

# Our Lady of Lourdes Catholic Primary School Tarro



**PARENT HANDBOOK**  
**2020**

## **Dear Parents**

The Staff of Our Lady of Lourdes welcomes you to our community. We hope you will find your association with our school to be rewarding and life-giving.

Our Lady of Lourdes Catholic Primary School provides education for children in the Beresfield Parish, which is part of the Chisholm Region in the Diocese of Maitland-Newcastle. We have a firm commitment to creating and fostering a caring community where parents, teachers and students work together in mutual support and respect. It is this community aspect of the faith we share that sets the tone and underpins the culture of our Catholic school.

This booklet is designed to introduce you to our school and explain our procedures and expectations. Please take time to read it carefully and do not hesitate to make contact with me should you have any questions.

*Cheryl Henderson*  
Principal

## ***Our Goal***

Our goal is to provide excellent education in a positive Christian environment by integrating all of the different aspects of human development and understandings. This is achieved through the subjects taught in the light of the Gospel and encouraging the growth of the virtues which are characteristic of the Christian person. Our Catholic faith is the foundation of our ministry to students and families.

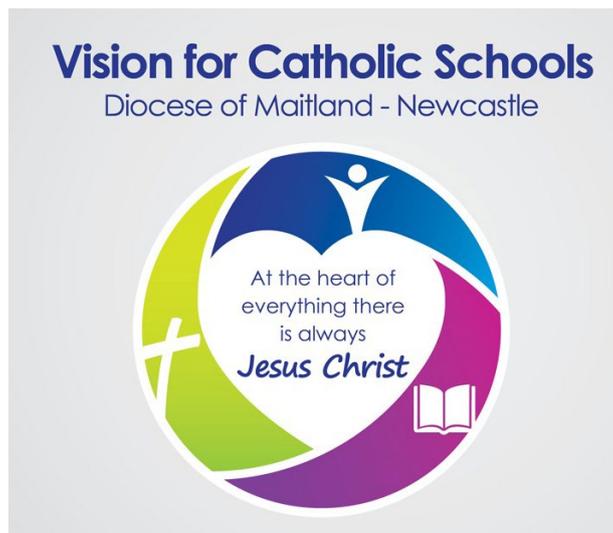
## ***The Catholic Dimension of our School***

Religious Education lessons form a part of each day, however Christianity is a way of living and therefore influences every aspect of school life. We strive to develop a climate that will help our children grow in their relationship with Christ as well as deepen each child's understanding and knowledge of the Catholic faith

Our Religious Education lessons are based on the Maitland-Newcastle Diocesan Religious Education Units, which have been developed specifically to meet the needs of children from this Diocese.

Students from Year 2 upwards are invited to participate in Parish-based preparation programmes for Reconciliation, Confirmation and First Eucharist. Whilst the children are involved in general lessons at school the parents and family play a major part in the child's formation for the reception of these Sacraments and continued involvement in the life of the Church.

We strongly acknowledge that parents are the first and foremost educators of their children in matters of faith. It is your witness and commitment that lays the foundation for your child's growth and it is our privilege to support you in this role.



## **MISSION STATEMENT**

Our Lady of Lourdes Primary School is a caring Catholic school, in partnership with parents, striving to achieve excellence and equity in a supportive environment.

## **VISION STATEMENT**

As this is a Catholic School where Christian faith is shared through the lived experience of prayer, liturgy and worship, all staff members strive to:

- \* share the experience of education as a partnership between school, Parish and local community in a spirit of collaboration;
- \* provide a loving and secure environment which values each child's individuality and caters for a range of needs.
- \* utilise appropriate, current teaching and learning opportunities to develop skills for life-long learning;
- \* encourage each student to pursue excellence in all fields of education in accordance with her/his gifts and capabilities.

## As your child begins Kindergarten...

### *Getting Ready for School*

It is a very big change for a five-year-old to pass from the intimacy of the family circle to school. There are many practical ways in which you can help this transition, including:

- 1) Buy clothing that is easy to fasten.
- 2) Ensure that all items brought to school (shoes, hats, jackets, bags, books, lunch boxes, water bottles etc.) are marked clearly in a prominent place with the child's Christian name and surname.
- 3) Teach your child:
  - \* to tie shoelaces, do up buttons, put on and take off outer clothing
  - \* to know his/her full name and address;
  - \* to identify his/her name among other names;
  - \* to use his/her handkerchief and to put it away when not in use;
  - \* to put away toys, book, etc after use;
  - \* to wash his/her hands and flush the toilet unassisted.
- 4) Some weeks in advance rehearse with your child (in a spirit of play) the different situations to be met within school life:
  - \* opening and closing of the backpack;
  - \* unpacking and eating lunch;
  - \* dressing for school and making the journey to and from school;
  - \* being away from home and primary carer for short periods;
  - \* give your child many opportunities to use pencils, crayons, scissors, etc;
  - \* encourage your child to enjoy books by providing those which are bright, attractive and have only a little reading content. Read stories daily;
  - \* listen to stories with your child, look at pictures and talk about them;
  - \* encourage your child to talk and answer questions;
  - \* encourage interest in the daily environment and activities;
  - \* greeting companions by name;
  - \* limit time on electronic devices or in front of the TV (all 'screen time');
  - \* play with your child - PLAY, PLAY, PLAY!!!!!!! Current research shows that ALL play (especially outside play) has an enormous impact on healthy development and accompanying mental wellbeing which continues throughout school years.

**ALL CHILDREN STARTING KINDERGARTEN MUST HAVE BEEN ISSUED WITH AN IMMUNISATION CERTIFICATE FROM HIS/HER DOCTOR.**

### ***Settling into School***

The change from being at home (or pre-school for short periods) to a full day, five days a week, brings many pressures to bear on a small child. Some may find it difficult to cope, especially in Term One. You can help your child settle into school by observing some of the following suggestions.

