



Our Lady of Lourdes School Toowoomba

Parent Information Booklet



OUR LADY OF LOURDES

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Dear Parents

Welcome to the Our Lady of Lourdes School family. Lourdes is a Catholic Primary School catering for boys and girls from Prep to Year 6. Our school is a systemic school responsible to the Bishop of Toowoomba, through the Director of Catholic Education and the Parish Priest of Our Lady of Lourdes.

Our Lady of Lourdes is a place where God, who is truth, is named and recognised. The curriculum is designed in such a way that pupils develop an openness to truth, a tolerance of different views and an ability to judge critically and become inner-directed.

The school, therefore does not refer to buildings, but rather people. Parents, students and teachers together make up a Faith Community which reflects our love of God.

Our School motto "SERVIAM" applies not only to the children, but indeed to all of us. "SERVIAM", I will serve, is a challenge to a life of selfless devotion to others as well as being a challenge to the Christian service of God and their fellow man.

This handbook has been drawn up to assist you to understand the organisation and the work of our School.

I would ask you to refer to it throughout the year whenever the need arises. Please feel free to contact me if you wish to discuss your child's progress at school.

We, at Our Lady of Lourdes, look forward to working hand in hand with you in the education of your children.

Yours sincerely

Chris Golightly

Principal

Our Mission:

Our Lady of Lourdes is a Catholic School

where God is the centre of all we do;

where we live our faith;

where children can work and play in a safe and caring environment;

where the gifts of all are encouraged to grow;

where participation is what counts;

where fun, laughter and enjoyment are important;

where people listen to and care about one another and what they do;

where the partnership between home and school is valued;

where we respect one another;

where friendships grow;

*where quality teaching and learning prepares children for the
challenges of Secondary Education and Life.*



The Lourdes Way: Open to Learning, Open to Life

We believe that our students need to have the skills and knowledge that enable them to contribute meaningfully to society. We believe our students need to be lifelong learners, equipped with the skills required to learn, transfer learning, use ICT, contribute to teams, manage change and be self-aware. As such, we are committed to providing an integrated and well-balanced Catholic education in an atmosphere that reflects the values of the Gospels.

In our teaching practices, our students are given opportunities, a chance to experience Living Spirit, within an atmosphere of optimism, where learning for life is at the core of all we do.

The following table explains and gives examples of how we live The Lourdes Way

Opportunities

At Our Lady of Lourdes we believe that our students should be given opportunities to discover their potential, explore their talents, and experience The Lourdes Way.

We do this by providing our students with opportunities to engage in a variety of learning experiences.

Some of these include...

- resource-based learning that provides opportunities for open-ended experiences
- academic competitions
- performances
- excursion and camps
- instrumental music programs
- choir
- theme and activity days
- sporting endeavours
- and community events

Optimism

At Our Lady of Lourdes we believe that our students should be optimistic about the world's future. We encourage our students to celebrate the past, live the present, and build their future.

This is evident in...

- collaborative planning
- supportive behavior management approaches
- classroom climate and pastoral care
- taking a global perspective on learning experiences
- our supportive P & F Committee and School Board
- recognition of achievements and positive affirmations

Living Spirit

At Our Lady of Lourdes we believe that faith underlies all that we do. We experience the Living Spirit of our community each and every day.

This is evident through sharing with our community...

- religious celebrations
- sacramental programs our connectedness with our Parish
- whole school prayer assemblies
- leadership development
- 'buddy' program
- newsletter
- feast days
- culminating events
- and other special celebrations throughout the school year

Learning for Life

At Our Lady of Lourdes we believe in developing skills, building knowledge and enabling understanding. We endeavour to equip our students with a range of skills: spiritual, social, emotional, cultural, and physical.

We encourage this through...

- accredited religious education program
- inclusive education
- learning support and specific skills acquisition groups
- "You can do it" and personal development program
- staff professional development
- using information and communication technology as teaching and learning tools
- interschool sports days
- encouraging the attributes of a lifelong learner

Symbol Commentary



Motto: ***Serviam "I Will Serve"***

Incorporates our spiritual heritage & the link we continue to have with the Ursuline Order (St Ursulas College) & with the the significant contribution the sisters made in the history of Our Lady of Lourdes School. The stars on the Serviam badge are positioned in their traditional format- the constellation called "little bear" which has special significance for the Ursuline order (the Ursuline order was founded in Brescia, Italy. Ursula is Latin for "Little she-bear".

The "Little Bear" constellation is visible in the northern hemisphere.



The 2 figures represent students and teachers both...(also children & parents) leaping "optimistically" to grasp "opportunity". The negative space between the figures represents the "living spirit" amongst us (the flame). The ribbon between the figures also hints at this, and the Spirit moving amongst us.

