

# ST OLIVER'S PRIMARY SCHOOL



UNITY IN DIVERSITY

## Parent Handbook 2017

33 Wigram Street  
HARRIS PARK NSW 2150

Phone: 9682 1244

Fax: 9637 3326

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

## PRAYER & NATIONAL ANTHEM

### *School Prayer*

This is our school  
Let peace dwell here  
Let the rooms be full of contentment  
Let love abide here  
Love of one another  
Love of everyone  
Love of God  
And love of life itself  
Let us remember that  
As many hands build a house  
So many hearts make a school

### *Advance Australia Fair*

Australians all let us rejoice,  
For we are young and free;  
With golden soil and wealth for toil,  
Our home is girt by sea;  
Our land abounds in Nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia fair!  
In joyful strains then let us sing,  
"Advance Australia fair!"

Beneath our radiant southern Cross,  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To advance Australia fair.  
In joyful strains then let us sing  
"Advance Australia fair!"

Dear Parents

Welcome to St Oliver's.

I trust your association with this school is a long and happy one. For those of you who are bringing your first child to a Catholic school there will be many new and interesting events that will impact on your family. When a child starts school the school becomes part of the whole family's life.

Schools are exciting and busy places and your child will thrive on all the new opportunities available. I am confident that your child will have many wonderful new experiences to enjoy and share with you.

At St Oliver's we strive to provide a Catholic education in a Christ centred learning environment. Our values and attitudes are based on Gospel values and Catholic traditions. The staff members at our school are enthusiastic and committed to quality teaching and learning which equips your child as a lifelong learner. They work with dedication to develop the skills and knowledge that enable the students to face new challenges with confidence and enjoyment.

Thank you for the privilege of working with you in the education of your child. I know it is an association which will bring many happy memories.

On behalf of our Parish Priest, Rev. Chris de Souza PP, the entire staff at St Oliver's and the parent community I welcome you and invite you to become active members of our parish and school community.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Barbara Young', written in a cursive style.

Ms Barbara  
Young Principal

## SCHOOL PROFILE

<b>ADDRESS</b>	33 Wigram Street HARRIS PARK NSW 2150
<b>PHONE</b>	9682 1244
<b>EMAIL</b>	StOlivers@parra.catholic.edu.au
<b>WEBSITE</b>	www.stoliversharrisparke.catholic.edu.au
<b>PRINCIPAL</b>	Ms Barbara Young
<b>ASSISTANT PRINCIPAL</b>	Mrs Kathryn Newman
<b>RELIGIOUS EDUCATION CO ORDINATOR</b>	Mr Anthony Matthews
<b>CO-ORDINATOR</b>	Ms Lyndall Conley
<b>SCHOOL HOURS</b>	9:00am to 3:00pm (Playground supervised from 8.30am)
<b>MORNING BELL</b>	9:00am
<b>RECESS</b>	11:00am to 11:10am (Supervised eating of recess) 11:10 to 11:30pm (play)
<b>LUNCH</b>	1.00pm to 1.10pm (Supervised eating of lunch) 1:10 to 1:30pm (play)
<b>DISMISSAL</b>	3.00pm
<b>PARISH PRIEST</b>	Rev Chris de Souza PP
<b>PRESBYTERY PHONE NO</b>	9637 1062
<b>MASS TIMES</b>	Saturday - 5:30pm Sunday - 8:00am and 10:00am
<b>Catholic Out of School Hours Care (COSHC)</b>	0427 665 715 E:coshcstoliversharrisparke@parra. catholic.edu.au

## ARRIVING TO SCHOOL and GOING HOME

### Arrival

- Supervision of children on the playground begins at 8:30am.
- After 8:30am parents are able to drop their children off in Wigram Street at the front of the school and Allen Street at the side of the school in the 5 minute parking zones.
- It is imperative for the safety of the children that parents do not make a u-turn in front of the school.
- Children crossing Wigram Street are to use the crossing, with the Crossing Supervisor.
- In the interest and safety of the children, COSHC is available for students requiring supervision before 8:30am.

### Dismissal

At 3:00pm all children will go to their designated areas:

- **Walkers** - These children leave school grounds through the front gate and walk directly home.
- **Pick Up** - Parents choosing to park their cars, should do so in the legal parking areas. Parents can then walk to the assembled children at the designated area to collect their child / children. Once children have been dismissed from class and see their parents, they may leave the premises.
- **After School Care / COSHC** – These children go directly to the hall via internal corridors.
- Children not collected by 3:20pm will be taken to the office.
- If your child is being collected by someone other than a parent, please let your child's teacher know in writing. Emergencies do occur, but it is helpful if you ring the school office if an unexpected change in arrangements is necessary (9682 1244).
- For the safety of others, a high standard of conduct is encouraged and expected when students are waiting for their parents to arrive.

### **Application for free Bus and/or Train travel**

To be eligible for free bus travel pupils must:

1. Be infant children (ie, in Kindergarten, Year One or Year Two), or,
2. Reside more than 1.6 kilometres from the school by the shortest practical walking route.

Final approval is given by the Transport NSW.

Parents will need to complete the application form online at [transportnsw.info/school-students](http://transportnsw.info/school-students) Print, sign and date the completed application and then submit it to the school office for endorsement. The school will then send the application to Transport for NSW.

### **Lost Passes**

Should a pupil lose his / her original bus pass a replacement application form can be obtained from Sydney Buses at:

<http://www.sydneybuses.info/schools/pass-replacement>

The cost of the replacement pass must be met by the parent / guardian.

## **ASSEMBLIES**

A brief whole school assembly is held on Monday morning at 9:00am. This assembly is led by school leaders and consists of prayer, birthdays, notices of upcoming events and the singing of our National Anthem.

School assemblies are held in week 4 and week 8 of each term. When scheduled, these assemblies are usually held on a Friday at 2:30pm in the School Hall. Please check Parent Calendar, Website and Newsletter for further details. All parents are welcome.

## **ATTENDANCE**

Students are required to attend school all day of every day that school is open. Regular attendance at school is essential for progress. Please send your child on time each day.