- 1) Lunch. Many little children find lunchtime with a large group of children quite disconcerting and eat poorly at the beginning of the year. It is best to give them smaller quantities of known favourites and "top them up" when they arrive home. We prefer that the children take home what they don't eat - this prevents waste and allows you to adjust lunches accordingly. Lunches need to be nutritious and healthy and students are permitted to have plastic water bottles in class. NB water only, no flavouring.
- 2) Create regular bed time routines. If a child is not well-rested at the beginning of the day, he/she cannot benefit from a full day at school.
- 3) Kindergarten children often get very tired and feel the strain of being part of a large group - you will notice this particularly towards the end of the week for the first few months.
- 4) Should your child be unhappy at school for any reason, please let us know. We cannot help with a problem unless we know that it exists. It is essential that you arrange for an interview with your child's teacher rather than trying to have a conversation informally. Kindergarten classes are places of constant activity and any interruptions can cause considerable disruption.
- 5) Please bring your child to school in plenty of time before morning assembly - EVERY morning is a Literacy block at OLOL. Critical, foundational work for Kinders is done during the morning session.
- 6) School attendance is **COMPULSORY**. Please do not make appointments during school time if you can possibly avoid it.
- 7) Encourage your child talk to you about his/her experiences. It is important that you share in his/her new life, but allow him/her time to relax a little after the school day before starting the conversation
- 8) Do not be surprised when you find that the little ones in Kindergarten are not taught all the formal prayers which older children and adults use. A five-year-old child should be allowed to speak to God in a five-year-old way; parents can do much to foster a love of informal prayer in little children.
- 9) Develop the same routine for drop-offs in the morning. Always tell your child when you are leaving, reassure them that you will return. Alert the teacher if your child is becoming upset and then leave quickly.
- 10) Ask questions of staff if you are unsure of ANY matter.

## **BELIEFS AND VALUES**

### ***Religious Education***

We are a Catholic School and we teach the Catholic faith. At our school all students will be provided with knowledge about the Catholic Church, its traditions and practices. Our aim is that all children will grow in a love for God, an understanding of the Christian way of life and a deepening relationship with Jesus. The Sacramental Programme is a Parish based programme which is actively supported by the school.

### ***Pastoral Care***

At OLOL we provide a Catholic environment in which children can grow academically, socially, emotionally, spiritually and intellectually. This is essential so that all members of our school community can fully participate in quality relationships, decision-making and mutual respect for one another.

The school's Behaviour Management plan is based on pastoral care and restorative justice. The emphasis is on recognising, encouraging and rewarding children who choose to behave appropriately, while putting in place reasonable consequences when behaviour is unacceptable.

### ***Curriculum***

The Staff of OLOL operate as a professional learning community. Members of a professional learning community recognise that they cannot accomplish their fundamental purpose of high levels of learning for all students unless they work together collaboratively.

The message to students is:

- learning IS required - we will help you;
- you CAN and WILL be successful here;
- you may NOT choose to FAIL;
- we want you to feel CONNECTED;
- we want you to get INVOLVED;
- we want you to be SUCCESSFUL.

We provide programmes and activities for all levels of abilities thus challenging all children to fulfil their potential in each Key Learning Area. Our school also places importance on fostering a love of learning and assisting children to take responsibility for their own learning.

### ***Special Needs***

Our Lady of Lourdes School caters compassionately for children with special needs. With the assistance of the Catholic Schools Office and outside agencies, we place great emphasis on supporting these children and their parents. We have a Learning Support Teacher and several Learning Support Assistants with specific roles. We also identify and cater for students whose skills and capacities are advanced. We are a Gifted Education Lead school in this Diocese and actively work towards the best outcomes for all students.

### ***Satellite Classes***

For the past seventeen years Our Lady of Lourdes has hosted satellite classes staffed by Hunter ASPECT School (Thornton) which caters for students with Autism. In 2020 we will continue to support these children by accommodating three Rainbow classes. Our Satellite classes are called Rainbow Classes because the Rainbow was a gift from God, a symbol connecting people, places and hearts and it also symbolises a promise!

### ***Information Technology***

IT has a high priority at Our Lady of Lourdes. As a Staff we take seriously our obligation to prepare children for jobs which are not yet thought-of! Providing opportunities for students to access the wider world in their studies is critical to their development. In addition to our Computer Lab, we have a bank of 32 laptops and 16 ipads which are used in every classroom. We are grateful to the P&F for their financial support with these purchases.

### ***Community Participation***

The atmosphere at Our Lady of Lourdes School is greatly enhanced by the involvement of parents, parishioners and members of the wider community. We continually seek additional ways to encourage this community involvement.

### ***Administration***

Effective leadership, management, administration and support, combined with good communication with appropriate agencies, enhances teacher effectiveness and therefore develops better learning. While we are deeply pastoral, we are in fact operating a business and request that the usual courtesies which are offered in your dealings with businesses are afforded to our administration also eg observing office hours and protocols surrounding the Administration Area of the school.

### ***Class Structures at Our Lady of Lourdes***

We try to ensure that all classes have consistency with teachers, however, illness, long service leave, release from face to face teaching (RFF), job sharing and release for executive staff may all impact on this. When this occurs, it is the expectation that the teachers' programme of work continues to be taught, and that assessment continues to take place.

At Our Lady of Lourdes we believe that, as learners, children:

- need to be secure and happy.
- need to have opportunities for success.
- enjoy challenges
- need good models to assist understanding.
- desire a control over their own learning and a choice of activities.
- are natural questioners and need to feel confident.
- learn at different rates and in different ways.
- need skills to work in groups, in pairs and independently.
- require acknowledgment of their efforts.
- need a purpose for doing something.
- have a variety of talents and need to be able to use them in learning.
- learn best by being able to demonstrate what they have learnt to others.
- need to feel pride in themselves and to be respected.
- require a secure foundation for learning.
- learn best when school and family work together.

In 2020 there will be 10 classes.

### ***Masses***

The greatest gift of Our Lady of Lourdes School is our Catholicism. To choose Our Lady of Lourdes means that you want your child to be in relationship with Jesus.

We view our school as an integral part of the wider Parish Community. The school celebrates numerous liturgies throughout the year and particularly values social justice. Our families who are not Catholic are very welcome and equally valued - we would like you to feel included in the worshipping community. At the beginning and end of the year we gather as a Eucharistic Community to celebrate. As families choosing a Catholic education we expect that **attendance at these Masses would be prioritised**. The Parish Mass is celebrated at 9.30am every 4th Wednesday in our Chapel and there is a roster of classes attending. All families are welcome!

### ***Corporal Punishment of children by parents***

Parents are reminded that staff members cannot condone the administering of corporal punishment by parents for any reason. Each staff member is a mandatory reporter and has no discretionary powers in this matter. Incidents of corporal punishment will be reported to FaCS (Family and Community Services) as well as Office of Safeguarding (Diocesan Child Protection Unit).

