Our Lady of Lourdes
Catholic Primary School, Dardanup

Parent Information Handbook
Updated: May 2023

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Dear Lord,

Thank you for our families, who show us love and care.
Thank you for our friends, because they are always there.
Thank you for our teachers, who always help us learn.
Thank you Lord for everything, you always show concern.

Help us always listen, to what others have to say.
Help us share with everyone, each and every day.

Help us always try our best in all that we do.
Help us Lord in everything, to become more like you.

Amen
SCHOOL INTRODUCTION

Welcome to Our Lady of Lourdes School, where we cater for children from Pre-Kindergarten to Year Six.

Our Vision

Our Vision is to be a welcoming community of Many Minds and One Heart in Christ.

Our Mission

Our Lady of Lourdes is an expression of the life and pastoral care of the Church in the local community. With Christ as its inspiration and guided by Gospel values, the school strives to promote the education and development of the whole child. Our MISSION is to provide a high-quality education that will inspire an ongoing love of God and embraces our Core Values.

Our Core Values

As a learning community centred on the example of Christ, the following core values underpin our approach:

- **Integrity**
  
  Developing your whole self to become your best; demonstrated by consistency between thoughts, judgements, choices and actions.

- **Respect**
  
  Valuing yourself and others because each person is made in the image of God.

- **Compassion**
  
  Having a deep concern for others, especially those who are suffering, shown through kind words and actions in an effort to lessen their suffering.

- **Justice**
  
  Endeavouring to give each person what is rightfully due to them, and treat them with fairness, because of the inherent dignity of each person.

- **Courage**
  
  When facing difficult choices, choosing good actions, despite the possible consequences or the opinions of others.

Our Teaching & Learning Philosophy

At Our Lady of Lourdes School Dardanup, we strive to develop Christ-centred, confident, and creative individuals, successful lifelong learners who are active and informed members of the community.
On Monday April 12th 1920, a Convent School was opened in Dardanup by the Sisters of Mercy at Prinsep Park. In 1922, the new convent was ready and on Monday 6th February the sisters moved the new school into the convent. It was officially opened on Sunday 22nd April in that year.

The history of Catholic Education in Dardanup however, starts long before that, with a man named Thomas Little.

Thomas Little was born in Country Galway, Ireland in 1800. He was sent out from India to manage property for Charles Prinsep, a wealthy citizen of Calcutta. After some years of successful management, he bought land for himself in the area which he called Dardanup Park. He is credited as being the first to settle in this area.

During the Irish famine, he induced many of his fellow countrymen to migrate to Dardanup, and hence Dardanup quickly became a predominantly Catholic settlement.

It was in 1852 that Thomas Little decided to give 50 acres of his estate to build a Church and monastery. The Church was completed and blessed on April 19, 1857 and was the first Church completed outside Perth and Fremantle.

A School was soon opened on September 15, 1857 at the expense of Mr Little and held its first examinations at the end of 1857.

From 1871-1877, the teacher at the school was Miss Ellen Costello. Ellen Costello was later to become Mother Angela, the first Australian born superior of the Sisters of Mercy in Bunbury in 1897.

By 1897 however, the classrooms had fallen into a state of disrepair and it was poorly equipped and had few facilities. The pupils were withdrawn from the Catholic owned buildings and moved to a more modern structure built over the road from the church and ran as a state school.

After this time, the Sisters of Mercy continued to visit Dardanup to instruct the children in their catechism.

It was Father Finnegan who later decided a Catholic school was again needed and worked tirelessly to establish the school. On Tuesday April 6, 1920 Prinsep Park house was leased from Mr Venn as a temporary School and residence for the Sisters of Mercy pending the erection of a Convent and School on the site chosen on the mission land in the township. On Monday April 12th 1920, a Convent School – complete with 21 pupils – was opened in Dardanup by the Sisters of Mercy. The first sisters were Sr Columba, Sr Finian and Sr Berchmans.

On February 5th 1922, the building was finally ready and the Sisters withdrew from Prinsep Park and moved into the new convent and school. At the official opening of the convent and school on Sunday April 2, there was a large crowd present and members of St Patrick’s band from Bunbury provided music for the occasion. Archbishop Clune accompanied by Venerable Archdeacon Smyth and Rev Fr Finnegan were present for the opening.

