Our Lady of Lourdes Primary
Parent Handbook

5 Canyon Road Baulkham Hills South NSW 2153
p 02 8841 3700 f 02 8841 3799
OLOLBHills@parra.catholic.edu.au
www.ololbhills.catholic.edu.au

WELCOME

Contact Details

Parish	
Parish Priest	Fr Wim Hoekstra
Assistant Priest	Fr Chukwunonyerem Akamadu (Fr Chinonye)
Phone	02 9639 8385
School	
Principal	Steven Haskins
Assistant Principal	Rebecca Neylan
Religious Education Coordinator	Rebecca Boidin
Coordinator	Elizabeth Bryant
Coordinator	Tina McAllister
Phone	02 8841 3700
Email	ololbhills@parra.catholic.edu.au
Web	www.ololbhills.catholic.edu.au

Welcome From The Principal

Welcome to Our Lady of Lourdes Primary School. I am sure you will enjoy the friendliness of the school and parish community.

The mission of all members at Our Lady of Lourdes Primary is to work collaboratively in ensuring that we are an authentic Catholic school committed to quality teaching and learning. All individuals are valued and the development and dignity of every child is nurtured and encouraged.

Our school proclaims Jesus and His Good News by example in word and through celebration. Our mission statement emphasises our strong commitment to Catholic education. We constitute a faith community and are part of the local church and community.

Excellent opportunities are provided for our students to develop academically and spiritually within a caring community. Quality relationships exist between all those who have a stake in our school: students, parents, staff and parish. During the course of the year, we are able to share with the members of our community the marvellous work being undertaken in our school and experience education at its best.

At our school, we ensure that information technology is used to enhance learning opportunities for all our students. We are committed to the continual upgrading of our hardware and software.

You are encouraged to read the school's mission statement on the next page.

If you have any questions or concerns please do not hesitate to contact me.

Yours sincerely,

Steven Haskins
Principal

Mission Statement

We work collaboratively in ensuring that, as a Catholic school, we are committed to quality teaching and learning.

Valuing all individuals, we nurture and encourage the dignity of each student.

Faith

As a Catholic community committed to our life in Christ, inspired by the Gospel virtues, we witness and call all to know, love and serve.

Community

In partnership with the home, parish and diocese, we promote an environment where our school students draw riches from this faith community in their journey of discovery and development.

Education

Our Catholic school, a place of quality teaching and learning, is dedicated to encouraging our students to discover and develop their talents and potential.

The wise leaders will shine with all the brightness of the sky. And those who have taught many people to do what is right will shine like the stars forever - Daniel 12:3-4

AT SCHOOL

Daily School Timetable

School commences	8.55am
Morning recess	11.10 am to 11.40 pm
Lunch	1.10 pm – 1.20 pm (eating time)
	1.20 pm – 1.55 pm (playing time)
Dismissal	3.10 pm

Food Requirements

- The children have morning recess for 30 minutes. Please give your child a small amount of food for this time (e.g. biscuit, cake or fruit)
- At lunch time, a sandwich and a drink are usually sufficient
- If a child cannot eat all of his/her lunch, we encourage the child to take the remaining food home
- Teachers supervise the children during lunch and recess breaks
- The canteen is available from Monday to Friday.

Please note: It is important to notify the office and the class teacher if your child has any food allergies.

School's Responsibility For Children

Our responsibility for the children commences at 8.30 am when a teacher begins supervision in the playground. The school's responsibility concludes at 3.10 pm when the school bell rings.

Curriculum

At Our Lady of Lourdes there is a focus on child-centred tasks and activity-based learning. The children are exposed to a wide range of experiences as they explore the six key learning areas of Religious Education, Mathematics, English, Science and Technology, Human Society and Its Environment and Creative and Practical Arts.

Our school also offers:

- Music program
- Choir
- Instruments/band
- Literacy Support / Reading Recovery
- Numeracy Support/ EMU
- School Counsellor
- Physical education program
- Opportunities to participate in various sporting activities.

Prayer

The school prays together each morning at assembly and the teachers also facilitate shared prayer in their classes. The children take part in praying the Angelus at 12 o'clock each day. Special liturgical events are celebrated by the school community. Once a term, students prepare and attend the weekly Parish Mass.

Sacramental Program

In keeping with the Parramatta Diocesan Policy, the immediate preparation for Sacraments is parish based and family centred. Parents take the main responsibility for preparing their children. This is carried out in the home environment and is supported by small group meetings.

Parents are the primary educators of their children and we work in partnership with them to help each student reach their full potential.

Bus Travel

Forms for bus travel are available from the school office.

Excursions And Cultural Activities

As part of the learning experience, excursions are organised. Teachers will send home information about the purpose of the excursion, departure time of the bus, etc. The school takes care not to overburden parents financially by the types of excursion chosen or their timing. Parents are sometimes invited to help with supervision on these days. At different times during the year cultural activities may be staged at school.

Staff Development Days

The Catholic Education Office allows the school six pupil-free days. This enables staff to use a block of time to develop areas of curriculum or focus on a particular issue. Parents will be notified well in advance of these days.

COMMUNICATION

School Office Hours

The school office is open from 8:30 am – 3.30 pm.

Accidents Sickness

In the event of a serious accident at school, the following procedure will be followed:

- The school will ring the parents
- If the parents are unavailable, the school will then ring the contact person nominated by the parent/guardian
- The school will take the necessary steps to ensure the well-being of the child.