The paths beneath the feet are symbolic of the life journeys of us all and are intertwined. Love is an integral part (the paths together form a heart shape) in our journeys of "learning for life".

The vision statement - Open to Learning, Open to Life is represented in text form around the badge & the letters OLOL are loosely represented within the postures of the two figures.

The "Southern Cross" makes reference to Christ on the cross and the striving to follow Him in the heavens above. It is a constellation more recognisable in the southern hemisphere and as a guiding constellation for those who are lost.

Administrative Matters



Enrolment Policy:

Application for Enrolment:

An application for Enrolment Form must be completed as fully as possible for every child to be enrolled. Application for Enrolment Forms can be completed for children to be enrolled in future years. Before an application can be considered, the following conditions must be met:

- Parents must be prepared to accept the conditions of enrolment fully, in respect to each and every child.
- Parents to arrange for an interview with the Principal.
- Proof of age (Baptismal Certificate, Birth Certificate).

Enrolment does not automatically follow as a result of an application. Because there are limits to class sizes, children may have to be placed on a waiting list.

Policy:

Our Lady of Lourdes exists not to be different but to make a difference. Our aim is achieved by staff and parents working in partnership to develop each child to their potential spiritually, intellectually, emotionally, socially and physically.

1. Enrolment will be open to all students whose parents subscribe to the philosophy of the school and for whom the school is able to provide an appropriate education.
2. Parents of students with special needs, educational, physical or emotional, are to provide all necessary background information on the child. The Principal will use the *Enrolment Support Process* from the Toowoomba Catholic Education Guidelines, *Enrolment and Support Procedures for Students with Special Needs* in determining if the school can cater to the educational needs of the applicant. Parents will be both informed and actively involved in this process .
3. The Principal will give due consideration when enrolling students that the ethos of a Catholic School must be preserved.
4. For non-Catholic students, discussion will take place concerning formal Religious Education and the liturgical program of the school. Non-Catholic students will take part as fully as possible in such programs, whilst their own religious tradition is respected by the school.
5. Where the number of applicants exceed the number of places available, selection will be made, by giving consideration to the following circumstances:-
 - Children of Catholic parents active within the Parish.
 - Children whose brothers or sisters attend Our Lady of Lourdes.
 - Catholic children transferring from other Catholic Schools.
 - Catholic children attending non-Catholic schools.
 - Children whose families have an historical connection with Our Lady of Lourdes.
 - Children whose parents have a strong commitment to a Christian Education for their children.
 - Date of application for enrolment.

Each application for enrolment will be considered individually.

Prep Eligibility:

Birthdate	Eligible for Prep year in:	Eligible for Year 1 in:
Child born 1 July 2010 - 30 June 2011	2016	2017
Child born 1 July 2011 - 30 June 2012	2017	2018
Child born 1 July 2012 - 30 June 2013	2018	2019
Child born 1 July 2013 - 30 June 2014	2019	2020
Child born 1 July 2014 - 30 June 2015	2020	2021
Child born 1 July 2015 - 30 June 2016	2021	2022

School Fees:

The regular payment of school fees is essential for the efficient running of our school. It is also a practical sign of parents' commitment to the ideal of the Catholic School.

School fees are payable for all children attending Our Lady of Lourdes. The 5 payment options are: Cash, Cheque, Direct Debit Payment, Internet Banking and Centrepay deductions.

Cheques should be made payable to Our Lady of Lourdes. School Fees are billed monthly from February to November and are payable within 30 days of receipt of the account.

Fees are used to meet the school's operating costs, purchase resources and wages. Parents are informed that fees and charges are assessed each year to ensure the school can meet its financial commitments. Increases are kept to a minimum, usually occur annually and are advertised in November of the preceding year.

Please refer to the school office for the current school fees.



School Fees and Collection Policy:

Gospel Values

This policy seeks to reflect equality, commitment, justice (fairness), compassion, understanding and personal dignity.

Policy Statement

Our Lady of Lourdes is committed to providing a Catholic education for all students whose parents/guardians desire it.

The school will always endeavour to ensure that no student will be excluded from a catholic school because of the inability of their parent/guardian to pay the prescribed fee - in whole or part, as a consequence of genuine financial hardship.

Financial support, other than Federal and State funding is essential for the continued operation of our school. This is because Government funding of non-government schools equates to approximately 70% of that given to students attending Government schools. All government funding is directed to the Toowoomba Catholic Education Office and is utilised in the payment of teacher salaries and the provision of special services e.g. Speech Pathologist, Occupational Therapy, Special education Services etc. All other costs associated with the running of the school are met via school fees.