Numbers continued to grow and when the new Church was completed in 1938, the old church was once again used as a classroom due to overflowing numbers.

By 1948, the numbers at the School had continued to grow. It was this year the Fr Charles Cunningham, later Monsignor, came to Dardanup as the Parish Priest. He lost no time in presenting the parishioners with the need for new classrooms to accommodate the increasing population of Catholic students. Thanks to the support of local carpenter Mr Peter Byrne and lots of parish and parent supported busy bees, the two-classroom building was completed in 1949 (currently the school library).

The foundation stone of the school was laid on July 9th 1949. His Grave, Archbishop Prendiville blessed and opened the two classrooms, it had cost 1400 pounds.

Two years later saw overcrowding again and a need for yet another room. In February 1952 at a cost of 800 pounds, this third room was added.

Children of railway workers housed in Boyanup come to the School as did children of nearby Italian timber workers. Both these sources later closed.

During this time, a Bushie School was held annually by the Sisters of Mercy. The local sisters and some extra sisters from Perth would use either May or August holidays to complete the instruction. These continued until 1962.

Numbers dropped when boys transferred to the new Marist Brothers College (later Bunbury Catholic College) in 1952.

The Sisters continued to offer music and Religious Education to children of the broader region.

In 1974, a Lay teacher was introduced to the school and in 1975 the school had a Lay Principal. By this time, Year 7 classes were moved into Bunbury.
While the numbers at the Catholic School were for obvious reasons reduced, the Government School was overcrowded and needed to lease a room from the Catholic School for a short time.

In 1976, when the Board heard that the Carmelite Sisters were coming to the Convent, they built a staff and storeroom onto the School. (currently the back of the school Library building)

In 1979, after a lot of hard work by parents, Monsignor Giles and the Principal, Miss C. Kutil, along with a reciprocal grant from the government, the renovations on Thomas Little Hall were completed. A dedication Ceremony and luncheon were held to mark the occasion.

In 1982, Year 7 was once more back in the school and a male teacher joined staff. With increased staffing and clerical requirements, there was a need to increase the Administration area and so when the Carmelites moved from the Convent in 1984 the school Administration transferred to the two front rooms.

1992 saw the removal of the end classroom, built in 1952, to expose the Thomas Little Hall once more, with its historical uniqueness, to the wider Dardanup community. The two original classrooms were converted to a Library and Administration centre whilst three new classrooms were built to the east on the adjoining location. They consisted of a Pre-primary/Year 1-2 Room and Middle and Upper Primary Rooms. Pre-primary was introduced for the first time in 1992 and a highly successful Rural Integrated Programme has been adopted.

1999 was when the new administration block, Year Three classroom and canteen were built. Kindergarten was introduced for the first time and the room combinations were K/PP/Yr 1, Yr 2&3, Yr 4&5 and Yr 6&7.

2005 saw the completion of building of another two classrooms and in 2009 saw the completion of Stages 6 and 7 of the building plans, which took Our Lady of Lourdes to full single stream capacity. This saw the inclusion of a new Pre-Primary room, toilet block and classrooms.

In 2010, the Building Education Revolution government funding was used to complete a hall complex, incorporating a hall, meeting rooms, toilets and a staffroom. This funding also allowed for an extension and renovation of the administration block.

During 2013, the P & F Association agreed to support the parish in the purchase of land to the east of the school, as a part swap, part purchase agreement, to allow for future growth of the school.

2014 was the last year our school held a Year Seven class. As per new State guidelines, as of 2015 year seven students now attend secondary school.

In 2017 a nature playground was constructed by parent volunteers.

In 2018, new toilet facilities were built.

Term 2, 2019 saw the commencement of Pre-Kindergarten program for 3-year-olds students.

On Saturday 15th February 2020 the school held 100 year celebrations. Over 300 past and present students, families and staff came to celebrate, reminisce and officially bless and open the new memorial garden.
Our School has been named after Our Lady of Lourdes and so our crest has been designed on the events that occurred at Lourdes and the significance of this to our School. This crest endeavours to capture the ‘essence’ of our School.