Where illness or another reason prevents a child's attendance at school, parents are required to inform teachers in writing with the date of and the reason for the absence. To explain an absence parents and carers are to send a note, fax or

email to the school. This needs to be explained promptly within 7 days. Parents can also use the Skoolbag app to explain student absences.

Parents taking their children out of school for leave of more than 10 days during a school term e.g. a holiday, elite sporting event, work in the entertainment industry; need to complete an ***Application for Extended Leave***. **These can be obtained from the school office/website and must be completed prior to the leave being taken.**

### **Taking Your Child from School**

If you need to collect your child from school early, a parent/guardian must sign out the child at the school office before any child can leave the school premises. The school will not allow the child to leave the school without this process being completed.

### **Arriving Late to School**

Any child arriving late to school must also be signed in by the parent/guardian at the school office. To protect our valuable learning time, we ask parents to ensure that your child is punctual to school as children arriving late can cause a disruption to the whole class.

## **BEFORE & AFTER SCHOOL CARE**

Before and after school care is available on site. Catholic Out of School Hours Care (COSHC) is available to students of St Oliver's. This service, while on site, is managed separately to the school. It is registered for Child Care Benefit and Child Care Rebate to assist families with fee reduction. Contact details are **0427 665 715**.

## **CANTEEN**

**TUCKSHOP2U:** [tuckshop2u.com.au](http://tuckshop2u.com.au)

TUCKSHOP2U is an online service for parents to order lunches for their child/children Monday to Friday.

# CHILD PROTECTION

## Volunteers

It is a legal requirement that parent volunteers need complete the following at:

<http://childprotection.parra.catholic.edu.au/volunteers>

### **Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form**

You will need to complete a Volunteers Form for **each location** that you volunteer. A notification of your successful completion of the form will be sent via e-mail to the volunteering location and also to your email address.

### **VOLUNTEER FORM**

### **Step 2: Complete the online training module**

It is a system requirement that the online training module be completed by all volunteers commencing at any of our locations and the training needs to be completed every second year.

- Open the module by clicking the **Start** link below.
- Read through the presentation.
- Complete and submit quiz questions (this will take approximately 10 minutes).

### **TRAINING MODULE**

Only parents who have completed this module, will be able to assist at school, e.g. excursions, fundraising events, sport etc. When completed, the school automatically receives confirmation verifying that this has been completed.

School gates are locked shortly after the morning bell and re-opened before the final bell.

**All adult visitors** to the school are required to enter the premises via the front office where they will **sign in** and be provided with a visitor's pass. While on school grounds this **pass must be worn**. Visitors then need to **sign out** when leaving.

These steps are in place to protect your child's safety.



## COLLECTION OF NOTES / MONEY

Each class has an “Office Bag” which comes to the School Office each morning and is sent back to the classroom each afternoon. Notes and Newsletters are distributed by the teacher for your child to place in his/her school bag. Please ask your child each day if there are any notes. Notes are an important way to communicate between the school and home to inform you about important events.

If you have a note/money to send to the School Office **PLEASE** place it in an envelope with child’s name, class and nature of contents - example - John Smith Year 3, excursion money enclosed.

## COMMUNICATION

At St Oliver’s we believe that effective communication between home and school is essential. The following communications are offered by the school:

- Parent Calendar of School Events
- School Website
- Fortnightly Newsletter - available on the website
- Fortnightly Update - available on the website
- Notes - also available on the website
- Grade Curriculum Overviews for each term
- Parent-Teacher Meet and Greet Night – Term 1
- Student-Parent-Teacher Conferences - mid year
- Coffee N Chat – twice a term
- Mid Year and End of Year Reports (For Years 1-6 reports are graded E to A)
- Skoolbag App - weekly updates

### **SKOOLBAG APP**

To receive regular updates and information about school events you can download our school app to your smartphone. Please visit the iTunes App Store for your free download of the St Oliver’s app for iPhones. This can also be downloaded to your iPad. At your first opening on the iPad 2x zoom to enlarge. For Android phone users please visit the Google Play Store and for Windows users please visit the Windows Store.

### **Making an Appointment**

If you have any concerns about your child, an appointment should be made with your child’s teacher either by phoning the school office or with their child’s teacher, at a mutually convenient time. Discussions with the class teacher can

only be held outside teaching hours as teachers are legally bound to supervise their class and cannot leave the children unattended. Parents are very welcome to discuss any issues with the class teacher first. The class teacher should always be your first point of contact. If necessary, parents are welcome to make appointments with the Coordinator, Assistant Principal or Principal.

We ask that you telephone for an appointment to see the Principal or the teachers if you have any concerns. The School Secretary will convey messages to teachers and students e.g. if a child is ill or if someone else is to collect a child.

### **Change of Phone Numbers and Address**

It is most important that you notify the school office if contact details change, including change of address and telephone number, both home and business, and that of a contact person. This needs to be done as soon as possible. A change of details eForm is available on the School website.

## **COMPLAINTS**

### **Addressing Complaints**

Complaints or grievances pertaining to classroom issues or that relate to other children are to be dealt with by school personnel.

**It is not appropriate for parents to approach other parents or their children with the intention of resolving issues.**

The recommended procedure to be followed by parents is:

1. The first point of contact is the child's class teacher.
2. If you require further clarification or assistance, you are encouraged to make an appointment with the Co-ordinator, REC, Assistant Principal or Principal to discuss the issue further.
3. If the matter is not resolved by the school leadership team, you can contact the Catholic Education Office.

**Parents are reminded that there are two sides to every story and whilst it is important to listen to your children, it is also important not to draw conclusions or make accusations until all the facts are known.**

Complaints assessed as relevant to a particular school or CEDP procedures will be handled in accordance with the relevant procedures, for example student management procedures, child protection procedures.

Complaints that do not relate to a particular school or CEDP procedures will be addressed as follows:

- The complaint is recorded.
- Clarification of what resolution is sought.
- Person/s against whom the complaint has been made, advised of the concern and provided with the opportunity to respond.
- Relevant information obtained from witness.
- Matter resolved.

