



PARENT INFORMATION BOOKLET

GENERAL INFORMATION

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| Address | Our Lady of Victories 15 Lovell Parade Shortland 2307 |
| Telephone | School 4951 1003 Presbytery 4955 9364 |
| E-Mail | admin@shortland.catholic.edu.au |
| Web | shortland.catholic.edu.au |
| Motto | Veritas (Truth) |
| Office Hours | Monday - Friday 8:30am – 3.30pm |

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 Organisation

Admission to Kindergarten

In line with Diocesan Policy there is one general admission to Kindergarten each year at the beginning of first term. Children wishing to be enrolled in Kindergarten must be 5 years old by 31 May.

School Commencement Dates - 2019

| | |
|--------------|---------------------------------|
| All Staff | Monday 28 January |
| Years 1 to 6 | Wednesday 30 January |
| Kindergarten | Friday 1 st February |

2019 School Terms

| | |
|--------|---|
| Term 1 | Wednesday 30 Jan 2019 Friday 12 April 2019 |
| Term 2 | Monday 29 April 2019 Friday 5 July 2019 |
| Term 3 | Monday 22 July 2019 Friday 27 September 2019 |
| Term 4 | Monday 14 October 2019 Friday 20 December 2019 |

2020 School Terms

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|--------|--|
| Term 1 | Wednesday 29 January 2020 Thursday 9 April 2020 |
| Term 2 | Monday 27 April 2020 Friday 3 July 2020 |
| Term 3 | Monday 20 July 2020 Friday 25 September 2020 |
| Term 4 | Monday 12 October 2020 Friday 18 December 2020 |

School Routines

To assist in the smooth operation of Our Lady of Victories Primary School it is important that you be aware of the following:

School Hours

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|------------------|-----------------------------------|
| School commences | 8:55am (The bell rings at 8.53am) |
| Lunch | 11:00am – 12.00pm |
| Recess | 1:40pm - 1:55pm |
| Dismissal | 2:55 pm |

Legally, the school does not accept responsibility for the supervision of children prior to 8.30am. No teacher will be on duty before this time nor after 3:15pm. For the first 10 minutes of the lunch break, children eat their lunch under teacher supervision.

Parents collecting children from class at times other than normal hours are requested to sign the register at the office. The same is effective for late arrivals.

School Fees

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 | \$1233.00 | \$411.00 |
| 2 nd Child | 10% Discount on each child | |
| 3 rd Child | 20% Discount on each child | |

(These fees are based on current information supplied by Catholic Schools Office and are subject to change we have provided the fee structure for 2019 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 **\$240.00 per student per year.**

The Grounds Levy Fee is **\$150 per family per year**

The Sport Fee is **\$140.00 per student per year**

All fees are itemised on each family account.

Technology Levy (billed once only per year)

A Technology Levy of **\$150 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 \$990 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 \$330.00 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 \$300 per family (\$100 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
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 with crest
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. 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 fortnightly newsletter, Our Lady's Voice, is circulated electronically every second Thursday on even weeks. 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.

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 is available via Schoolzine website, Email, Compass and it can be downloaded via the school website <http://shortland.catholic.edu.au>.

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 to record absences for each child. When returning from absence, a brief note of explanation is required, or a notification of their absence using the Compass app is the preferred method.

If a child arrives late or is leaving early from school to attend medical appointment etc. then parents inform of the variation to student arrival and departure via the kiosk at reception or through the Compass App.

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:

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|----------------|-------------------------------------|
| 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

Electronic, graded reports will be sent home at the end of Terms 2 and 4 via compass, with an opportunity for interviews at both times. 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

At Our Lady of Victories we are committed to ensuring we provide a safe environment for students. To assist us with this task we are required to meet the statutory obligations of the legislation relating to child protection and the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:

- ❖ The Ombudsman Amendment (Child Protection and Community Services) Act
- ❖ The Children and Young Persons (Care and Protection) Act
- ❖ Child Protection (Prohibited Employment) Act

Catholic Schools Office documents include:

- ❖ Child Protection – Identifying and notifying Abuse
- ❖ Guidelines for the Implementation of the Ombudsman Amendment Act
- ❖ Child Protection – Procedures for Schools

The Children and Young Persons (Care and Protection) Act and the Catholic Schools Office Child Protection – Identifying and Notifying Abuse requires that all staff employed at Our Lady of Victories report to the Department of Community Services any child suspected as being a victim of child abuse.

The Ombudsman Amendment (Child Protection and Community Services) Act and the Guidelines for the Implementation of the Ombudsman Act requires that any allegation of child abuse made against a member of staff at Our Lady of Victories must be reported to the Ombudsman's Office and investigated by Anne Gleeson from the Child Protection Unit at the Catholic Schools Office.

The Child Protection (Prohibited Employment) Act requires all employers to confirm that all employees, both paid and unpaid, are not prohibited persons, A prohibited person is one who has been convicted of a serious sex offence, which would lead to the possibility of 12 months imprisonment if the offence had occurred currently in the state of NSW. A list of such offences would include sexual abuse of a child assault, carnal knowledge and acts of indecency. Therefore, all volunteers at Our Lady of Victories must provide the school with a Declaration outlining their status under this legislation before they can commence activity at the school.

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