Consequences:

1. The school will be able to maintain and develop the quality education and resources offered to students.
2. As a member of the school community, each parent/guardian is seen to be meeting his/her obligations.
3. The right of the student to have a place in the school confers an equal right of the school to receive the financial support of the parent/guardian, through the payment of applicable fees.
4. Before the end of each year, parents will be fully informed of fee schedules for the coming year.
5. Those parents/guardians who experience difficulty in meeting their financial commitment to the school are required to make arrangements with the Principal. The expectation is that some contribution will be made.
6. Those parents who are paying the prescribed fee are not expected to subsidise those families who are not paying but are capable of doing so.

Booklists:

Each year the booklists for each year level are compiled. These booklists are printed on a supplementary sheet which may be attached to this prospectus. The booklist includes the required text books, exercise books and other stationery materials. All booklist requirements are available through Browns Office Choice.

Please Note

All books are required and not purchasing a book because it is expensive is not in the best interest of your child. We do not list materials that are unnecessary. Before purchasing, it is advisable to check your child's school bag for pencils, rulers, crayons, biros, compasses, atlas, dictionary etc., which may be quite serviceable, for it is in this area that savings to the family can be made.

Child Protection:

All staff working in Toowoomba CEO Schools must have undertaken the child protection in-service and undertake further in-services as they become available. All staff have a responsibility to ensure that children are safe. Staff **must** report any evidence or suspicion of any form of child abuse (physical, neglect, sexual and emotional) immediately to the Principal or the student protection contacts: Mr Garry Birch, Mrs Janice Moore and Mrs Megan Puhakka.

The school abides by the Diocesan Student Protection & Policy Procedures, which can be located on the Catholic Education Office Toowoomba Website. Hard copy manuals are kept at the school.

The school also abides by the Risk Management for Student Protection protocols. These also can be located on Catholic Education Office Toowoomba Website and hard copy manuals are available at the school.

Medication:

Should a student be prescribed by his/her medical practitioner to take medication while at school, the following procedure will apply:

1. The parent or guardian must in the first instance complete a school medication form.
2. The student's medication, with the pharmacist's written instruction on the container must be lodged at the school office for security purposes.
3. Administering of medication will be carried out by an adult staff member at the school office.
4. Non-prescribed medications, for example Panadol, must have a letter from your doctor if it is to be administered by staff. Otherwise they should not be brought to school.

It is the responsibility of the parent/child to ensure that medication is taken home each afternoon.

Volunteers/Visitors:

It is necessary for the staff to be aware of all visitors or volunteer workers in our school. This is imperative in case of fire, accident, insurance and child safety. Visitors to the school are asked to check in at administration and sign the visitors register.

Communication:

A School Newsletter is available online, via email or our website, every second Wednesday of term. We consider this a very important communication link with parents. Be up-to-date with all that happens, projects and plans that constitute the “life” of the School. Please look for your copy every fortnight.

Our website, www.ololtwb.catholic.edu.au, is another source of information. All school related policies are also located on the website.

Communication between school and home is vital. Our teachers understand this and are more than willing to discuss any issues or concerns you may have. Regular updates may be included in student diaries, homework folders, etc. Please take the time to find out your child’s teacher’s preferred method of communication.

In any organisation, problems arise from time to time. A school community is a complex body involving the Parish, Head Office, School Administration, teachers and ancillary staff, visiting specialists, parent groups and students. As educators of children, we understand the concerns of parents and we ask that parents in return understand that the roles of the teacher continue to become more demanding and complex. The education of our students is a partnership.

Our teachers are fully qualified education professionals and, as such, it is preferred that interview times are prearranged at mutually convenient times to all parties.

When a problem arises, please contact the person concerned directly. If the matter involves a staff member and seemingly can not be resolved, the Principal should then become involved. Please avoid the approach of discussing such matters with other people who are not in a position to effectively assist in solving the issue.

Another important point is to keep an open mind about what you hear. We love and cherish our children, however it is wise to remember that they can sometimes embellish and misinterpret things. Checking ‘stories’ with those concerned in a courteous manner usually resolves any misunderstandings that may occur.

Please avoid the use of intimidation and aggression when trying to solve problems. This is a quality to be avoided in a community based on the teachings of Christ.

Problems can arise between various parties involved in a school community. Most of these issues usually result from a breakdown in the lines of communication. The key then, is to maintain lines of open, clear and courteous communication.



Our Lady of Lourdes Primary School

Privacy Statement

In Accordance with the **Privacy Amendment (Private Sector) act 2000**, Our Lady of Lourdes has Adopted and is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the Act.

Our Lady of Lourdes Catholic Primary School considers all personal, sensitive and health information of parents/guardians, students and employees (considered Our Lady of Lourdes' "consumers" under the Act) to be private and only uses information collected and recorded to fulfill the educational mission of the school.