### ***Catholic Schools Office***

Our school is a part of the Maitland- Newcastle Diocesan School System. The Catholic Schools office is located in Hunter St at Newcastle West. The Acting Director of Catholic Schools is Mr Gerard Mowbray. Chris Quinn is one of four Assistant Directors and has direct supervision of OLOL. The CSO website is: <http://mn.catholic.edu.au>

## GENERAL INFORMATION



### Address Details

STREET ADDRESS: 42 Anderson Drive  
 TARRO 2322

WEBSITE: <http://www.tarro.catholic.edu.au>

EMAIL ADDRESS: [admin@tarro.catholic.edu.au](mailto:admin@tarro.catholic.edu.au)

TELEPHONE NUMBER: 4966 1302

SCHOOL HOURS: 9,00am to 3.00pm. **No student is to enter the school grounds prior to 8.30am**

### Secretary's Hours

8.30am - 3.30pm Monday - Friday

Our Senior Clerical Officer is Mrs Cristie Challand (Mon-Fri). Our Clerical Officer is Mrs Mel Smith (1 day each week)

FEES may be paid by direct debit, cash, cheque or Eftpos



### 2020 School Terms for students

<b>Term 1</b>	Wednesday, 29 <sup>th</sup> January 2020 (Y1 - Y6) Kinders start Thursday 30 <sup>th</sup> January 2020 School finishes Thursday, 9 <sup>th</sup> April 2020
<b>Term 2</b>	Monday, 27 <sup>th</sup> April 2020 Friday, 3 <sup>rd</sup> July 2020
<b>Term 3</b>	Monday, 20 <sup>th</sup> July 2020 Friday, 25 <sup>th</sup> September 2020
<b>Term 4</b>	Monday, 12 <sup>th</sup> October 2020 Thursday 17 <sup>th</sup> December 2020
	School resumes Thursday 28 <sup>th</sup> January 2020



Morning Assembly (9am) is part of the school day.

Lunch breaks:  
 11.15am - 12 noon  
 and  
 1.30pm - 2.00pm

Afternoon Assembly (3pm) is also part of the school day,

## CHILD PROTECTION

At Our Lady of Lourdes, we are committed to ensuring we provide a safe environment for students. To assist us with this task we are required to meet 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 Person (Care and Protection) Act

## CURRICULUM AND TEACHING PROGRAMMES

At Our Lady of Lourdes Catholic School, the curriculum encompasses Religious Education as well as the six Key Learning Areas which are prescribed by the New South Wales Board of Studies.

1. RELIGIOUS EDUCATION
2. ENGLISH - Reading & Viewing, Writing & Representing, Speaking & Listening.
3. MATHEMATICS - Number & Algebra, Measurement & Geometry, Statistics & Probability and Working Mathematically.
4. SCIENCE & TECHNOLOGY
5. HISTORY / GEOGRAPHY
6. CREATIVE & PRACTICAL ARTS - Music, Visual Arts, Drama and Dance
7. PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION - Growth and Development, Interpersonal Relationships, Personal Health Choices, Safe Living, Fitness and Lifestyle, Games and Sports Skills and Dance.

## PROCEDURES

### **Absences - IT'S NOT OK TO BE AWAY!**

Parents are requested to avoid removing children from class during school term. Any absence must be covered by a note, phone call, email or COMPASS entry stating the specific reason. **Absences for more than ten days need to be approved in advance.**

Should your child not be present at morning assembly or if he/she needs to be collected early, you will need to enter this information via the Kiosk (electronic data entry) at the Office. A student who arrives late **MUST** be signed in by a parent /carer - he/she will not be permitted to attend class without parental notification on the roll.

### **Leave**

Parents are requested to make contact via Schoolbag or COMPASS or telephone the school when a child is sick.

**If your child is absent when the roll is marked and we have not had contact from you, an SMS will be sent to your phone. Please contact the school IMMEDIATELY.**

### ***Late Arrivals / Early Departure from School***

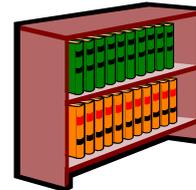
The time which is lost due to late arrivals and/or early departures is monitored and may result in families receiving a "Notice of Poor Attendance" letter as per Attendance Guidelines.

### ***Staff Development Days***

Four days each year are pupil free days and are provided to enable teachers to work in an area of professional development. Timely notice is given to parents so that alternate child-care arrangements may be made.

### ***Book Club***

A Book Club operates within our school. Order forms are sent home once per term. This club provides an opportunity to buy books, which are reasonably priced and suitable to the age and interest of the children in each grade.



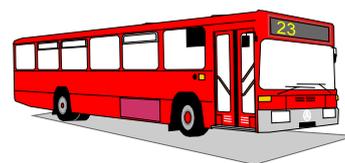
### ***Buses***

Transport NSW issues school OPAL cards to students, in place of what was formerly known as a "bus pass."

ALL applications for free bus travel **MUST** be done on-line at **[transportnsw.info/school-students](http://transportnsw.info/school-students)**

This includes all new applications, if a student changes schools or home address or loses their card and needs a replacement.

We ask your co-operation in reinforcing courteous and safe conduct on buses. Children who cannot do this may receive a Bus Caution. **Note** that any concerns regarding altercations on buses must be referred to the bus company.



### **Collection of Monies and Notes**

All money brought to the school should be in a sealed envelope. The outside of the envelope needs to clearly state your child's name, grade, the amount enclosed and the reason. All money is collected and sent to the office each morning. The class teacher collects notes each morning as soon as classes begin (9.00am). Money is not kept on the premises.

### **Homework Includes the "Premiers Reading Challenge"**

Homework is set for Y1 -Y6 from Monday to Thursday. No homework is set at weekends. Homework should reinforce and/or consolidate the work which has already been taught in the classroom. Kindergarten has Homework set at an appropriate level later in the year. Usually the first week and last week of each term are homework free. The "**Premiers Reading Challenge**" is run by the Teacher Librarian for Kindergarten to Y6.



### **Library**

The school has a well-stocked library from which the children are able to borrow on a weekly basis. We ask that all children have a LIBRARY BAG, and that they handle books carefully whilst they are on loan. We have a simple rule for the protection of our books: No bag, No borrowing.

Failure to return books could result in the children losing their library privileges and the missing books will need to be paid for.

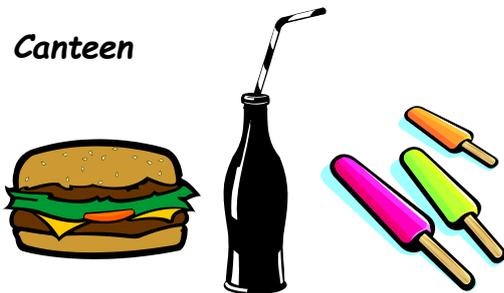
### **Jewellery and Hair Styles**

Jewellery is not part of the school uniform. Only studs or sleepers may be worn at school (by girls or boys), and only **one per ear**. Make-up and nail polish are also considered to be inappropriate.

Hair styles are to be neat and tidy. Hair is to be worn tied back including long hair worn by boys. Hair is not to be bleached or coloured or to have fancy razor cuts or 'rat's tails'.



### **Canteen**



The Canteen is open daily for the purchase of drinks, ice blocks and other snacks dependent upon volunteer availability. Lunches are available on Fridays. Lists are provided regularly, detailing prices and goods available.