The band in the centre represents water: of the spring at Lourdes and the significance of water to the community in Dardanup.

The Church Window represents the Chapel requested by Our Lady to be built in the Grotto at Lourdes and also the Thomas Little Hall, the previous Church of our Community that is significant to our School.

The other symbols on our crest that endeavour to capture the essence of the School are:

The cross signifying our Christianity.
The dove signifying love and innocence.
The olive branch signifying reconciliation and peace.
The book signifying the Gospel, knowledge and wisdom.

Our School colours also hold significance to our crest – white symbolises purity, holiness and joy and blue symbolises Heaven, knowledge and contemplation.

Our School Motto is:

_MULTAE MENTES COR UNUM_

_MANY MINDS, ONE HEART."
SCHOOL TERM DATES 2023

Semester One

Term One
Students Commence: Wednesday 1 February
Students Finish: Thursday 7 April

Term Two
Students Commence: Wednesday 26 April
Students Finish: Friday 30 June

Semester Two

Term Three
Students Commence: Tuesday 18 July
Students Finish: Friday 22 September

Term Four
Students Commence: Tuesday 10 October
Students Finish: Friday 7 December
ENROLMENT POLICY

Enrolment at Our Lady of Lourdes school is in-line with CEWA’s enrolment policy.


For enrolment into non-compulsory school years (Pre-Kindy & Kindergarten), it is a government requirement that immunisations are current. Statements must be dated within two months of an offer of placement. For the school to be able to offer a place, a child must:

1. Be up to date with immunisation (as per AIR)
2. Have an approved catch-up-plan (also per AIR) Or
3. Be exempt – with documentation to support the exemption.

If the above conditions are not met, we are unable to proceed with enrolment. Further information can be found at https://www.health.wa.gov.au/Articles/F_I/Immunisation-enrolment

SCHOOL FEES: Setting and Collection

PRINCIPLES
The School Advisory Council endorses the Principal’s annual school budget including tuition fees and charges. Every effort is made to keep school fees as affordable as possible.


PROCEDURES
Upon enrolment at Our Lady of Lourdes, parents will be informed of the fee structure of the school. Parents will also be informed of changes to the fee structure at the Annual Community Meeting held in November each year.

An annual statement which will include tuition fees, amenities, building levy, as well as other fees applicable to each year level will be sent out via email during Term 1.

FEE COLLECTION

All school fees are expected to be paid according to the payment schedule. Families with short-term financial problems are expected to contact the Principal in order that payment arrangements may be made.

Families who currently hold a Health Care Card/Pension Card are entitled to a fee discount on tuition, Kindergarten to Year six.

Our Pre-Kindergarten program for 3-year-olds is self-funded by the school. There is no discount or CCS (child care subsidy) rebate on fees. Fees for Pre-Kindergarten must be paid by the start of each term.
## SCHOOL FEES SCHEDULE FOR 2023