In abiding by the National Privacy Principles, Our Lady of Lourdes will:

- Collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- Only use information collected for the provision of quality Catholic schooling. In addition, information may be collected and recorded to satisfy Our Lady of Lourdes and Toowoomba Catholic Education's legal obligations.
- Not disclose or distribute personal, sensitive or health information collected from its consumers without the consumer's specific consent or unless required to do so by law. Our Lady of Lourdes may distribute aggregated statistical information for reporting purposes, but information that is personally identifying will not be disclosed to third parties.
- Disclose, with consent, from time to time, personal, sensitive and health information within Our Lady of Lourdes, medical practitioners, and people providing services to schools, including specialist visiting teachers and consultants sports coaches and volunteers.
- Take reasonable steps to ensure information collected is accurate, complete and up-to-date.
- Take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.

If a consumer believes that any of the personal, sensitive or health information held by Our Lady of Lourdes regarding them is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the Act, to make any updates or corrections.

Privacy issues arising at Our Lady of Lourdes can be discussed on a confidential basis in the first instance with the Principal. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at school level, a complaint may be made in writing to the Director, Toowoomba Catholic Education Office.

Uniforms:

GIRLS SUMMER

Blue check dress OR blue check blouse with navy culottes or skort, navy socks, black school shoes, navy hat with school logo.

GIRLS WINTER

Navy blue v neck tunic, midford blue long sleeved shirt or navy blue slacks and midford blue long sleeved shirt, Navy and red striped tie, navy socks/navy stockings, black school shoes, Navy hat with logo, navy sweatshirt - v neck with school logo, school navy spray jacket.

GIRLS SPORTS

Navy and blue stripe sports shirt with school logo, Navy wrap around skirt, navy culottes, navy skort or navy Taslon unisex shorts, Black or predominantly White track shoes - some colour allowed. Fluro shoes **not** permitted. Navy or white socks, School navy tracksuit, Navy hat with school logo

GIRLS PREP

Navy polo shirt with school logo, Navy wrap around skirt, navy culottes, navy skort or navy Taslon unisex shorts, Black or white track shoes, navy or white socks, school navy tracksuit, Navy hat with school logo

BOYS SUMMER

Navy blue shorts, midford blue short sleeved shirt, navy socks, black school shoes, Navy hat with school logo.

BOYS WINTER

Navy blue slacks or navy dress shorts with navy knee high fold over socks, midford blue long sleeved shirt, navy and red striped tie, Navy blue socks, black school shoes, navy v neck sweatshirt with logo, school navy spray jacket. Navy blue hat with school logo.

BOYS SPORTS

Navy and Blue stripe shirt with school logo, Navy Taslon Unisex shorts, School Navy tracksuit, Black or predominantly white trackshoes - some colour allowed. Fluro shoes **not** permitted, navy or white socks, Navy blue hat with school logo.

BOYS PREP

Navy polo shirt with school logo, Navy Taslon Unisex shorts, School navy Tracksuit, Black or white trackshoes, navy or white socks Navy hat with school logo

Optional: Extreme cold conditions: Navy. scarf, gloves and beanie.
All children are required to wear the school hat whilst outside.

School Routines



Attendance:

It is compulsory that all students enrolled attend school on a daily basis. Students are expected to take an active part in all school activities. Parents are asked to ensure that, where possible, any family commitments do not encroach upon school time.

Children who are sick should not be sent to school. Please notify the school of their absence.

It would be appreciated if dental, doctor and other such appointments could be arranged outside of school hours or during vacation periods. Prior notification of any foreseeable absence is required.

School Hours:

First Bell	8.25 a.m.
Period 1	8.30 a.m. - 10:30 a.m.
Morning Recess	10.30 a.m. - 11:00 a.m.
Period 2	11.00 a.m. - 1:00 p.m.
Lunch Recess	1.00 p.m. - 1:40 p.m.
Period 3	1.40 p.m. - 3:00 p.m.

Outside School Hours Care:

Our Lady of Lourdes provides after school care only through Hall Thorpe Sports. Please request a brochure upon enrolment enquiry if you require after school care for your child.

Alternatively, Newtown Outside School Hours Care (Phone 4614 5718) provide before and after school care at Newtown State School, which is situated across the road from Our Lady of Lourdes. The centre provides drop off and pick up services to our school each day.

School Banking:

This is available for the students through the Commonwealth Bank. This is designed to encourage savings on a regular basis. Banking day is Tuesday. Further information regarding School Banking will follow in the school year.

School Photos:

Class and individual photos are taken each year and details are made available via the newsletter. All photographs are purchased using the prepaid method. Individual photos will also be printed on each student's report card.