Custody Information

If you have sole custody of your child/children it is requested that you send a certified copy of a court order to the principal.

If you delegate a friend or relative to take the child/children from school for you, please advise the school in writing, this would ensure the student's safety.

Collecting Your Child During Class Time

If you need to collect your child before the dismissal bell, please call at the office for a leave form to give to the class teacher. Please note that the teacher will not allow the child to leave the school without this note.

Sometimes you may want another person to collect your child. If so, please advise either the office or class teacher. Once again, this is important for your child's safety. Please notify the teacher, in writing, of any change to the routine, e.g. different method of departure from school.

Information From School

It is a good idea to check your child's bag for any notes from school. Newsletters are accessed via email, downloaded from the web or accessed via the 'Skoolbag' app for iPhone or Android phones.

Appointments With Staff

If you have any concerns about your children, you are welcome to make an appointment to see either the classroom teacher or the principal. Please note that discussions with the class teacher can only be held outside class time.

Parent Group

The school's parent group is very active and all parents are encouraged to join the fundraising, social or pastoral care committee.

Changing Your Details

It is essential that you notify the school, in writing, of any changes to your address, phone number or email address. If your child is ill, it is most distressing if the school is unable to contact you because of incorrect information.

Absence From School

If a child is absent from school for any reason, a note explaining the absence must be forwarded to the class teacher when the child returns. Each day the class teacher must mark an electronic class roll. This is a legal document that records the official attendance of all children in class.

If parents want to take their child from school for any period of time, a note to the class teacher, explaining the circumstances, is required.

All correspondence regarding absences sent to the teacher needs to contain:

- the date the letter was written
- the date the child was absent
- name of the parent or guardian.

UNIFORM

School Uniform

Girls Uniform		
Summer	**Winter**	**Sports**
• checked frock • grey socks • black shoes • school hat • navy school zip jacket	• grey/blue checked uniform • grey socks/stockings • long-sleeved blue shirt • black shoes • school hat • school tie	• navy school shorts • white school polo shirt • white socks • joggers • navy school tracksuit (winter only)

Boys Uniform		
Summer	**Winter**	**Sports**
• navy shorts • blue short-sleeved shirt • grey socks • black shoes • school hat	• navy long trousers • blue long-sleeved shirt • grey socks • black shoes • school hat • navy school zip jacket • school tie	• navy school shorts • white school polo shirt • white socks • joggers • navy school tracksuit (winter only)

- Each child will need a paint shirt for painting and craft (e.g. an old business shirt/large T shirt)
- Sometimes Kindergarten students need a change of underwear (this is to be stored in the child's bag).

Note: Please make sure that all clothing is clearly labelled with your child's name and class.

Uniform Shop

How To Purchase Uniforms

For your convenience, all uniform items can be purchased online from Oz Fashion's secure website. Enrolled families will receive a password from the school.

Delivery to the school is every Tuesday and Friday during the school term. Orders must be placed by 4:00pm Friday for delivery on Tuesday and 4:00pm Wednesday for delivery on Friday.

Place an Order

General Uniform Requirements

The school has a uniform policy which is available at the office. Please refer to it for specific details.

AT HOME

Preparing Your Child For Kindergarten

Change for a child occurs when he/she moves from the intimacy of the family circle to school life. There are, however, some practical ways in which you can help the transition. Over the next few months it would be helpful if you encouraged your child to:

- dress himself/herself
- lace shoes
- play with groups of children of the same age (encourage your child to share toys and take turns)
- use playground equipment safely
- stay at friends' or relatives' houses for a few hours without you
- care for and put away playthings
- help with small jobs around the house
- know what to do if parents are late
- follow simple instructions.

It is important that your child knows how to:

- open and close lunch boxes and drink bottles
- use and flush the toilet and wash his/her hands
- ask clearly for items
- say his or her name and address
- recognise name and personal belongings
- pack and unpack bags
- zip and unzip jackets.

Helping Your Child's Progress At School

Parents play an important role in their children's education. You can assist your child's progress in school by:

- helping to develop your child's vocabulary
- listening to your child
- answering your child's questions
- reading a story every day, e.g. at bedtime
- borrowing books and toys for your child from your local library
- teaching songs, rhymes, jingles, the names of colours and parts of the body
- counting objects with your child and encouraging concept development (e.g. you could ask your child to set the table and count the plates)
- sorting and matching collections of items like fruit and clothes
- holding a pencil correctly and forming letters correctly
- identifying letters
- asking your child to follow simple instructions, e.g. "take off your shoes and put them on the verandah"
- taking some time to play with your child (find out about your child's ideas and feelings)
- encouraging your children to talk about their experiences at school (it is important that you share in their new adventure)
- being interested in items your child brings home from school (talk about them and put them on display at home)

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Buddy System

Each Kindergarten child will have a Year 6 friend. They will meet with their buddies each week for activities.

Organising Your Child For School

Make sure your child arrives at school before 8.45 am. It is important that he/she has some time to socialise before classes.

Ensure that your child is collected on time at the end of each school day. Children soon become worried if they are kept waiting, even for a few minutes.

After a few weeks, you may not need to take your child to the classroom. You can bring him/her to the school gate as this helps to develop a sense of responsibility.

If a student is very ill the parents will be called to come to the school.

Before And After-school Care

Before & after-school care operates within the school grounds. If your child requires before or after school care please phone 1300 553 583.

Cubbyhouse Before and After School Care
Website: www.cubbycc.com.au
Email: info@cubbycc.com.au

Casual bookings are available.