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>First Child</th>
<th>$700 per year</th>
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<tbody>
<tr>
<td></td>
<td>Second Child</td>
<td>$553 per year</td>
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<tr>
<td></td>
<td>Third Child</td>
<td>$420 per year</td>
</tr>
<tr>
<td></td>
<td>Fourth Child</td>
<td>Free</td>
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<tr>
<td></td>
<td>Fifth Child</td>
<td>Free</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PP – Yr 6</th>
<th>First Child</th>
<th>$1 111 per year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Second Child$ 888 per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third Child</td>
<td>$ 666 per year</td>
</tr>
<tr>
<td></td>
<td>Fourth Child</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td>Fifth Child</td>
<td>Free</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amenities</th>
<th>PP – Yr 6</th>
<th>$100 per child per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$50 per child per year</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Levy</th>
<th>PP – Yr 6</th>
<th>$218 per family per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten only</td>
<td>$140 per family per year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incursions</th>
<th>Kindergarten</th>
<th>$30 per year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PP – Yr 6</td>
<td>$30 per year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Term Swimming Lessons</th>
<th>Years 1 – 6</th>
<th>$40 per child per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 5 Camp</td>
<td>$200 per child per year</td>
<td></td>
</tr>
<tr>
<td>Yr 6 Camp</td>
<td>$460 per child per year</td>
<td></td>
</tr>
<tr>
<td>P&amp;F Levy</td>
<td>PP – Yr 6</td>
<td>$125.00 per year (per family)</td>
</tr>
<tr>
<td>K</td>
<td>$ 60.00 per year</td>
<td></td>
</tr>
<tr>
<td>IT Levy</td>
<td>Yr 1-6</td>
<td>$50 per child per year</td>
</tr>
<tr>
<td>Education Pack Yr 1-6</td>
<td></td>
<td>$35 per child per year</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Diary (Kindy &amp; Pre Primary)</th>
<th>$8 each year</th>
</tr>
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<tbody>
<tr>
<td>Screening Kindy and PP</td>
<td>$70 per child per year</td>
</tr>
<tr>
<td>iPad 1:1 Charge Yr 4-6</td>
<td>$150 per child per year</td>
</tr>
<tr>
<td>Reading Program Yr 1-2</td>
<td>$20 per child per year</td>
</tr>
<tr>
<td>AR Reading Program Yr 3-6</td>
<td>$15 per child per year</td>
</tr>
</tbody>
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CEWA’s PRIVACY POLICY & COLLECTION NOTICE

As a Catholic Education Western Australia (CEWA) school, Our Lady of Lourdes School collects, stores, uses, and discloses your personal information in accordance with the CEWA Privacy Policy and Privacy Collection Notices.


SCHOOL UNIFORM

The wearing of a school uniform is a positive expression of a child’s pride in themselves and the school. It promotes a sense of belonging to a group and promotes loyalty to the school. It also assists the learning environment by limiting distractions and provides a practical means of showing unity and equality within and beyond the school and into the wider community.

The uniform is compulsory for all students from Kindy to Year 6. Parents are made aware of requirements for the wearing of the school uniform during the enrolment interview with the Principal.

For students in Years 1-6 the formal uniform is to be worn three days per week and sports uniform is to be worn two days, as directed by the classroom teacher at the commencement of the school year.

The uniform for our Lady of Lourdes School is purchased from Perm-A-Pleat School Wear, Bunbury.


<table>
<thead>
<tr>
<th>SUMMER UNIFORM (Terms 1 &amp; 4)</th>
<th>KINDY &amp; PRE-PRIMARY</th>
<th>Boys &amp; Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOYS &amp; GIRLS</strong></td>
<td>School blue sports shorts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School polo shirt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White school socks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Predominantly white, black or navy joggers with white or black laces</td>
<td></td>
</tr>
<tr>
<td><strong>BOYS</strong></td>
<td><strong>YEARS 1 - 6</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Short sleeve shirt with logo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grey school shorts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grey school socks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V neck wool jumper or vest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black leather school shoes / navy leather school sandals</td>
<td></td>
</tr>
<tr>
<td><strong>GIRLS</strong></td>
<td><strong>YEARS 1 - 6</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer dress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Optional alternative navy blue school shorts &amp; short sleeve shirt with logo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White school socks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V neck wool jumper or vest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black leather school shoes / navy leather school sandals</td>
<td></td>
</tr>
</tbody>
</table>
### WINTER UNIFORM (Terms 2 & 3)

**BOYS & GIRLS**  
**KINDY & PRE-PRIMARY**  
- School blue sports shorts  
- School polo shirt  
- School fleece tracksuit pants and jacket  
- White school socks  
- Predominantly white, black or navy joggers with white or black laces  

**BOYS**  
**YEARS 1 - 6**  
- Grey school trousers  
- Short sleeve shirt with logo  
- Grey school socks  
- V neck wool jumper or vest  
- Black leather school shoes  

**GIRLS**  
**YEARS 1 - 2**  
- School Pinafore with white school socks or navy tights  
- Short sleeve shirt with logo  
- Optional navy blue school trousers with plain navy socks  
- V neck wool jumper or vest  
- Black leather school shoes  