### **Flexischools**

Flexischools is used for ordering lunches, uniform purchases and fund raising. This technology enhances our Canteen system enormously as it means that the added step of opening lunch bags, transcribing orders and counting money is eliminated.

Order Online @ [flexischools.com.au](http://flexischools.com.au)

### Registration is easy and free!

Using any PC, go to [www.flexischools.com.au](http://www.flexischools.com.au)

- 1) Click **Register Now!** and enter your email
- 2) You are emailed a link to the online form.  
Choose your own username and password and enter your contact details
- 4) For each child, click "Add a student" and follow the prompts to place an order

You will be required to top-up your pre-paid account. VISA or Mastercard preferred. Transaction fees may apply - see online.

### ***Afternoon Dismissal***

All children gather at 3.00pm for afternoon dismissal. This is timetabled in the school's curriculum and all children are expected to attend.

- The children who are walking home or are being collected by family members are seated under the Pickin Pavilion.
- Students who are travelling home by bus assemble in the Infant area. It is important that you notify the school of any variations to the children's afternoon travel arrangements.
- The gates are locked until 2.30pm. Parents are asked to gather at parent collection points and to wait for children to be delivered to them by a teacher.

### ***Excursions / Incursions***

School excursions/ incursions enhance children's development and are directly related to the curriculum. Parents are usually given several weeks' notice of excursions. Each excursion will be accompanied by a permission request and medical note for updating if required. Excursion costs are included in school fees **EXCEPT for Y5 Camp and Y6 Canberra trip.**

### ***Fire Drills and Lockdown Drills***

Each term the school participates in evacuation drills and lockdown drills where the children are practiced in the procedures they will need to know in the case of an emergency.

### ***Maitland Baptist After-School and Vacation Care***

The group provide before and after school care from 6.30am-6.00pm each school day. This takes place in the Community Hall in Northern Ave. The carers communicate their availability for care during school holidays. Contact Number for Maitland Baptist Child Care Inc (we call this "OOSH"):  
4939 1840 or 0431 586 022

The school **is not open to students until 8.30am**, and we do not provide supervision

until that time. The gate at the front of the school is unlocked in order to provide access for staff only to enter the school. The back gate is locked until 8.30.am. We understand that parents have work commitments and advise that OOSH is available in the Community Hall adjacent to the school in Northern Avenue. Please do not ask staff to allow entry for your child prior to this time and we request that you do not place staff members in the embarrassing position of having to refuse such a request. Please remember that we take this position because the safety of your child is of the utmost importance to us

## COMMUNICATION BETWEEN HOME and SCHOOL

**Website:** <http://www.tarro.catholic.edu.au>

**COMPASS:** download app. and request individual login details at the Office

### *Appointments with Teachers*

Teachers are very happy to communicate with you regarding your child. Please arrange a suitable time for a conversation by sending a note or by phoning for an appointment. It is important that you resist the urge to have a chat at Assembly time, as teachers are responsible for the care of their students from the time the first bell rings.



**TEACHERS ARE NOT AVAILABLE TO TALK TO PARENTS DURING CLASS - please do not approach class rooms during the teaching day.**

### *Appointments with the Principal*

If you have any concerns regarding your child's progress, or if you need to discuss any matter with the Principal, please do not hesitate to phone for an appointment. If your concerns involve a classroom matter, please make sure that you have had a conversation with your child's teacher before making a time to meet with the Principal

### *School Newsletter*

The school Newsletter is published each week and is sent home via COMPASS on Tuesdays. If you wish to receive a printed copy, please notify the school. It is EXTREMELY important that you read the newsletter as it contains important information about upcoming events and timetable alterations, as well as general interest items about our school community.



### *Representative Sport*

Students are offered the opportunity to participate in representative sport. Parents are asked to note that this is a privilege. Teachers with specific interests may offer to train children and place a school team into a cricket, soccer, rugby league or netball competition. When this happens, students are always expected to behave in an exemplary manner and to adhere to the requests of the teacher and coaches involved in the training of the children. It is always the right of the school to choose not to allow a student to participate if their behaviour is deemed to be unacceptable. This can take the form of a refusal to follow instructions, to behave in a sporting manner, rudeness to other teams, failure to attend training sessions or failure to follow uniform codes. Children who are **suspended** could have their opportunities for leadership or representative sport placed in jeopardy.

### **Visitors**

All visitors are required to sign in at the Office. Badges must be worn for the duration of the visit. This record of attendance is especially important in the event of a fire or security drill.

### **Volunteers**

Volunteers must follow the same process as a visitor.

Volunteers must also be screened through the completion of a Working With Children Check and cross-referencing with our Diocesan Child Protection Agency.

In order to become a volunteer:

1. apply on line for a *Working with Children Check* from the Office of the Children's Guardian and you will receive a registration number;
2. provide your registration number at a Roads and Maritime Office and request the check (volunteer checks do not involve a fee);
3. when you receive your approval bring the document to the Office here and your details will be forwarded to Office of Safeguarding;
4. when you receive notification from Office of Safeguarding you will need to attend an induction session at school.

Naturally, this process will take some time, however there is nothing more important than ensuring that the adults come into contact with children have been thoroughly checked.



## **INFECTIOUS DISEASES**

**EACH CHILD STARTING KINDERGARTEN MUST OBTAIN AN IMMUNISATION CERTIFICATE FROM HIS/HER DOCTOR.**

Children who are unwell should not attend school. The following guidelines give the recommended time a child who is suffering from an infectious disease should be excluded from school.

### **Acute Conjunctivitis**

Exclude until all discharge has ceased.

### **Chicken Pox**

Exclude until fully recovered, at least seven days after first spots appear.

### **Glandular Fever**

Exclude until recovered or until a medical certificate is produced.

### **Infectious Hepatitis**

Exclude until all symptoms have disappeared or until a doctor issues a certificate of recovery, but not before seven days after onset of jaundice.

### **Measles**

Exclude at least seven days from appearance of rash.

### **Rubella (German Measles)**

Exclude until fully recovered - for at least ten days after rash appears.

### **Impetigo (Scabby Sores)**

CONSULT family doctor. If sores are being treated and are properly covered by a clean dressing, children are allowed to attend school.

### **Pediculosis (Head Lice)**

You will be called to collect your child in order to clean hair of lice and nits.

### **Whooping Cough**

Exclude for four weeks from onset of illness or until doctor issues a certificate of recovery.