### **Appeal**

A person who is not satisfied that the matter has been resolved appropriately may choose to appeal to the Principal of the school if the Principal has not been involved in investigating or examining the complaint, or is not the person named as the source of the grievance.

Alternatively, an appeal may be made to the Director of School Services of the relevant school who may be contacted at the Catholic Education Office. For the Catholic Education Office matters, an appeal may be made to the Director of the relevant department. In the final instance, an appeal may be made to the Executive Director of Schools.

<b>CURRICULUM</b>
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The learning program for students is divided into eight subjects or Key Learning Areas (KLA's).

These include:

#### **Religious Education- *Sharing Our Story Program***

**English** – Reading and Viewing, Grammar, Punctuation and Vocabulary, Reflecting on their learning, Handwriting and using Digital Technologies, Speaking and Listening, Expressing themselves, Thinking imaginatively, creatively and (Stage 3) critically and Writing and Representing, Spelling;

**Mathematics** – Number and Algebra, Measurement and Geometry, Statistics and Probability, Working Mathematically;

**Science and Technology** – Natural Environment, Made Environment, Working Scientifically, Working Technologically;

**HSIE** - History and Geography

**Creative Arts** - Music, Visual Arts, Dance, Drama;

**Personal Development, Health and Physical Education**

## CUSTODY OF CHILDREN

The school would appreciate you sending a certified copy of a Court Order, if you have sole custody of your child/children. If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a note from you advising us of this required.

## DISCLOSURE OF INFORMATION

St Oliver's Primary School collects and holds information about your family which is vital to us in educating your children. The school has a *Standard Collection Notice* which outlines the terms and conditions of collecting information from parents. It is important that you read the following information which explains your rights with regards to Privacy Legislation.

Parents are asked to notify the school immediately with change of details (new address and telephone number). These details are very important should we need to contact you in an emergency.

### **Changing Schools**

If intending to change schools at any time, please inform the Principal as soon as possible.

### **Standard Collection Notice**

Available at: <http://www.parra.catholic.edu.au/policy-central>

1. CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together 'Students') and their parent/s, carer/s or guardian/s ('Parents') before and during the course of a Student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.
3. Certain laws governing or relating to the operation of schools and child care require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.

4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.

5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the CEO, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. In addition to the agencies and purposes cited at 5 above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.

7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.

8. Occasionally photographs or videos are taken of individual students and groups of students and these may be published. If you do not wish, or do not wish for your child, to be photographed, videoed or recorded under any circumstances, or to have your/their photographs, videos or sound recording published, please make sure you advise the principal, care centre director or our privacy officer. Contact details for our privacy officer are included at the end of this notice.

9. Our Privacy Statement sets out how you may access and seek correction of your personal information and how parents may access and seek correction of personal information collected about their child. 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 our schools', CELCs', COSHCs' or offices' duty of care to the student, or where students have provided information in confidence.

10. Our Privacy Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available in Policy Central at <http://www.parra.catholic.edu.au/privacy>

11. As you may know, we may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

12. We may include your contact details in a class list and our schools, COSHCs, CELCs and office directories.

13. If you provide us with the personal information of others, such as doctors' or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

14. We may use service providers who provide certain services to us and our staff and students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.

15. You may obtain further information from the following:

- For our schools: the school principal
- For our CELCs: the CELC director
- For our COSHCs: the COSHC supervisor
- For our offices:

Privacy Officer:

Catholic Education Diocese of Parramatta

Locked Bag 4

North Parramatta NSW 1750

T: 9840 5600

## EXCURSIONS / INCURSIONS

At St Oliver's we believe excursions form a valuable part of children's learning. Therefore, all children are encouraged to take part in excursions. In cases of genuine financial hardship parents are encouraged to discuss this problem with the Principal so that arrangements can be made.

Children on any excursions are always strictly supervised by teachers. It is essential that permission slips and payment are returned to school by the due date.



It is essential that permission notes for excursions are returned to the school prior to the excursion taking place. We have a policy of 'no note – no attendance'. Please ensure that the permission note is returned to your child's class teacher.

### Camp

Year Five and Six go on an annual overnight camp. Notes and permission slips are sent home explaining in detail the purpose and costs of these excursions.



### Local area

Excursions may be undertaken on foot, eg: a walk to the Post Office or Fire Brigade Station. At times the children may be taken to our local park, Rosella Park, which the St Oliver's school community helped to design. Each year parents sign a permission note for these local excursions.

Excursions are seen as a privilege not a right. The Principal has the discretion to withdraw this privilege dependent upon a student's behaviour prior to the excursion.



## HEALTH

### Accidents at School

In the event of a slight accident, graze or bump, a teacher will administer simple first aid, such as a band aid strip. In the event of a serious playground accident, a staff member will administer first aid, complete an Accident Report Sheet and notify a parent or other person nominated by a parent. Should children require sutures, x-rays or ambulance transport; the school will seek urgent medical assistance. Under no circumstances will children be allowed to administer first aid to another child. Parents should notify the school of all allergies and other medical information pertinent to their child. Prescribed medication is not administered by the teacher.

If your child needs to receive regular medication please pick up a form, which will need to be filled out and signed, from the School Office. Requests for the administering of medications by office staff must be in writing.

### **Asthma**

Children need to be able to administer their own medication. It is important that they carry their medication at all times.

**NB** Special proformas are available from the office for children with serious medical conditions which all staff would need to be made aware of, for example: epilepsy, major allergies, diabetes, etc.

### **Nut Awareness Policy**

**What is anaphylaxis?** Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as food or insect bites). Reactions usually begin within minutes of exposure and can include – welts or hives on the body, swollen eyes, breathing difficulties and in the worst cases, death.

As part of this Nut Awareness Policy all parents are **requested not to send your child to school with peanut butter or Nutella like products** (sandwiches or dip and spread packets) **or muesli bars with peanuts** as the smallest amount (if it was to come into contact with these children) could pose a serious health threat. This will help to protect the safety of the children with the allergy. We are also ask that the children wash their hands and face and brush their teeth before coming to school each day.