**GIRLS**  
**YEARS 3 - 6**  
- School skirt with white school socks or navy tights  
- Short sleeve shirt with logo  
- Optional alternative navy blue school trousers with plain navy socks  
- V neck wool jumper or vest  

### SPORTS UNIFORM

**BOYS & GIRLS**  
**YEARS 1 - 6**  
- School blue sports shorts  
- School polo shirt  
- White school socks  
- Predominantly white, black or navy joggers with white or black laces  
- Winter option blue school microfibre tracksuit pants and jacket  

### FACTION SPORTS

**BOYS & GIRLS**  
**KINDY – YEAR 6**  
- Faction coloured shirt available to be purchased from school  

### PRE-KINDERTAEN

**BOYS & GIRLS**  
- School Pre-Kindergarten t-shirts available to be purchased from school  

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**UNIFORM STANDARDS**

Cleanliness and grooming standards are expected to be maintained. Hair should always be neat and tidy and should not reflect the extremes of current fashion. Boys and girls hair is to be tied back if collar length or longer. Hair accessories are to be small ribbons or hair ties in the school colours. A functional watch may be worn, however communication device watches are not part of the school uniform. Chains with medallions or crucifixes may be worn inside clothing. A pair of small, simple silver or gold sleeper or stud earrings may be worn in the lower ear lobe.

School hats are to be worn ALL year round by all students.

A note is required if your child is unable to wear the complete correct school uniform.

Please mark your child’s name on all items brought to school, including clothing and bags.
CLASS TIMES

School commences at 8.40am.
Morning recess at 10.30am - 10.50am.
Lunch at 12.30pm – 1.10pm. *Playtime first followed by eating.*
Dismissal of children 3.00pm.
Bells are used to signal these times.
*Responsibility for students will be taken between 8.25am and 3.15pm. Please do not leave unsupervised children at school outside these times.*

PRE-KINDY AND KINDERGARTEN CLASS TIMES

Kindergarten classes commence at 8.40am every Tuesday, Thursday and Friday.
The children are to be escorted to the Kindergarten Class and delivered to the teacher.

Classes finish at 3.00pm and the children are to be collected at the Kindergarten classroom.

We also hold Pre-Kindergarten sessions for three-year-old children on Wednesdays, 9.00am – 3.00pm. For more information, please contact the school office.
SCHOOL ATTENDANCE PROCEDURES

Children who are absent from school for any period of time are required to provide evidence outlining reasons for the absence. A written note, an email or a reply SMS to the school all suffice as approved documented evidence for absences. It is necessary to include the child’s full name, date of absence, reason for absence and parent name in all correspondence.

If your child is away and the school has not been informed of their absence, an SMS message will be sent to parents. If parents do not respond to the SMS message, a follow-up phone call will be made to the parents to check student whereabouts.

Classroom teachers record attendance twice per day:
- After the first bell (8.40am), no later than 9.15am.
- When classes resume after the lunch break (1.10pm).

Admin/student services staff are responsible for entering and recording any evidence explaining student absentees.
Explanations of absences are acceptable if they are received from the student’s parent/guardian via one of the following methods:
1. Email, sent to dardanup.admin@cewa.edu.au
2. Handwritten note. There is a standard document in the office for parents/guardians to complete to record an absence. Parents/guardians can also use the printed note in the back of the school diary or write their own.
3. SMS. Parents/guardians can reply to an SMS sent from the school when a student is absent. Parents/guardians must reply with the reason for absence.
4. Letter of Absentee Follow up, for parents to explain reason for absence.
5. Late sign in/Early sign out register. This is a spreadsheet at the front office that parents/guardians use when students arrive after 8.40am or need to leave before 3.00pm.

Admin/student services staff check on unaccounted for/non attending students:
- At 9.15am, an SMS is sent to the parent/guardians of any student who is absent from school, and the school has not been advised as to the reason for non-attendance.
- At 10.25am admin/student services staff identify all unexplained absent students. After checking with the classroom teacher, a phone call is made to the parent/guardian. In the case that the parent/guardian is called and expected their child to be at school, the Principal is alerted and the appropriate authorities are contacted to locate the children.