Parental Assistance in Classrooms:

The amount of parental involvement is left solely to the classroom teacher's discretion. If you are able to volunteer some time to assist with activities such as reading, this would be greatly appreciated. Please feel free to contact your child's teacher in this regard.

Children's Progress at School:

We encourage the achievement of a personal best standard as a key measure of success for each student and assess on that basis.

The staff of Our Lady of Lourdes believes that the education of your child is a partnership between home and school. Therefore, we see reporting of a child's progress as a continuous process. Each class will provide opportunities for parents to be informed about the intended learning, as well as information on academic achievements. Parents wishing to discuss their child's progress at other times, are encouraged to make an appointment with their child's teacher.

We seek to involve and inform parents of their child's education and progress in the following manner:

Parent Information Night: These are held at the beginning of the school year. The purpose is to inform parents of classroom expectations, routines and an outline of units of work that may be taught throughout the year. Parents will be provided with a valuable insight into the learning intended, the planned activities and unit milestones. Outline of excursions and special events are discussed during this meeting.

Student Portfolios:

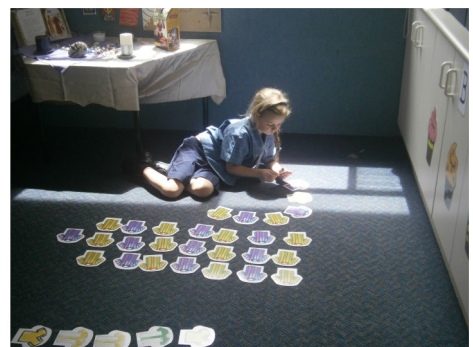
These contain samples of the student's work, reflecting what they have achieved/are working on. These portfolios are a valuable resource as evidence of student progress and are referred to during parent/teacher interviews.

Report Cards:

The Our Lady of Lourdes Report Card reflects three important independent views we hold:

- The first is, that the school, in cooperation with the parents, endeavours to help students develop proper work habits and study skills, with the aim of making the individual more accountable for his/her own performance.
- Secondly, that the school, together with the home, aims to help develop in the students those personal qualities conducive to living the Christian life.
- The report card indicates student progress in the mastery of achievement standards.

Formal report cards will be issued twice per year and formal parent interviews will be offered each semester.



Homework:

Homework is seen as an extension of learning experiences that take place at Our Lady of Lourdes. As such, teachers ensure individual differences are catered for by modifying class homework when necessary. The following, therefore, are guidelines for the setting of homework. Individual teachers will have a homework policy that will be discussed with the parents at the annual parent evening.

No homework is set for weekends or holidays. However, project work is sometimes due after a weekend and some work may be necessary during this time.

Staff members are aware of the value of play, sporting and cultural activities to the total development of children. These concerns, together with allowances for travel, will influence the amount of home work given to each class.

Please refer to the school's homework policy for further information.

Homework has four important components.

Written homework - This consists of a review of work already taught in the classroom.

Homework lessons - Incorporating spelling, tables, facts, mathematical rules, laws etc.

Assignment/project - These are set several weeks before the required completion date. Research activities are structured in a way that ensure students know exactly what is required. Resources are freely available and built on research and reporting skills previously taught. Presentation will vary from oral to written essays. Presentation of assignment/projects should closely correspond with the genre taught in English.

Personal Reading - Regular personal reading to develop literacy sense as well as knowledge is vital. Novels and poetry are important as well as nonfiction and reference materials.

Homework should, therefore, not be seen as an onerous task, but as a means of widening the student's horizon by developing initiative, thinking skills, judgment and proper study skills. It is important that students develop a routine during term time for nightly/weekly homework; this will eventually be of a enormous benefit to them upon entering secondary school. We recommend that parents establish clear expectations for the completion of homework activities, such as a comfortable & practical space, regular time slot and boundaries on the level of assistance. Students will not receive homework which has not been covered in class by the teacher/s.

Should a child be unable to complete the homework tasks in the maximum time allocated after working in a diligent manner, then a short note from the parent to the teacher should accompany the homework. This note should explain that the child worked in a reasonable manner but did not complete the expected amount of homework.

School Procedures and Expectations:

Uniforms:

We wear our uniform with pride and attend school in full school uniform.

- a) Watches and one pair of studs or sleepers for pierced ears are the only acceptable jewellery to be worn with school uniform.
- b) Nail polish is not acceptable.
- c) Keep hair from falling over the face. (Hair longer than the shoulders should be tied back with ribbon, head band, hair tie etc. in school colours.). The colouring of hair and inappropriate hairstyles are not acceptable, i.e rats tails. Hair to be cut no shorter than **a number 2 blade.**
- d) Long socks to be kept pulled up.
- e) One piece bathers are to be worn by the girls for swimming. Sun shirts (rashies) to be worn during all outdoor swimming activities.