### **Sickness at school**

If a child is sick at school:

- Parents will be contacted
- If they cannot be contacted - the nominated emergency contact person will be contacted
- If they cannot be contacted - the school will act in the best interest of the child.

**In the best instance, children who are ill should be kept at home.**



## **WHY IMMUNISE?**

Years ago whooping cough, diphtheria and tetanus were the killer diseases of childhood. In 1900, when vaccines were unavailable, more children died from whooping cough and diphtheria than from all causes of death today.

Vaccines have almost eliminated these diseases from our society. But, if we become complacent about vaccination, these diseases could take hold again. Measles, German Measles, Mumps and Chicken Pox vaccines are also now available.

Proof of immunisation should be obtained from the doctor before a child starts school. We must have a certificate from the doctor or immunisation records for our files.

Children who are not immunised will be excluded from school in the event of an outbreak of a vaccine preventable disease.

## **CHILDHOOD IMMUNISATION SCHEDULE**

<b>AGE</b>	<b>IMMUNISATION</b>
Birth	Hepatitis B
2 months	Diphtheria, Tetanus, Whooping Cough, Polio, Hib, Hepatitis B, Pneumococcal, Rotavirus
4 months	Diphtheria, Tetanus, Whooping Cough, Polio, Hib, Hepatitis B, Pneumococcal, Rotavirus
6 months	Diphtheria, Tetanus, Whooping Cough, Polio, Hib, Hepatitis B (or at 12 mths), Pneumococcal, Rotavirus
12 months	Measles, Mumps, Rubella, Hib, Hepatitis B (or at 6 mths), Meningococcal C
18 months	Varicella
4 years	Diphtheria, Tetanus, Whooping Cough, Polio, Measles, Mumps, Rubella,

### **Infectious Diseases**

The school needs to be notified of any incidence of the following infectious diseases. In some instances a medical certificate is required on return to school.

The following is issued as a guide and medical advice should always be sought from appropriate health personnel.

## Infectious Diseases Chart

DISEASE		CONTACTS
<b>CHICKEN POX</b>	Exclude for at least 5 days after onset of rash and all blisters have dried.	Not excluded
<b>GERMAN MEASLES</b>	Exclude for at least 5 days from appearance of rash or until a medical certificate or recovery is produced.	Not excluded
<b>MUMPS</b>	Exclude for 10 days from the onset of the swelling.	Not excluded
<b>RINGWORMS</b>	Exclude until 24-48 hours after appropriate treatment has begun. If condition is not completely cured, children are allowed to attend school if infected area is covered.	Not excluded
<b>CONJUNCTIVITIS</b>	(Eye infection) Exclude until treated and discharge from eye has ceased.	Not excluded
<b>IMPETIGO</b>	Children are allowed to attend school if appropriate treatment has begun and sores are effectively covered.	Not excluded
<b>PEDICULOSIS (Lice in Hair)</b>	Exclude until hair is completely treated & eggs removed, neither nits nor lice being present, approximately 1 day.	Not excluded
<b>WHOOPING COUGH</b>	Isolate immediately. Exclude from school for at least 3 weeks from the onset of the whoop, or until 5 days after anti-biotics and a medical certificate is obtained.	Unimmunised contacts should stay away from school for 21 days after the last exposure to infection.
<b>SCABIES (The itch)</b>	Notify the school. Keep your child home until you have seen a pharmacist and begun suitable treatment. The school may ask for a medical certificate to say that this has happened.	Not excluded (but they need to be inspected regularly for signs of scabies.)

[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

## HOME LEARNING POLICY

Purpose of Home Learning:

- Home Learning is an opportunity for home reading, as research suggests it is the volume of reading that has one of the greatest impacts on student progress
- Home Learning is a window into what students are learning about at school
- Home Learning provides opportunities for the preparation of routines and home learning habits

Home Learning is time “to encourage children to read, participate in self-directed learning projects, experience enrichment through music, art, and sport and engage in the most important work of childhood - play” *Dr Justin Coulson*

Our format for Home Learning:

- Reading every night
- Each week students need to choose one learning task from each column
  - Christian Living
  - Literacy
  - Numeracy

The task(s) that have been completed need to be highlighted on the Home Learning rubric. Parents are requested to sign the Home Learning book each week, whether complete or incomplete. The Home Learning book is to be returned every Friday. The class teacher will sign that it has been completed.

### **READING**

As mentioned above, it is expected that each child will read with an adult and / or be read to every night.

Parents are asked to provide the time and environment, which will allow the children to work productively.

## **LEARNING SUPPORT/DIVERSITY TEAM**

At various times throughout their schooling, students may experience difficulty in learning. They may experience social and emotional difficulties or they may have a physical condition which impacts on their ability to learn.

The Learning Support Team provides support to these students in a variety of ways. Some of their work includes assisting students in the classroom, working with teachers to develop appropriate learning tasks, assisting parents to access support from appropriate outside agencies and arranging assessments through the Catholic Education Office and other agencies.

The Learning Support Team includes a Special Education Teacher, Literacy/ESL Teacher, Numeracy Support Teacher and Teacher Assistants, and they work in consultation with the Principal, Assistant Principal, School Counsellor and class teachers.

## **LIBRARY**

The Library is an integral part of teaching and learning at St Oliver's. It fosters and promotes the lifelong learning of students through the availability of resources and services. Through Library visits we aim to develop a love of reading and literature. Students are assisted to locate, critically evaluate, synthesise and present information.

### **Library Bags**

Every child must have a library bag. St Oliver's Library bags are available only at the school, however, any practical bag may be used as a Library Bag.

## **LOST PROPERTY**

All school clothing should be labelled. Parents are at liberty to check the Lost Property basket located on the veranda area in front of the canteen.

## PARENT INVOLVEMENT

Parent involvement in various activities at school is vital in building community and a strong home-school partnership at St Oliver's Primary School.