If a student’s attendance causes concern, due to being lower than 90%, the Principal will follow-up with parents to discuss the reason for the absentee rate.
**LATE ARRIVALS – EARLY DEPARTURE**

Punctuality is important as it is sound life skill training and teaches responsibility. Students who arrive late can disrupt morning routines.

Children who do not arrive punctually at school for the commencement of the day are asked to come to the office for a late note and to be ‘signed in’ by their parents before going to class.

Parents who wish to take their child or children from the school before the official conclusion of the day must inform the teacher concerned, and sign them out for early departure in the office. Only the legal guardian may remove their child from school. If there is any reason for someone other than the legal guardian to take a child from the school a written note must be given to the teacher from the guardian.

**COMMUNICATION**

Newsletters are published electronically each fortnight on Tuesdays. A link is sent to parents via email. Term Dates are advertised in the newsletter at the beginning of each term with reminders as events draw close. This is the way we share correspondence with the whole school community. Our newsletter is also available to read on our school website [http://www.ololdard.wa.edu.au/newsletters.html](http://www.ololdard.wa.edu.au/newsletters.html)

Classroom teachers also use SeeSaw as a way of community with parents.

Parents may make appointments to meet with class teachers or the Principal via email or by contacting the office.

**PASTORAL CARE & BEHAVIOUR ENGAGEMENT**

A positive approach is used by all teachers to encourage appropriate behaviour and respect for others.

Class Purpose Statements are established in a collaborative manner at the beginning of each year, and classes discuss behaviours that are ‘helpful’ and ‘unhelpful’ towards achieving the class purpose.

Students are affirmed by:

- Receiving ‘Merit Awards’ at School Assemblies
- Positive behaviour tokens
- The recognition of birthdays at Assemblies and with a card/gift and visit from the Principal
- Sharing special events and class recognition of special achievements
- Attending Whole School Masses to celebrate together
- MJR Program including MJR Stars Awards and MJR Stars morning tea with Principal at the end of each term
- End of year awards for Christian Service, Endeavour and Academic Achievement
- The use of tokens to reward positive actions, and the reward process in place to provide extra play for the winning faction at the end of each term – based on the highest amount of tokens in the tube for a particular faction
• Lunch-with-leadership, for token recipients who are drawn out at the MJR Assembly

Other behaviour engagement strategies include:
• The display of zones of regulation in classroom and whole school language around behaviour zones
• ‘Reflection Time’ at lunch time for extremely unhelpful behaviours, after suitable warning to the student. Students complete a reflection sheet and their parents are informed
• All students receive a copy of the Student Code of Conduct at the beginning of the school year. This is discussed and sent home, older students sign agreement to abide by the Code
• The Student Code of Conduct is on display in all classrooms
• Students are shown the ‘Student Code of Conduct’ when there is a behaviour concern, and they discuss which areas of the Code they have not followed
• Parents are informed of behavioural concerns promptly and are expected to work with the school in rectifying the situation
• Specific programs are in place for all students including programs aimed at developing resilience
• Wellbeing week is held twice per year to focus on ways to look after mental health

CURRICULUM

Our goal is to provide the opportunity for a quality education that acknowledges and caters for the needs of the individual children in their learning. To do this we use the Western Australian Curriculum to guide us in developing a learning environment that is stimulating, developmental, balanced and where children feel encouraged and supported.

Religious Education is the first learning area in Catholic schools and is taught along with the other learning areas. These are The Arts, English, Mathematics, Health and Physical Education, Science, Humanities and Social Sciences, History, Design and Digital Technologies and Languages (Italian).

RELIGIOUS EDUCATION

Within a school environment that integrates faith, life and culture, regular Religious Education lessons are conducted in all classes. The Religious Education Units of work form the basis of religious education instruction and practices in the school. All students participate in all aspects of the Religious Education program. Making Jesus Real (MJR) is a program aimed at empowering students to develop life skills, essential for success. The program is centred on the belief that we are the image of Jesus to all people around us. The students at Our Lady of Lourdes are encouraged to bring the Spirit of Jesus alive through their positive interactions with each other and the community. The MJR message is simple: it is part of our everyday lives; we can bring the Spirit of Jesus to life through our daily actions and words. Once each term at the MJR assembly we celebrate MJR Stars. These awards recognise students in our school living the school values in their daily lives.
SCHOOL EXCURSIONS

Parents will be notified in advance of all details relating to excursions. Every excursion is organised so that it enhances the school curriculum and full safety precautions are adhered to.