Before School Procedure:

- a) Children are expected to arrive at school between 8.10 and 8.25 am.
- b) Children must proceed directly to school and remain in the school grounds between 8.30 am and 3.00 pm, unless they have a signed release.
- c) From 8:00 a.m., Students in Prep to Yr. 3 are to wait inside the McMorrow Centre (hall) under teacher supervision until they are collected by their classroom teacher and accompanied to their individual classrooms. Students in Years 4 - 6 may play handball or wait near the handball area on Ascot Street until the 8:25 a.m. bell. Any student arriving at school prior to 8:00 a.m. must wait in the covered area outside the hall until the teacher on duty arrives.
- d) All materials needed for the day are to be in desks before the 8.30 am bell.
- e) Parents and children enter the classrooms only when a teacher is present.
- f) Please respond to all bells promptly

School Breaks:

- a) Upon release from class, children go to the toilet if necessary and then proceed to their designated lunch area.
- b) Children eat their lunches in the lunch area which is supervised by a teacher.
- c) All children must be in the designated play area after they have finished eating.
- d) Teachers will supervise children crossing Goodwood Street to use the sports oval.
- e) We walk on all hard surfaces - pavers, bitumen, concrete - for ours and others safety.

After School:

- A) Walk bicycles in school grounds or on the footpaths.
- B) Bikes should be placed in racks and removed only by their owners.
- C) Children must leave school in full school uniform.
- D) Children who are not waiting to be collected should go directly home following the 3:15 p.m. bell.
- E) No unsupervised play in school grounds after 3:30 p.m.
- F) Supervision of students will be provided until 3.15 pm at the Goodwood St side play-fort and on the handball courts on Ascot St.
- G) Children are to wait on the Ascot Street side following the 3:15 p.m. bell and await for the arrival of their parents.
- H) At 3:30 p.m. all students are to wait outside the office. It is most important that all students are collected from school prior to 3:30 p.m. as supervision is not provided after this time.
- I) We are a Sun Smart School and follow the Sun Smart Guidelines of **No Hat = No Play!**

General Rules:

- ◆ Electronic games , Ipods and MP3 players are not to be bought to school.
- ◆ Skates, rollerblades or skateboards are for out of school time and must remain at home.
- ◆ When moving from area to area, children must be considerate and walk quietly.
- ◆ Children crossing the road at Holberton Street and Goodwood Street must do so via the supervised crossing.
- ◆ Mobile phones are not encouraged but, if required by a student, they must be handed into the office upon their arrival at school and collected from the office prior to leaving the school grounds.

Infectious Diseases:

Children with infectious diseases will be excluded from School until medical consent for their return has been provided by a doctor. Recommended exclusion periods will be the same as those implemented by the Queensland Health Department for government schools.

Head lice: It is school policy that children who contract head lice are to remain at home until appropriate treatment has been administered and the lice have cleared. Parents are encouraged to make regular checks of their child/ren's hair throughout the year.

Pets:

Due to Occupational Health & safety Guidelines, animals in school grounds and classrooms are strictly prohibited.

Peace & Good Behaviour:

True development is aided by self-control which is at the heart of all real discipline. Christian discipline is essentially self-discipline, whereby children learn to regulate their conduct according to Christian principles. Hence the effective use of authority leads to the establishment of good order in which the children learn to discipline themselves and develop a sense of responsibility. This self-discipline and sense of responsibility seldom develop without help and guidance.

The school has developed a comprehensive Behaviour Management Policy which clearly outlines the expectations and procedures. For your perusal, a copy of this policy can be found on our website.

In association with the Behaviour Management Policy, please take the time to peruse the School's No Bullying Policy which can also be found on the website.

Student Code of Conduct:

Behaviour:

Students will at all times act:-

- ◆ with respect for the dignity, safety and property of both themselves and others;
- ◆ in a manner that brings credit to themselves, their family and their school;
- ◆ and with self-control.

Class Routine:

- ◆ Students will display the utmost respect to all adults;
- ◆ The use of appropriate manners is expected;
- ◆ Students will at all times walk quietly from room to room;
- ◆ Students are expected to have all items necessary to complete the day's work ahead. This includes all necessary stationery (sharp pencils etc), neatly completed homework, text books etc;
- ◆ Students shall display respect for other students' rights to learn, their safety and property;
- ◆ Any large sums of money brought to school should be given to their teacher upon arrival at school; and
- ◆ All children shall follow individual classroom rules and understand their consequences.

Out of Bounds Areas:

- ◆ Toilets are not to be used as a play area;
- ◆ Students are not permitted in teaching areas unless they are under adult supervision.
- ◆ Students are not permitted in areas which are located out of clear view of sight of a supervising teacher or adult.