## ADMINISTERING OF MEDICINES POLICY



- 1) No medication is to be given to a student without the written permission of a parent/guardian.
- 2) All medication is to be administered at the school office by the Medical Officer or a designated staff member authorised by the Principal.
- 3) All medication must be in the original chemist packaging indicating dosage and the name of prescribing doctor.
- 4) The nominated staff Medical Officer in relation to First Aid and advice is to be advised. In the absence of this person, Mrs Henderson (Principal), Mrs Challand (Senior Clerical Officer) or nominated staff member will be the designated Medical Officer.
- 5) The Principal is to be informed by parents in all cases of students who require medication during the school day.
- 6) Self-administration of medication by a pupil, under adult supervision may occur only with the approval of the Principal after receipt of a written request from a parent/guardian.
- 7) Students must not keep medication of any kind in their bags.
- 8) All medication kept on the school premises must be kept in the Sick Bay in a locked cupboard.
- 9) Pain relief medication eg paracetamol, will not be kept on site. Should a student require pain relief a note from his/her doctor is required
- 10) The school will maintain a Medication Register.
- 11) The Medication Registrar will provide the following information when a student requiring medication leaves the school premises: eg excursions / sporting activities  
Date / Time / Name of student / Type of medication / Dosage  
Name of person administering medication (normally the class teacher)
- 12) The following documentation is to be kept and maintained current:
  - Form 1 Notification and request by parent/guardian for the administration of medication during school hours.
  - Form 2 Deed of Indemnity
  - Form 3 Student Medical Advice to Schools
  - Form 4 School acknowledgment of request to administer medication
  - Form 5 Notification of change of medication

### Parents - What you should do:

- 1) If your child requires medication at school on a regular basis please request forms 1, 2 & 3.
- 2) Forms 1, 2 & 3 must be completed before medication can be administered to a student. Please ensure the forms detail:
  - \* dosage
  - \* time of ingestion
  - \* contact person
  - \* and doctor in an emergency
- 3) If there is a change to your child's medication please request form 5, complete and return to school.
- 4) Students with asthma are required to carry their medication on their person, when involved in activities away from school. Parents are requested to notify the Principal in writing of their child's medical needs.

## **PARENTS as PRIME EDUCATORS**

The family, more than the Church or the school, exerts the deepest influence on the faith development of their children. With this in mind, Our Lady of Lourdes seeks actively to support (not replace) parents in the Christian formation of their faith.

### ***Parental Help***

This is always appreciated! Upon completion of WWCC screening and an induction, parents and family members are able to help at the school in the following way:

- \* reading groups;
- \* fundraising;
- \* craft activities;
- \* Canteen volunteers;
- \* Garden group.

### ***Parents and Friends Association (P&F)***

A major aim of this association is to financially support the extra needs of our school. Meetings are held on the second Tuesday of each month commencing at 6.30pm in the Chapel. These meetings provide an opportunity for exchange of ideas on school activities and, from time to time, guest speakers address the group. All parents of children at the school are eligible to become members. You are asked to attend the monthly meetings and support the fund-raising activities held during the year.

### **Reports/Interviews Term 2**

Parent/Teacher interviews are conducted towards the end of Term Two in conjunction with the Semester 1 reports each year. In these interviews the religious, academic and social development of your child will be discussed.

### **Term 3 Interviews**

Interviews may be requested from the teacher. This is particularly useful if the teacher has raised some concerns about your child's progress earlier in the year. It is also a good opportunity for you to discuss concerns about any other area of your child's development that may have arisen.

**Note:** Interviews are optional.

### **Term 4 Reports**

Semester 2 reports are sent to parents in December. Interview times are again available.



## **Y6 STUDENT LEADERSHIP ROLES:**

**Role 1: School Captains for one term (students wear their Captains' Badge at this time)**

Tasks: Representation of the school at Diocesan functions, meeting and greeting dignitaries who visit the school, leading the School Prayer each morning.

**Role 2: Sports Captains for one term**

Tasks: Looking after the Sports Shed, distribution of sports equipment to the playground, assisting at Carnivals and other sport events.

**Role 3: Leading Assembly for one term**

Tasks: Organising and presenting the Primary school assembly each week.

**Role 4: Leading Positive Behaviour for Learning for one term**

Tasks: Raise the flags of Australia each morning, put out the flags relating to the four school rules and introduce the Positive Behaviour focus for the week.

All students involved in the Leadership Team will rotate through these roles and will be expected to display exemplary behaviour and to uphold the values of the school. These roles will provide them with an opportunity to participate in the running of their Primary school and will provide a vehicle for them to express their opinions and participate actively in decision making.

## **INTERNET**

CSO sites are screened and other internet access is supervised. A user permission note will be sent home at the start of your child's enrolment and periodically thereafter reflecting their growth. The children are encouraged to use the Internet at home with parent supervision for research purposes only.

***Facebook and other social networks.***

Often parents feel pressured to sign their children up to use these social networks. Please be aware that Facebook conditions of use require their members to be 13 years of age. Please check conditions of usage of all similar networks before allowing your children access to them. Inappropriate use of social media by parents to make comment on the school, its' Staff or students can result in legal action. Please remember that the formation of our young people in an atmosphere of forgiveness and dignity is of utmost importance within the culture of our school.

## SCHOOL FEES

The payment of school fees is compulsory and agreed to upon enrolment. Accounts are sent home during Term 1 and Term 3. Parents' contribution by way of fees is essential to the day-to-day operation of the school, however parents who face difficulty in this matter should approach the Principal who will discuss their situation and offer support. It is important to note that while no child will be denied a Catholic education because of his/her parent's inability to pay fees, it is requested that concessions are only requested when genuine hardship applies.

**The fees for your ELDEST CHILD in 2020 \$3035**  
(**\$75.88 per week over 40 weeks**)

*This amount includes:*

**Diocesan Family & School Building Levy (DF&SBL) = \$1250 per FAMILY**

**Please note that if you have a child in a Diocesan Secondary School, this levy will be applied to his/her fees only.**

The DF&SBL assists in financing capital works in existing schools, the acquisition of land and the development of new schools. This levy also supports the Diocese in its pastoral ministries including the provision of Pastoral Workers, Refugee and Aboriginal ministries, the Hospital Apostolate and Seasons for Growth (Grief and Loss Programme). Historically, and for a considerable period of time, our schools were built and maintained by the voluntary contributions of the people of the Diocese through their Parishes. As our system of schools has continued to speedily grow (and the contribution in Parishes has declined markedly), that support is not viable.

**Diocesan Tuition Fee = \$1275 per CHILD K-Y6**

**LOLO Information Technology Fee = \$110 per FAMILY**

This is a family contribution to the ongoing cost of purchasing and replacing computer software and hardware.



**LOLO Maintenance Fee (including Mowing) = \$70 per FAMILY**

This fee contributes to the maintenance of school equipment, mowing and general maintenance of the grounds.