At St Oliver's parents can take an active part in the school by becoming involved in the:

- **Class** as a helper by hearing children read, helping at carnivals, excursions...
- **Fundraising Helpers** who help conduct social and money-raising functions to supply the school with resources eg Disco, Mother's Day & Father's Day Stalls...
- **Coffee N Chat** attendance to discuss and organise school events and improvements
- **Life of the school** by attending liturgies, assemblies and special events

## RELIGIOUS EDUCATION

As a Catholic school, the teaching of our faith is paramount. Religious Education lessons and prayer are also an important aspect of our Catholic faith. Besides praying in the classroom, we pray together as a school at the start of each day and at midday when we pray 'The Angelus'. Children regularly attend and participate in liturgies, to which parents are always welcome. Masses are organised throughout the year, please check the Parent Calendar and School Newsletters for details.

In conjunction with St Patrick's Cathedral the parish priest, principal, staff and parents work together to develop the faith community of St Oliver's. The St Patrick's Cathedral Sacramental Coordinator works with the school to prepare children in Years 2, 3 and 6 to receive the Sacraments of Reconciliation, Eucharist and Confirmation respectively.

To demonstrate our Catholic faith, the school is involved in a number of Social Justice opportunities throughout the year e.g. Mercy Works, Caritas, Jesuit Refugee Centre, Project Compassion...

## SCHOOL FEES

### **Fees are determined by the Catholic Education Office**

No child will ever be denied a Catholic Education for financial reasons.

An account for school fees will be sent out in week 1 of the first THREE terms and should be finalised within 30 days. The scale of fees is set by the Catholic Education Diocese of Parramatta.

Fees are charged for the First, Second and Third child at school. There is NO CHARGE for fourth and subsequent children at school.

In cases of genuine hardship reductions and payment plans may be offered after meeting with the Principal.

### **School Fee Accounts**

All school fee accounts are processed through the ESchool Finance computer system. Second and third children in Systemic Catholic Schools are given a fee discount. **NO tuition** fees are applicable for fourth and subsequent children.

If you wish to make weekly or monthly payments, as small regular payments are easier to manage, please see the office.

The School Fees and Building Levy for 2017 are:

#### **Kindergarten Fees:**

First child	\$377 per Term for 3 Terms
Second child	\$283 per Term for 3 Terms
Third child	\$189 per Term for 3 Terms
Fourth child	Exempt

#### **Years 1 - 6**

First child	\$487 per Term for 3 Terms
Second child	\$365 per Term for 3 Terms
Third child	\$244 per Term for 3 Terms
Fourth child	Exempt

### **Outstanding Fees**

A reminder for outstanding fees will be sent 30 days from the date of the original statement. If you encounter unexpected changes to your income that may make it difficult to pay your fees on time, please make an immediate appointment with the Principal to discuss the matter before the situation becomes unmanageable. You may need to bring supporting documents to show your financial situation.

The Catholic Education Office now has access to all school fee accounts and will follow up on all outstanding debts.

### **Resource Fee**

Text books, exercise books and most stationery requisites are supplied by the school for a fee of \$119 per child for the year.

### **Technology Levy**

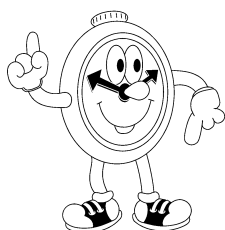
Each family is charged a Technology Fee to assist the school maintain existing technologies and purchase new technologies. The fee is currently set at \$126 per family.

### **Building Scheme Levy**

A Diocesan School Building Levy is charged per year, broken up and collected in the first three terms for all schools in the Parramatta Diocese. In 2016 the levy was \$735.

This levy will allow the Catholic Education Office in the Diocese of Parramatta to provide a fair, just and adequate resourcing of school building facilities for all Catholics in Parramatta Diocese wishing to have a Catholic School Education.

## **SCHOOL HOURS**



Morning:	9:00am - 11:00am
Recess:	11:00am - 11:30am
Mid Morning:	11:30am - 1:00pm
Lunch:	1:00pm - 1:30pm
Afternoon:	1:30pm - 3:00pm

## **SCHOOL OFFICE TIMES**

8.30am to 3.30pm (Monday – Friday, School terms)

The School Office is the initial contact with the school either by telephone or in person and the School Secretary is available to parents wherever possible. Some of the many functions of the school office include:

**TELEPHONE - 9682 1244**

## SCHOOL UNIFORM

### Merrylands West Uniform Shop

455-457 Merrylands Rd, Merrylands NSW 2160

Tel: 02 9637 4502 Email: [mluniform@tpgi.com.au](mailto:mluniform@tpgi.com.au)

Hours: Mon-Thur 9am - 5pm & Sat 10am - 3pm

**OR**

### LOWES

4th Floor Westfield Shopping Town, PARRAMATTA.

<b>BOYS SUMMER UNIFORM</b>	<b>GIRLS SUMMER UNIFORM</b>
Shirt: blue short sleeve	Dress: check princess style
Shorts: navy blue 1/2 elastic back	Jacket: navy blue crested jacket
Jacket: navy blue crested jacket	Socks: white ankle style
Socks: navy with sky/red/sky stripes	Shoes: black leather
Shoes: black leather lace up style	
HATS: navy blue <b>AVAILABLE AT THE SCHOOL</b> for girls and boys ( <b>COMPULSORY</b> - no hat go sit in the shade)	

<b>BOYS WINTER UNIFORM</b>	<b>GIRLS WINTER UNIFORM</b>
Shirt: blue long sleeve	Dress: check regulation style tunic
Trousers: navy blue 1/2 elastic back	Shirt: blouse sky blue-Peter Pan collar
Jacket: navy blue crested jacket	Jacket: navy blue crested jacket
Tie: check regulation style	Tab: red tab
Socks: same as summer	Socks: same as summer or navy tights
Shoes: black as per summer	Shoes: black as per summer

<b>BOYS SPORTS UNIFORM</b>	<b>GIRLS SPORTS UNIFORM</b>
Sports shorts: navy blue	Sports shorts: navy blue
T-shirt: navy blue with red insert and white piping with crest	T-shirt: navy blue with red insert and white piping with crest
Shoes: predominantly white joggers	Shoes: predominantly white joggers
Socks: all white sports socks	Socks: all white sports socks



## **JEWELLERY AND HAIR**

In the interests of safety students are to wear sleepers or studs only to school. No other jewellery is permitted.