Leaving the School Grounds:

Students may not leave the school grounds for any reason without the permission of their parents, Teacher and or Principal. This includes children who are waiting to be collected by bus or car after 3:00 p.m. after school or other school related activities, either on school premises or other venues.

Prior to departure, children or parents must inform the supervisory teacher.

Principal:

The previously discussed school rules cover most eventualities. Should an issue arise that is not covered by the above, the final decision regarding action to be taken will rest with the Principal.

Tuckshop:

The Tuckshop operates on a Friday. There is always a need for extra people to work in the Tuckshop. Parents who are willing to help in the Tuckshop should give their names at the office to go on a roster. Donations of items suitable for morning tea are asked of families on a roster basis. Tuckshop orders can be placed online by going to www.flexishcools.com.au or by placing orders and cash in brown paper bags and your child/children handing them in through their classroom.

- ◆ Good manners are to be shown to tuckshop staff and volunteers at all times.
- ◆ The tuckshop work area is for **adults only**.

Library:

Our Lady of Lourdes boasts a very modern and well resourced library and resource centre. We encourage all students to utilize this resource as much as possible. Apart from the normal school library sessions, access to the library is available to students and parents most mornings from 8:00 a.m., lunchtimes and afterschool. The library offers children the opportunity to borrow books and multimedia resources. Our library is staffed by a fully qualified and experienced teacher librarian and is assisted by our very dedicated library aide.

All children must have a suitable bag (preferably water resistant) to protect library books when borrowing. School library bags are available for purchase from the office. Care and concern of borrowed items is vital if we are to continue to be in a position to offer the level of resources and lending capacity. Lost or items damaged beyond repair will be at the expense of the children's parents.

For student protection purposes and for the safety of all, children are only to be in the library with a supervising adult.



School Activities



Assembly:

A whole school assembly is conducted in the hall every Thursday afternoon at 2:15 p.m. At times however, due to other commitments, there may be instances where we are unable to conduct the assembly. Prior notification of any changes to the assembly will be provided via the newsletter and class notes.

Our senior students co-ordinate and run the assembly. The national anthem is sung and a welcome to country is conducted at each assembly. Students of the week are chosen by their class teachers and receive an award which is presented by the Principal or invited guest. In addition to the Student of the Week awards, teachers may give out additional awards to students who have displayed exceptional behaviour or skills. Special guests may also be invited to the assembly and classes are able to share work that they have been studying. In addition to the achievement awards, classes are invited to showcase talents such as poetry, songs, plays etc. Classes also take turns throughout the year in performing a reflection at the beginning of the assembly.

Parents & Friends Association:

This is an important organization which allows you, as parents, the opportunity to become more involved with the school and its activities. Through discussion, decision making and various projects you have a voice in, or can play an active role in, shaping the direction and the effectiveness of the school.

Meetings are held at 6.30pm on the third Tuesday of each month and all parents are strongly encouraged to attend. Please feel welcome - make the effort to become involved.

Funds raised by the P & F Association are of enormous benefit to both the staff and students of the school. Classroom resources, sporting equipment and playground facilities are but a few of the areas that require P & F support.

School Board:

The School Board is an advisory and support group that assists the Principal in the management of the school. Major responsibilities include maintaining the Catholic culture of the school through collaboration and joint action with the school's leadership team and staff, policy development, viewing and providing feedback on financial reports and strategic planning. The School Board meets on the first Tuesday of each month at 6.30pm.

The Arts:

Our Lady of Lourdes offer a wide range of artistic pursuits as part of the curriculum. A specialist teacher takes all classes for music and drama on a weekly basis. Public speaking is a major focus during Term 3, with a whole school speaking festival held as a culminating activity. Participation in the local Eisteddfod is encouraged and a musical concert is conducted annually. The school offers children the opportunity to participate in an instrumental program which is organized through Musiccorp. These lessons are conducted every Thursday on a rotating timetable. Participation in this program does incur additional tuition costs. A brochure outlining what the program has to offer is available from the office.

Sport:

Involvement in sport is an important facet of the curriculum at OLOL. All students participate in inter-house and interschool sporting competitions. Our Lady of Lourdes has earned a proud reputation for its sporting achievements over the years. Our dedicated teachers take the time to train various sporting teams including athletics, netball, rugby league, touch football and cricket. School swimming lessons are conducted each semester. These lessons are conducted at the Glennie Indoor Pool by fully qualified instructors. The school has four sporting houses - Beetson (Red), Goolagong (Green), Fraser (Blue) and Bradman (Gold)



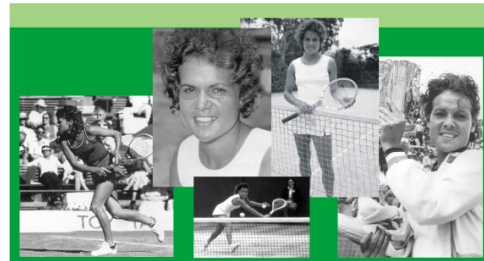
Beetson

Full Name: Arthur Henry Beetson
Date of Birth: 22 January 1945
Place of Birth: Roma, Qld.
Sport: Rugby League

Sporting Successes: "Artie" represented Australia and Queensland in Rugby League and played for Parramatta, Balmain and Redcliffe during his playing career.