School camps are organised annually for Year 5 & 6 students.

LIBRARY

Every student from Pre-Kindergarten to Year 6 has access to the school library, and may take books home. Any books taken home must be placed inside a library bag.

The cost of replacing damaged or lost books will be met by parents. Please note your child’s library day and ensure they have their library book with them.

ASSESSMENT & REPORTING

Our Lady of Lourdes, is committed to providing high quality education programmes to meet the needs of our students. Our school provides a comprehensive reporting programme that keeps parents informed of the academic, social and behavioural progress of their children. The reporting process includes written reports, parent meetings, NAPLAN reports, open mornings, CEWA RE Assessment and Individual Education Plan (IEP) meetings.

Formal Reporting – Pre-Primary to Year 6

Term 1: Parent/Teacher interviews
Term 2: Mid-Year Reports
Term 3: Open Morning
Term 4: End of Year Reports

Formal Reporting – Kindergarten

Term 1: Parent/Teacher interviews
Term 3: Open Morning
Term 4: Report

Informal Reporting

Parents are encouraged to make contact with their child’s class teacher to discuss the developments of their child throughout the year. Parents will receive the teachers email address at the beginning of the school year.
ASSEMBLIES AND SCHOOL MASSES / LITURGICAL CELEBRATIONS

Each class is responsible for presenting an assembly once per year, highlighting the recent work being done by that class. Assemblies are held on Fridays at 8.45am.

Each class from Year 1 – 6 will also present a Class Prayer Assembly once per year on a Monday morning.

Each class is also responsible for organising a class Mass or Liturgy each Semester. Please check Term Calendar for dates.

School liturgical celebrations will be held throughout the year. Each class will have the opportunity to prepare and become involved in the Liturgies by reading, singing, presenting the offertory and other meaningful activities. Liturgy is an integral part of the Religious Education programme and teachers will make every effort to make this a special and prayerful time for the children.

PLAYGROUNDS

The Early Childhood playground area has been developed, in line with the National Quality Standards and the Early Years Learning Framework, providing students with a play enriched environment, where children are able to explore, identify, negotiate, take risks and create meaning. The physically active play allows children to test and develop their motor skills, as well as promoting health and well-being.

During 2016 and 2017 a Nature Play Space was created largely through parent involvement, community donations and busy bees. This is an ongoing project. As a school, we are very proud of the collaboration between community members that enabled the creation of this amazing play space.

PARENTAL INVOLVEMENT

Parental involvement enhances learning programmes and gives parents the opportunity to be a part of their child’s education at school. There are a wide range of areas that parents can assist within the school including committees, classroom volunteer work, excursions, sports and various other ways.
PARENTS AND FRIENDS ASSOCIATION (P&F)

Parents are invited to be active participants in the Parents and Friends Association which exists to:

• Provide support to staff, students and families within the school.
• Provide social and learning opportunities for parents within the Catholic school that contribute positively to the well-being of the community.
• Through targeted fundraising initiatives, assists the school in providing the best possible educational and social environment for students.

SCHOOL ADVISORY COUNCIL

The School Advisory Council assists the Principal in a number of ways.

The Advisory Council:

• Acts as a support and ‘sounding board’ for the Principal.
• Advises the Principal regarding school financial matters.
• Provides planning and development advice to the Principal on meeting the present and future needs of the school’s students.

Meetings are held on a Tuesday once per term. At the Annual School Community Meeting held in November all parents, except those employed by the school, are eligible for election. The Chairperson’s and Treasurer’s reports are also presented at this meeting.

PARISH PRIEST

The Parish Priest has an important role to play in the pastoral care programme of the school.

The school staff and Priest work in partnership to support the faith development of our students, including preparation for reception of Sacraments.