No nail polish is permitted.

Hair cuts are to be suitable for school. Hair below the collar must be tied back.

## **SCHOOL BAGS**

School bags are available only at the school. It is a good idea to attach a keyring or other items to your child's bag so that they can easily identify it.

***ALL ITEMS OF CLOTHING MUST HAVE YOUR CHILD'S NAME  
CLEARLY MARKED ON THEM.***

<b>SCHOOL TERMS</b>
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The gazetted school terms for 2017 are as follows:

	<b>SCHOOL BEGINS</b>	<b>SCHOOL ENDS</b>
TERM 1	Friday, 27 January (teachers) Monday, 30 January (Years 1 - 6) Wednesday, 1 February (Kinder)	Friday, 7 April
TERM 2	Monday, 24 April	Friday, 30 June
TERM 3	Monday, 17 July	Friday, 22 September
TERM 4	Monday, 9 October	Tuesday, 19 December

*(Please note that these dates were correct at the time of printing and may be subject to change.)*

## SPORT

All students are allocated to one of the School houses:

Macarthur - Blue                      Mc Auley - Gold

Ruse - Green                          Plunkett - Red

All children take part in a weekly sport and games session.

Annual carnivals are held for swimming, cross country and athletics.

Primary children have the opportunity to represent St Oliver's in the following sports: soccer, netball, athletics, cross country and swimming.

## STAFF PROFESSIONAL DEVELOPMENT

### **Staff Professional Development**

The school is permitted to hold staff professional development days throughout the year. These days are 'Pupil Free'.

At times throughout the year, teachers may be released to attend professional development sessions to continue to upskill themselves and thereby benefitting the children at St Oliver's Primary School.

### **Release from face to face**

Each teacher is entitled to release from face to face teaching each week.


## YEAR 6 SCHOOL LEADERS

- School captains can not apply for other jobs.
- Any student who is not a school captain or colour house leader may hold 2 positions that have been applied for, if there is a small number of Year 6 children in any given year.
- School captains are voted for at the end of the previous year.
- Colour house leaders are voted for at the beginning of the Year 6 year.
- Applications for other school leader jobs occur soon after colour house captains have been decided.

<b>School Captains (2)</b>	<ul style="list-style-type: none"> <li>• voted by peers</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• run morning assembly</li> <li>• welcome visitors</li> <li>• thank visitors</li> <li>• organise fundraising - talent show</li> </ul>
<b>Colour House Leaders</b>	<ul style="list-style-type: none"> <li>• voted by peers</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• playground sport equipment</li> <li>• lead colour house for sport carnival</li> <li>• write and lead the cheers</li> </ul>
<b>Technology Monitor Leaders</b>	<ul style="list-style-type: none"> <li>• apply for position</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• checking of school laptops and ipads</li> <li>• operating devices for events such as Mass and assemblies</li> <li>• operating audio for events such as Mass and assemblies</li> <li>• taking photographs and videos as requested</li> </ul>
<b>Environmental Leaders</b>	<ul style="list-style-type: none"> <li>• apply for position</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• running the gardening club</li> <li>• watering when required</li> <li>• organising environmental care for the school</li> <li>• looking at ways the school can improve its sustainability</li> </ul>
<b>Social Committee Leaders</b>	<ul style="list-style-type: none"> <li>• apply for position</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• planning and organising Year 6 term activities.</li> <li>• planning and organising Year 6 end of year day out.</li> </ul>
<b>EMU Hatchling Leaders</b>	<ul style="list-style-type: none"> <li>• apply for position</li> </ul> <p>Criteria</p> <ul style="list-style-type: none"> <li>• Displays enthusiasm for Mathematics</li> <li>• Available one recess/lunch during the week – to</li> <li>• be negotiated with Eddy Emu</li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Sorting through the Eddy Emu Box weekly</li> <li>• Placing entries in piles for each class</li> <li>• Tallying points on each class table</li> </ul>
<b>Library Monitor Leaders</b>	<ul style="list-style-type: none"> <li>• apply for position</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Leading the Library Monitor Team</li> <li>• assisting Library users with eLibrary</li> <li>• shelving of books</li> <li>• looking after the Library environment</li> <li>• assisting Library users with research</li> <li>• reading stories to younger children</li> </ul>

## STUDENT WELLBEING

# SCHOOL RULES

Rule	What it looks like
<h3>Respect for Self</h3> 	<ul style="list-style-type: none"> <li>● Wearing a clean school uniform correctly at all times.</li> <li>● Being honest.</li> <li>● Knowing my strengths and weaknesses.</li> <li>● Using kind words and actions.</li> <li>● Showing self-control and body control.</li> <li>● Taking care and being responsible for own belongings.</li> </ul>
<h3>Respect for Others</h3> 	<ul style="list-style-type: none"> <li>● Greeting everyone in a polite way.</li> <li>● Using kind and acceptable words.</li> <li>● Using kind actions.</li> <li>● Valuing others feelings and worth.</li> <li>● Being tolerant and understanding of differences.</li> <li>● Playing by the rules.</li> <li>● Being fair and co-operative.</li> <li>● Playing and acting safely.</li> <li>● Responding to bells, whistles and teacher directions promptly and respectfully.</li> <li>● Being respectful of the property of others.</li> </ul>
<h3>Respect for the Environment</h3> 	<ul style="list-style-type: none"> <li>● Helping the school community to keep the playground and classrooms clean and tidy.</li> <li>● Moving around the school in a quiet and safe way.</li> <li>● Clean and correct behaviour in the toilets.</li> <li>● Taking care of all school equipment.</li> <li>● Responsible use and application of computers.</li> <li>● Responsible use of resources (water, hardware, site equipment, sports equipment, library equipment).</li> </ul>

### **Behaviour Management Policy**

In line with our Behaviour Management Policy all incidents of bullying will be investigated according to our Procedural Fairness Guidelines.

As a Catholic school we support the Diocese of Parramatta statement that all children have the right to attend a school that is free of illegal substances. When drug abuse is identified the Diocesan Policy will be followed.

