have happened at school. For your information, the procedure for handling complaints at OLV is summarised as follows:

Raise the issue as early as possible – Classroom based issues with the class teacher. Other complaints with the principal and or delegate.

If classroom issues are unresolved, then they can be directed to the principal.

If not resolved by the principal or is about the principal, reference to the CSO via the Parent Liaison Officer who will refer the matter to the appropriate Assistant Director.' If the matter remains unresolved, the Assistant Director may refer the matter to the Director. Formal Appeals are made through the Director of School in writing in a timely manner.

If still not resolved, the parent/carer may wish to go to an external agency or legal advocate for advice and assistance. Anonymous complaints may not be acted upon.

I refer parents to the flyer that is attached, in the foyer and on our school website for a fuller explanation.

The school community of Our Lady of Victories Primary School, Shortland, trust that you and your family enjoy happy times at our school.