The Parish Priest is an ex-officio member of the School Advisory Council.

SICKNESS

If your child is ill, please keep him/her at home until he/she has recovered. If a child becomes ill during the day, parents will be notified to collect them.

MEDICATION

The school’s policy on the administering of medication has been developed with the student’s well-being in mind in accordance with the directions from Catholic Education WA. It is preferred that all medication is given by parents or guardians. Medications are to be stored in the office. In the case of medication to be taken daily over a long period of time, there are specific school-wide procedures to be followed. Discussion with the Principal is required.
MEDICAL SERVICES

Services available to the school include:

- School Psychologist
- School Nurse
- Child Health Team
- Community Health

LOST PROPERTY

Please mark all items of clothing. Lost property is kept in a box in the Office.

BIRTHDAYS

Please be mindful if hosting a birthday party that it may be distressing for children who are not included. Keep this in mind when distributing invitations.

If you would like your child to celebrate their special day with their friends, please send individual items (such as cupcakes, lolly pops, chocolates) and check with the teacher regarding student allergies.

INSURANCE

All children are covered under a Catholic Church Insurance policy for accidents at school or on school excursion for up to $200,000. The cost of this service is approximately $4.00 per child per year, and is paid by the school at the beginning of each year.

CANTEEN

The school canteen is not operating at this time.

The children may order their lunch from the Dardanup Store. Parents are responsible for ordering and payment of their lunch at the store. The Dardanup Store delivers lunches direct to the school.

Please be mindful of limiting ‘treat foods’. As part of our health curriculum, we teach students about healthy eating. Please refrain from ordering items like hot chips, chocolate bars and fizzy drinks.

ROAD SUPERVISION

Teachers are on duty after school to take students across the road outside the school and to accompany students to the bus stop, and ‘in-car pick up’ area.
BICYCLES

Children who ride bikes to school are to walk them through the school grounds and store them in the designated area.

SCHOOL CAR PARK ARRANGEMENTS

Parking is provided for parents at the front of the school as well as to the west of the church.

KISS & DRIVE MORNING DROP

This is a supervised service available in the front car park in the mornings, Monday to Thursday.

IN-CAR PICK UP

An In-Car Pick Up service is available each afternoon. Please see the school office for a map and more details.

MOBILE PHONES/DEVICES

If students bring mobile phones or other electronic devices with them to school, they must be left at the administration office for safe keeping and security reasons during school hours.

OFFICE HOURS

The office will be attended from 8.00am – 3.30pm, Monday to Friday, during school terms.

DISPUTE & COMPLAINT RESOLUTION PROCEDURES

Our Lady of Lourdes School is committed to handling complaints effectively and efficiently. To manage complaints effectively, we have established a Complaints Management System in line with:

• Principles 6 and 9 of the National Principles for Child Safe Organisations;
• the international complaints handling standard (ISO 10002:2018 Quality Management – Customer satisfaction – Guidelines for complaints handling in organisations); and
• the Australian/New Zealand complaints handling standard (AS/NZS 10002:2014 Guidelines for complaint management in organisations).

Our school supports the rights of parents/guardians, students and staff to have their complaints taken seriously, and responded to promptly and thoroughly.

Our complaints management system allows us to effectively capture, manage and report on complaints. We commit to regular analysis of complaints received and the implementation of any actions to rectify any deficiencies identified. Any amendment to school-based procedures or practices as a result of a complaint or dispute will be communicated to the wider school community in the spirit of continuous improvement.

Please see the school website for Dispute and Complaint Resolution procedures and a link to a Complaints form.
CEWA’s PRIVACY POLICY & COLLECTION NOTICE

As a Catholic Education Western Australia (CEWA) school, Our Lady of Lourdes School collects, stores, uses, and discloses your personal information in accordance with the CEWA Privacy Policy and Privacy Collection Notices.


QUICK LINKS

For more information, please visit the following.

Our School Website  www.ololdard.wa.edu.au


Immunisation Requirements  https://www.health.wa.gov.au/Articles/F_I/Immunisation-enrolment
Our Lady of Lourdes. Whole School Photo – December 2022