**LOLO Excursion/Incursion Fee = \$168 per CHILD**

This fee covers the cost of incursions and excursions held throughout the year and contributes **\$30 per child** towards the Stage 3 major excursions to the Great Aussie Bush Camp and Canberra. It covers entry to Sports and Swimming carnivals, a visit to Hunter Life Education and the provision of TWO terms of paid sport with specialist instructors. This amount **does not cover** representative sport.

**LOLO Resource Fee = \$162 per CHILD**

This covers basic requirements eg provision of all exercise books, art material, paper, photocopy paper, biros, rulers, lead pencils, coloured pencils and copy costs etc. Parents are not expected to provide equipment or books for children.



## PROCEDURES FOR INVESTIGATING CONFLICT

It is not uncommon for children to have disagreements at school. These can cause high emotions both at home and at school. The following are some guidelines we aim to follow and which we encourage parents to follow as well. Copies of the Discipline Policy are available on request from the office



### *For Children*

- Tell a teacher when something happens (REPORT the PROBLEM)
- If the teacher is busy, go to the office and tell another teacher or tell your classroom teacher when you go to class.
- Children can also request an Incident Form to fill out.
- Tell the truth even if you might have contributed to the event.

### *For Parents*

- If something which we feel is serious happens on the playground we will endeavour to contact you either by phone or by letter.
- If your child informs you of something which concerns you, please let the school know. Do not assume that the school already knows. Some children, especially smaller ones, intend to let us know, but become distracted.
- Please try to remain calm. It is our aim to ensure the safety of all children. We want you involved and we want your assistance.

### *Remember:*

- There may be a number of investigations proceeding that you are unaware of, all of which require care and thorough attention. Simply because a result is not immediately forthcoming does not mean that the issue is not being dealt with.
- Investigations do not happen in a vacuum. School goes on as usual, teachers need to continue teaching and other administration also needs to continue, **so your patience is appreciated**. Decisions about discipline made in haste, are not always helpful.
- **Confidentiality** is extremely important. Children make mistakes, so do adults. How we deal with issues in school, teaches children skills about how to make better choices in life. It is about choice and consequences, not damning children. You may wish to express your indignation, but remember, all children make mistakes. It could be your child tomorrow.
- Social Media cannot play any part in the formation of young people in regard to grievances. Parents and students who engage in naming students or referring to them even in general terms leave themselves open to legal action. Try always to ask yourself whether you want an incident discussed publicly if it referred to you, your family or your child.

## GRIEVANCE PROCEDURES

As a staff we pride ourselves on clear, consultative and open communication. While we accept our responsibility to consult, and to communicate both clearly and effectively with the community, community members have a corresponding responsibility to read newsletters, notices, attend meetings, briefings and to seek clarification when required. There may, however, still be times when members of the community disagree or are confused about the things we are doing. It is essential that the established process as outlined below is followed to resolve grievances:

- Try to establish facts as clearly as possible, be wary of third hand information or gossip.
- If the matter involves your child or an issue of everyday classroom operation, make an appointment to see your classroom teacher detailing the reasons for the appointment.
- An appointment should be made with the Principal to discuss issues involving school policy, operations beyond the general classroom, and concerns about staff or grievances that are probably not easily resolved.
- All grievances are to be kept as confidential and respectful as possible.
- Community members may be accompanied by another person who may act in a supporting role during appointments made to resolve grievances.
- All formal discussions and processes involving grievances will be documented.
- The Principal will provide community members with appropriate CSO contact names and numbers if grievances are not resolved - see Appendix (iii).

### **Advice**

- Address concerns to the school - either the Principal or another staff member, not to other parents. Try to make an interview for the most effective communication.
- Remember, altercations are rarely as straightforward as you may think. Trust the school. We have no motive to hide information.
- Don't forget, there are always two sides of any story. The parents of the other child/ren will be feeling equally anxious and concerned for the welfare of their child. Give them some space too and remember that as a Christian Community it is how we deal with the mistakes our children make, or we make, that makes the difference. Let those who are perfect throw the first stone.
- Do not approach children on the playground to do your own investigations. You **will** be asked to leave the premises immediately.

Please remember that gossip rarely tells the whole truth but can certainly make the process more difficult and painful for everyone!

## **Anti-Bullying**

The Staff has made a firm statement about Rights, Rules and Responsibilities. We actively work with parents and students to deal with bullying and harassment promptly and effectively. We promote a peace culture where conflicts can be resolved without aggression and we give generous praise for pro-social and helpful behaviour. Parents will be notified if their children are involved with bullying. Immediate, appropriate action will be taken according to the Pastoral Care and Discipline Policy and within the context of the Anti-bullying Policy in the school. This can mean formal notification of an allegation in writing and a formal investigation being conducted.

The Diocesan Pastoral Care Policy states: *"we are made in the image and likeness of God (Genesis 1:27) and at the core of the Churches pastoral action is a deep respect for the innate dignity and uniqueness of the individual person."*

Bullying is never acceptable. Bullying can impact on the capacity of children to achieve their God-given potential. All staff members at Our Lady of Lourdes are committed to developing a positive, supportive, physically and psychologically safe school.

### ***Definition: Taken from the Schools Anti-Bullying Policy 2012***

Whilst there is no definitive and universally accepted definition of bullying, the most influential research in the area of what constitutes bullying has been proposed by Olweus (1993)

"... bullying may be defined as a student being exposed repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and intentionally excluding the student."

The National Safe Schools Framework (2011) defines bullying as repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.

### ***Violence / Intimidation***

Any behavior which is deemed to be threatening, intimidating or physically violent will result in suspension.

### ***School Rules***

BE SAFE  
BE A LEARNER  
BE RESPONSIBLE  
BE RESPECTFUL

**All parents / carers are required to sign a 'Conditions of Enrolment' Declaration which states that they have read, understood and accept the Code of Conduct, Conditions of Enrolment and Standard Collection Notice**

# School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: [www.mn.catholic.edu.au/about/policies](http://www.mn.catholic.edu.au/about/policies)

## Students in Catholic school communities agree to:

- ▶ Model positive behaviour to other students.
- ▶ Comply with and model school values.
- ▶ Behave in a safe and responsible manner.
- ▶ Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ Respect our school environment.
- ▶ Actively participate in our school community.
- ▶ Support the learning of others and make the most of our educational opportunities.

## Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website [www.mn.catholic.edu.au/about/policies](http://www.mn.catholic.edu.au/about/policies)
- ▶ Model positive behaviour to their child and all children in the school community.
- ▶ Ensure children attend school on time, every day the school is open for instruction.
- ▶ Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- ▶ Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- ▶ Work in a positive manner with the school to achieve the best outcomes for our child.
- ▶ Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.
- ▶ Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- ▶ Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- ▶ Support all school staff to maintain a safe learning environment for all students.
- ▶ Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- ▶ Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- ▶ Ensure any agreement made with the school is honoured.