### **Statement of Procedural Fairness**

Procedural fairness requires us to act justly in resolving discipline and pastoral situations.

‘Processes will be conducted with procedural fairness ensuring fair practice and equity.’ (Maintaining Right Relations, 2003)

The principles on which we base our behaviour management practices at St. Oliver’s School demonstrate procedural fairness. We believe that procedural fairness is a basic right of all children when dealing with school authorities. We apply the ‘hearing rule’ and the ‘right to an unbiased decision.’ (Through the use of the Collaborative Problem Solving Process)

Students should know the nature of an allegation made against them and any information that will be taken into account in considering the matter. The student should know the process by which the matter will be considered and have the right to respond to the allegation. The student should always be given an opportunity to seek and receive advice. The student should always be given an opportunity to seek a review of the decision made in response to the allegation.

At St Oliver’s School, members of the staff make every effort to demonstrate an absence of bias in their decision-making. They believe that children have a right to an unbiased decision and the right to impartiality in an investigation.

Procedural fairness at St. Oliver’s School includes making available to students and parents (or caregivers) policies and procedures under which disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident. This will usually involve providing an outline of the allegations made in witness statements while being mindful of witness protection. As part of ensuring the right to be heard, St Oliver’s School will provide interpreter services, if required, and make arrangements for such services to be available.

At St Oliver’s School the Principal, Assistant Principal, Religious Education Coordinator, Coordinator and/or the Classroom teacher carry out the investigation and decision-making as a team in the school wherever possible. Whoever carries out these roles at St. Oliver’s School undertakes to do so in a reasonable and

objective manner. We strive for justice to be afforded to all stakeholders in the investigation.

For this purpose a Collaborative Problem Solving Model (CPS) will be used to identify problems and find solutions as part of our strategic procedural fairness.

At St Oliver's School, the principles of procedural fairness underpin:

- a) The procedures for management of behaviour
  - i. In the classroom and
  - ii. On the playground
- b) The management of bullying in the school and the support we give to the person(s) hurt.
- c) The approach to exclusion and suspension of children should we ever have to manage such situations. In these cases, we would involve the Catholic Education Office and follow the guidelines for such serious situations found in the Diocesan Policy '*Procedures to be followed in the suspension and expulsion of students from Catholic Schools*'.

***At all times St Oliver's respects the dignity of each child. We strive to meet the needs of the individual child in a pastoral, Christian environment.***

## **Anti-Bullying Policy**

### **Rationale**

St Oliver's does not tolerate bullying in any form. All members of the school community are committed to ensuring that a safe and caring environment is evident at all times. The St Oliver's community supports the premise that self worth and self esteem flourish where the group feels secure.

### **Aims**

- a. To provide a safe and pleasant environment for all children who attend the school.
- b. To provide empathy and strategies for children who encounter any form of bullying.
- c. To provide strategies for children who display bullying tactics in their day to day dealings with other children.
- d. To provide parents with advice if bullying occurs.

### **Implementation**

- a. Provide parents and staff with an understanding of what constitutes bullying
- b. Inform and educate parents on the strategies they can adopt in day to day parenting
- c. Inform children as to what constitutes unacceptable behaviour through class, stage and whole school meetings
- d. Explain the policy of bullying prevention to children and the parent body
- e. Utilise the Student Reflection Form when bullying occurs

## TECHNOLOGY

St Oliver's School integrates Information and Communication and Technology Skills across all Key Learning Areas as indicated by the NSW syllabus documents. All children from Kindergarten to Year 6 experience a wide range of ICT skills, which are refined and developed as they progress through each class. In keeping with School Policy parents and children must read and sign our Acceptable Use Policy each year.

An Acceptable Use Policy (parent permission), is given to parents as part of the child's enrolment. The Acceptable Use Policy will remain active while the child is at St Oliver's or until it needs to be updated.

Primary Students have access to Google Apps for Education that allows students to create and collaborate online using a range of tools in a shared learning environment... a classroom in the cloud. Students are issued with a username/password combination sufficiently secure to avoid unauthorised access, and which identifies that user and that user only. Infant students also have access to the internet. All online access is controlled by firewalls, filters and internet protection managed by the Catholic Education Office Diocese of Parramatta.

### **Expectations**

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. General school rules for behaviour and communications apply. The user is responsible for his / her actions in accessing and utilising the school's technology. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to view.

Any student, who chooses to violate any of the Acceptable User Policy, will have Internet/computer privileges withdrawn for a period of time as determined by the class teacher in consultation with a member of the Leadership Team. Parents will be notified of the consequence of any breach. At St Oliver's it is important that students, teachers and parents work together to make sure that the technology is used as an appropriate and powerful learning tool

## KINDERGARTEN INFORMATION

This section of the Parent Information Booklet is specifically designed for parents as they settle their child into the routines of “Big School”. It will also provide information to families enrolling their child into other grades.

### **You help them when:**

*You understand their early attempts to talk  
When their words don't sound the way an adult would say  
them you know what they mean eg “a” “a” “a” with a nod  
towards a tap  
or the fridge means “I want a drink” to you, even though other  
people don't always understand.*

*You encourage children to try out their  
language You notice how they often talk to  
themselves or an imagined friend while  
they are playing You are proud when they  
attempt new words.*

*You understand that some children talk at an  
earlier age than others. When they try to talk you  
don't get cross or make them do things over and  
over again, just because they are a bit slow.*

*You buy toys and tell stories; you and your  
children are always talking and listening to  
one another.*

*You share stories with your children,  
and they are introduced to new words  
and ideas.*

*Your children watch you read and  
write, and want to do it too.*

*You may read stories to your children, this way  
they are introduced to new words and print.*



## GETTING READY FOR SCHOOL

Starting school is one of the biggest and most significant changes in any child's life. For your child the change from home to school may bring for the first time meetings with children from other countries, new language experiences and new situations that your family has never met before. Often the hardest part is being away from the family and joining a larger group of children. Anything you can do to help will make the transition to school more successful.