## Standard Collection Notice Enrolment

1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the CSO and the school's legal obligations, particularly to enable the CSO and school to discharge its duty of care.
3. Compass is the diocese's centralised digital student information management system and CeD3 is our centralised digital storage system. Compass is owned and operated by a third-party service provider (JDLF International) and CeD3 is owned and operated by the Catholic Education Network (CENet). The personal information in the system is accessible by:
  - ▶ Compass, for the purpose of providing technical support; and
  - ▶ CENet, to provide support to the diocese. CENet has access to the personal information from Compass when it is held in CeD3 as well as information collected from other sources and held in CeD3.
4. Laws governing or relating to the operation of a school require that certain information is collected. These include: Education Act 1990 (NSW), Health Records and Information Privacy Act 2002 (NSW) and Children and Young Persons (Care and Protection) Act 1998 (NSW).
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. 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.
6. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
  - ▶ other schools and teachers at those schools
  - ▶ government departments
  - ▶ the Catholic Education Commission, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
  - ▶ medical practitioners
  - ▶ people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
  - ▶ providers of learning and assessment tools
  - ▶ assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The CSO and school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.
9. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CSO or school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may 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 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.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
13. If you provide the CSO or 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 and why.



## Conditions of Enrolment FOR EXISTING PARENTS/CARERS

I/We understand and agree that:

1. I/We have read the **School Community Code of Conduct** and agree to abide by the Code and support the school in promoting the terms of the Code. Failure to comply with this Code may lead to cancellation of enrolment.
2. Education is a partnership between school and home. While children are enrolled at schools in the Diocese of Maitland-Newcastle, parents and carers undertake to support the school in all aspects of Religious Education. This includes participation in Religious Studies, all retreats and community day programs, liturgical events, class masses and prayer in general. It is expected that parents, carers and students will support these vital activities regardless of their own personal beliefs.
3. My child must abide by the School Rules and Policies as interpreted by the school, including appropriate use of technology and social media. The school reserves the right to take disciplinary action thought appropriate by the school in relation to any child whose attitude, progress and behaviour is not in the school's opinion, conducive to the welfare of the child, other children at the school, or the school community. These actions include lunch time and out-of-school detentions, exclusions for school activities, internal and external suspensions, and expulsion (refer to the Suspension, Expulsion and Exclusion Support Document [www.mn.catholic.edu.au/about/policies](http://www.mn.catholic.edu.au/about/policies)).
4. The school reserves the right to vary its academic and other programs and this may include the right to discontinue teaching subjects and other programs.
5. The conditions of enrolment and school policies and procedures may be amended at any time at the discretion of the school.
6. I/We have disclosed all information about my/our child/children that relates to details of special circumstances that may need to be taken into account by the school such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
7. The school may publish names and photographs of students in school newsletters, on the school network and school website, and in school promotional material. If I/we do not wish this information to be used to celebrate achievement and promote the school, it is my/our responsibility to put this request in writing.
8. My child is responsible for their personal belongings and the school will not be liable for any loss or damage of these belongings.
9. The school will be notified of all changes to personal details as supplied in the original application for enrolment.
10. I/We give permission for the school authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the school or at functions/excursions organised by the school if I/we cannot be contacted before any such treatment is deemed necessary by proper medical authorities.

### SCHOOL FEES

I/We agree to the following conditions in regards to payment of school fees:

11. To apply for concessions within one week of receiving the school account. (Means-tested, low-income families such as families supported by holders of a Health Care Card (HCC) or a Pension Concession Card with a code (PPS) are offered a tuition fee discount to a maximum of 50% after application of any relevant sibling discount. Fee payers can also apply for a further discount by submitting an Application for School Fee Concession with supporting documentation. Concessions will be applied by the Principal acting reasonably in accordance with the principle of assisting families with limited financial resources.)
12. **All fees on the term account published by the school will be payable by the due date within the term in which they are incurred, or as otherwise agreed to by the school. All other school expenses incurred by my child whilst enrolled at the school shall be paid by the date nominated by the school.**
13. Should I/we have difficulty meeting my school fees obligations I/we agree to contact the Principal or a member of the Executive approved by the Principal to discuss options.
14. I also agree to meet with the Principal, or a member of the Executive approved by the Principal, to discuss my school fee obligations to ensure continuity of participation in non-core activities for my child.
15. **Parents/Carers who have children enrolled in a Catholic school remain (joint and severally) liable for the payment of all fees including fees and costs incurred by the school in recovering or attempting to recover any unpaid amount due.**
16. By signing and agreeing to these terms I/we understand I/we are joint and severally liable for all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents/carers.

# Ken Lane Menswear

& Formal Hire *For Men of Distinction*

397 High Street Maitland Ph: 4933 2211

Our Lady of Lourdes

## Schoolwear Price List - Nov 2019

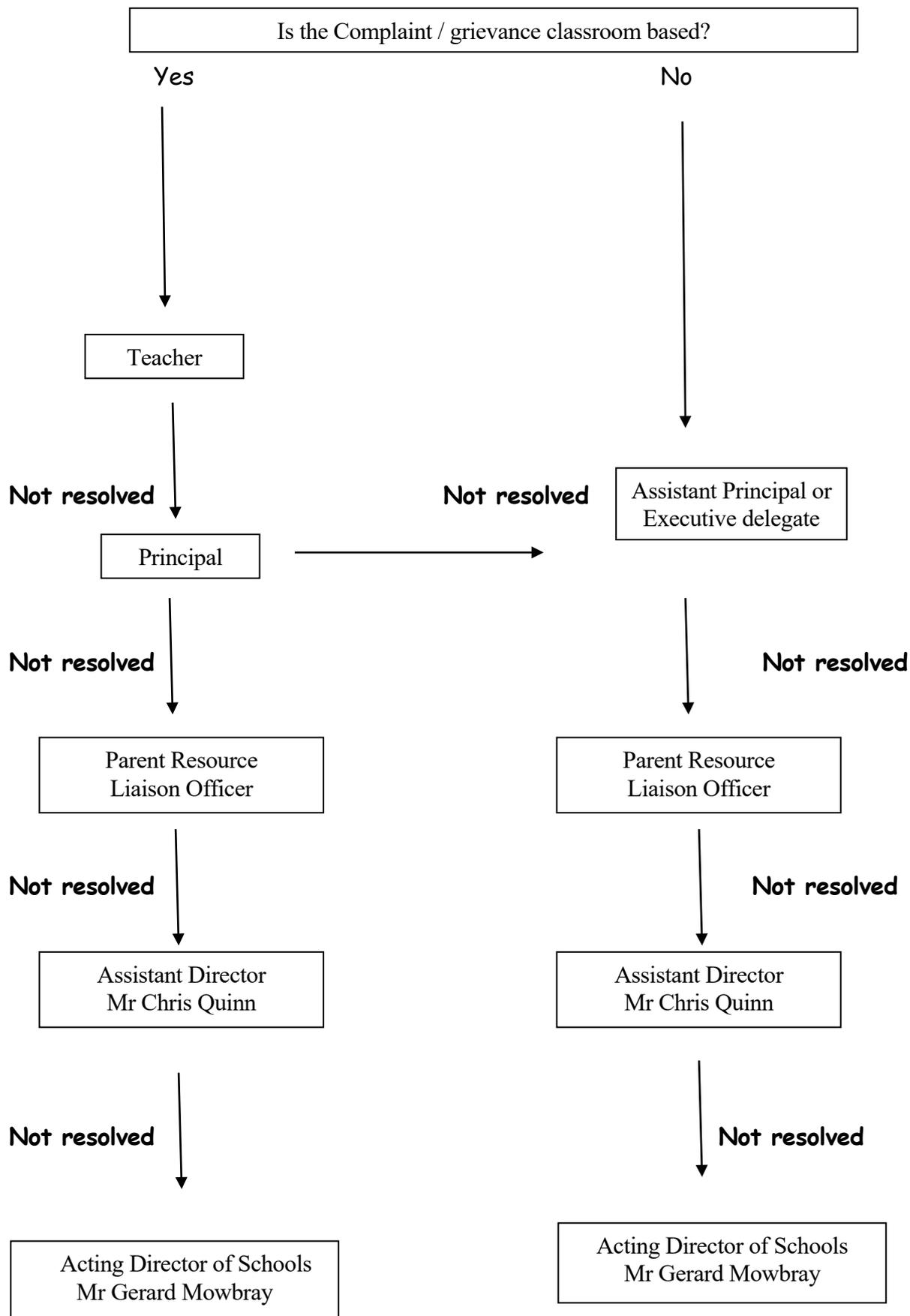
Summer				
	Size	Size	Size	
Girls	5,6	8,10	12,14,16	18+
Summer tunic <i>Australian Made</i>	\$ 59.95	\$ 65.00	\$ 69.95	\$ 69.95
S/Sleeve Blouse	\$ 27.95	\$ 27.95	\$ 27.95	
Girls Tailored Shorts	\$39.95	\$39.95	\$39.95	
Boys				
Boys Shorts (Scags)	4 to 16	10-16		
	\$ 28.95			
Boys S/S Shirt (Midford)	4 - 16			
	\$ 27.95			
Socks, Grey & White (Red Robin)	All sizes	3Pk		
		\$15.95		
Winter				
	Size	Size	Size	
Girls Winter Pinafore (K-Yr2) <i>AUSTRALIAN MADE</i>	5,6	8,10	12	
	\$ 69.95	\$ 69.95	\$ 69.95	
Girls Skirt (Yr3-6) <i>AUSTRALIAN MADE</i>	\$ 59.95	\$ 59.95	\$ 59.95	
Girls Peter Pan Collar Blouse (Midford)	5 - 14			
	\$29.95			
Girls Winter Tights (Midford)	4-6yrs	7-10yrs	11-14yrs	
	\$22.50	\$22.50	\$22.50	
Boys				
	4, - 16			
L/S collar shirt	\$29.95			
	4,-8	10,-16		
Trouser (double knee)	\$37.95	\$39.95		
Other	4,16			
Track Jacket	\$59.95			
Track Pant	\$45			
Fleecey pullover	\$39.95			
Sports shorts	\$29.95			

**P&F Uniform Shop Price List 2020** These items are able to be purchased through Flexischools.

Hair Rosettes -Girls Summer.....	\$3.00
Hair Rosettes/Bows -Girls Winter.	\$3.00
School Badge – Enamel .....	\$5.00
School Back Pack .....	\$60.00
School Bucket Hat – Reversible ...	\$20.00
School Sports Shirt .....	\$30.00
School Tie - Boys Elasticised .....	\$20.00
School Tie - Boys Tie-Up .....	\$20.00
School Library Bags .....	\$15.00
Tab Tie - Girls Summer .....	\$5.00
Tab Tie - Girls Winter .....	\$5.00

Various second hand uniform items are often available – usually priced at \$

## COMPLAINTS and GRIEVANCES RESOLUTION (Pathways)



# SCHOOL PRAYER

We, the community of  
Our Lady of Lourdes,  
pray that You will bless us  
and our families.

Make us always aware of  
Your presence in our lives  
and protect us at all times.

We give You thanks for our  
health, freedom and the  
opportunity to learn  
to know You better.

We offer this prayer through  
Christ, our Lord.  
Amen.

## 2020 STAFF

### Leadership Team

**Principal:** Cheryl Henderson

**Assistant Principal:** Kathryn Stuart (0.25)

**Religious Education Co-ordinator:** Petrina Massey (0.2)

**Primary Co-ordinator:** Danny Antonini (0.1)

### Teaching Staff

Kindergarten - Victoria Murphy (0.5) / Lauren Ross (0.5)

Stage 1 BLUE (Y1) Petrina Massey (0.8) / Renae Unicomb (0.2)

Stage 1 RED (Y1) Courtney Trudgett

Stage 1 WHITE (Y2) Lara Sullivan

Stage 2 BLUE (Y3) Lisa Sansom

Stage 2 RED (Y3/Y4) Sharon Low

Stage 2 WHITE (Y4) Danny Antonini (0.9) / Renae Unicomb (0.1)

Stage 3 BLUE (Y5) Lachlan Edwards

Stage 3 RED (Y6) Michael Tobin (0.8) / tba (0.2)

Stage 3 WHITE (Y6) Nadine Ptolemy (0.5) / Samantha Hillier (0.5)

Kathryn Stuart has not been assigned a class as she will provide RFF (Release from Face to Face) for teachers in addition to her other leadership responsibilities.

**Learning Support Teacher:** Allison Treloar

**Pedagogical Mentor:** Kathryn Stuart (0.2), Michael Tobin (0.2)

**Gifted Education Mentor:** Kathryn Stuart (0.2)

**Teacher Librarian:** Stacey Graham

**Aboriginal Education Teachers:** Bryan Rowe; Belinda Huntriss

**English as Additional Language / Dialect Teacher:** Patricia Higgins

### Support Staff

**Senior Clerical Officer:** Cristie Challand

**Clerical Officer:** Mel Smith

**Learning Support Assistants:** Colette Culley, Kirsten Williams, Kylie Bardetta,  
Carly McGregor, Kathy Williams

**Pastoral Care Worker:** Karen Tucker

**Library Assistant:** Julia Fields

**Canteen Supervisor:** Kaye Hutchinson