Here are some practical ways in which you can make this a happy and enjoyable experience:-

### TEACH YOUR CHILD TO:

- Say his/her name clearly,
- Tie shoe laces, fasten buttons, put on and take off clothes without help,
- Use a handkerchief or tissue and put it away or in the bin after use,
- Flush the toilet without help and use toilet paper without help,
- Wash his/her hands after toilet use,
- Put away toys or books after use,
- Eat and drink without help,
- Open and close school bag,
- Unpack and eat school lunch,
- For children whom English is not their first language, it is recommended they know the words *toilet*, *drink*, *tissue*, *yes*, *no*, *please*, *thank you*.

### ENCOURAGE YOUR CHILD TO:

- Play with other children, especially groups of children of the same age,
- Be independent, e.g. look after his/her belongings,
- Be able to pack things away,
- Do jobs to help adults,
- Follow simple instructions, e.g. take your shoes off and put them in the cupboard,
- Learn to take turns and wait patiently.

### HERE ARE SOME OF THE ACTIVITIES CHILDREN CAN DO TO PREPARE THEM FOR SCHOOL:

- Cutting with small scissors and gluing,
- Looking at and looking after books – join the library,
- Playing with all kinds of toys,
- Colouring – in, preferably with crayons, pencils come later and require fine motor skills
- Listening to music, clapping, stepping etc in time,

- Playing on equipment, climbing, see-saws, balancing, getting up and down safely,
- Threading beads on string to make a colour or number pattern.

## **LET'S PRETEND**

- It is a good idea to prepare your child for the big day by "playing school" with him/her many weeks before school starts.
- Go through a few activities such as packing a school lunch and placing it in the school bag. At 11.00am go into the back yard and let your child eat their "little lunch" with you. Teach them to leave "big lunch" in the lunch box until later.
- Read stories to your child as often as possible. Talk about the pictures and story.

## **SOME WEEKS BEFORE SCHOOL BEGINS**

- Allow your child to be away from home for short periods of time by leaving them with relatives or friends.
- Playing "dressing up games", learn to be able to dress him/herself, including putting on and taking off jumpers (finding front and back of jumpers), doing up buttons and putting on shoes. Recognising labels written on jumpers, lunch boxes are vital.
- Thinking of things to talk about (as introduction to News and Show and Tell Time), e.g. my favourite toy - What is red? What is cuddly? What makes me happy etc. and being able to say one or two sentences about it.
- Learn to recognise his/her name among other names, and if possible print it in **LOWER CASE** letters, e.g. John Brown.
- Make models with play dough.

## **WHEN SCHOOL HAS BEGUN**

*To begin school, your child will need:-*

- A school back pack (available at school only), label it with your child's name and a familiar key ring or similar so that he/she will recognise it.
- Lunch box (**PLEASE LABEL**)
- Drink bottle (**PLEASE LABEL**)
- Raincoat (**PLEASE LABEL**)
- Spare pair of undies (**in a labelled plastic bag**)
- Spare handkerchief

## **FIRST DAY PROCEDURE**

On the first day please bring your child to the school playground no earlier than 8.50am. At 9.00am the school bell will ring. Kindergarten do not line up in Week 1. Please go straight into the classroom where name tags will be distributed.

## **THE CHILD AT SCHOOL**

- Remember your child may be tired. Be patient and loving when he/she returns.
- Bring your child to school on time each day.
- Make sure that you are there to meet him/her when school finishes, or they know how they are getting home.
- Do not keep the child home unless he/she is sick, but please allow them to stay home if they are sick.
- Listen to the child tell of his/her experiences.
- Encourage a loving caring attitude to other children at school.
- Do say morning and night prayers with your child.
- Don't expect too much from your child. Remember children develop at different stages. Accept your child's work for what he/she has done. Don't compare your child with brothers and sisters or other children in the class.
- Please notice and copy the way the teacher has written your child's name. This is the way the child needs to recognise it and learn to write it. If you write it this way, on everything he/she will see it will greatly help him/her.
- It is important for your child to feel that it is your school as well as his/hers and we are sure it will interest you to be involved with classroom activities if requested, parent meetings. Your help in school activities is greatly encouraged and much appreciated.
- If there is someone new collecting your child from school, please inform the Kindergarten teacher beforehand.
- Please note there is no supervision for your child after 3.30pm.
- COHSC (Catholic Out of Hours School Care) operates on site.
- If your child is away at any time parents must send a note to school.
- If your child is away for longer than three days (apart from when they are sick) an exemption from school note must be collected from the office prior to the absence.

## **LUNCH**

Many children are very slow eaters and eating lunch is a chore. Do not give your child too much to eat but encourage them to eat what you give. "Playing school" as mentioned before is a good way to help the children understand school lunch routine.

## **BIRTHDAYS**

At St Oliver's children's birthdays are celebrated at morning assembly. The children receive a birthday sticker and the whole school sings "happy birthday".

**NO CAKES OR LOLLY BAGS ARE TO BE BROUGHT TO SCHOOL TO SHARE.**

## **KINDER'S WORK**

Children are not always ready to learn when they start school. They must first be made emotionally secure in their new environment, and aware of their individual importance as part of this new group to which they belong. Your child's teachers will concentrate on getting him/her emotionally, physically, socially and mentally ready to tackle many learning tasks of early education.

Kindergarten children will be involved in many developmental play activities. You will have noticed already that your young child learns through play. Children cannot conceptualize information and organise ideas in the mind before playing out those ideas in a physical sense. In the first year at school the child is still developing this way. Children learn by their own experiences.

## **IN CONCLUSION**

Parental interest is very important. If you say school is a good place, this attitude will pass on to your children and they will believe it too. Learning will be better if parents and teachers work together. This partnership will ensure that children develop positive attitudes towards school and enjoy happy learning experiences.

If you have any problems, questions or worries about your child's education do not hesitate to see the classroom teacher, after an appointment has been made.

We also ask you to remember that "we care about them too".

The first person you should speak to regarding your child is always the class teacher. Each class teacher is supported by a member of the school's leadership team.

The Principal is available to discuss matters relating to your child's emotional, physical and academic needs. The Principal is also the person to speak to regarding school fees, enrolment issues.

We look forward to a long and professional relationship with your whole family.