He is often referred to as the best forward who ever played the game.

After retiring from playing, Artie took up coaching and had great success also, coaching the Queensland State of Origin team to victory.



Goolagong

Full Name: Evonne Goolagong
Date of Birth: 31st July 1951
Place of Birth: Griffith, NSW
Sport: Tennis

Sporting Successes:

Evonne is a former World No. 1 tennis player. She was one of the world's leading players in the 1970s and early 1980s, when she won 14 titles: seven in singles (four, two and one) six in women's doubles, and one in mixed doubles. She won 92 professional tournaments and became the first Aboriginal athlete to win a tennis grand slam. She was also the first mother to win a grand slam when she won Wimbledon for the second time in 1980. In 1972 she was awarded an MBE (Member of the British Empire title) and she was also Australian of the Year.



Fraser

Full Name: Dawn Fraser
Date of Birth: 4 September 1932
Place of Birth: Sydney, NSW
Sport: Swimming

Sporting Successes: Dawn Fraser's sporting accomplishments are unlikely to be repeated - in swimming or any other sport. During her career she broke and held 41 World records and was undefeated over 100 metres freestyle. She won eight Olympic medals and six Commonwealth medals. In 1964 she was named Australian of the Year. In November 1999, Dawn was awarded "World Athlete of the Century" at the World Sport Awards in Vienna. In the same year was also awarded "Athlete of the Century" by the Australian Sports Hall of Fame. She was voted the person who best symbolises Australia and in 1998 was included as one of Australia's National Living Treasures.



Bradman

Full Name: Sir Donald Bradman
Date of Birth: 27th August 1908
Place of Birth: Bowral, NSW
Sport: Cricket

Sporting Successes: Sir Don represented the Australian Cricket Team for 20 years, playing 52 Tests from 1928/29-1948

. Knighted for his services to cricket in 1949, he remains the only Australian cricketer to receive a knighthood for services to the game and is regarded as the best cricketer to ever play the game.

He retired from Test cricket with a batting average of 99.94, making his Test batting achievements nearly twice that of the nearest Test batsman.

Sacramental Program:

FAMILY BASED

In accordance with Diocesan Policy, children are prepared for reception of Sacraments in Family Groups. These groups and content covered are coordinated by the Assistant to the Principal - Religious Education (APRE).

Sacramental Preparation

- Year 3 - Reconciliation
- Year 4 - Confirmation
- Year 4 - First Eucharist

Religious Education:

As set out in our Mission Statement, Religious Education is the focal point of our School Community and is integrated into daily routine so that a Christian atmosphere is fostered as a way of life.

Religious Education of students at Our Lady of Lourdes seeks to foster:-

- growth in their relationship with God.
- their knowledge and understanding of God as revealed by Jesus.
- understanding of catholic tradition and their full participation in the life of the community.
- critical participation in society and its transformation in light of Gospel and Catholic tradition.

Religious Education at Our Lady of Lourdes has the following desired outcomes:

As *an individual*, in a way appropriate to age, maturity and faith development, the child:

- is confirmed in her/his belief in a personal God.
- values self as gifted by God.
- is aware of God's presence in the world.
- has a personal spirituality relevant to one's life journey.
- has an informed conscience.
- sees a purpose in life and hope for the future.

As a *member of the faith community*, in a way appropriate to age, maturity and faith development, the child:

- values and reflects on religious experiences.
- knows and values the Catholic Christian heritage.
- actively participates in its worship.
- contributes to its life and work.

As a *Christian in society*, in a way appropriate to age, maturity and faith development, the child:

- witnesses in everyday life to faith in the Gospel.
- critiques values, events and structures in the light of the Gospel and Catholic tradition.
- is actively involved in the betterment of the world.
- participates in the Church's social mission.

Special Programs:

Various co-curricula programs have been introduced over recent years to meet the perceived needs of the pupils attending Our Lady of Lourdes. A breakdown of these programs indicates the commitment of achieving the stated School aim:

- * Specialist Music & Drama
- * Specialist Physical Education
- * Specialist Instrumental Music Program
- * Specialist LOTE Program - German
- * Learn to Swim Prep - Year 6
- * Interschool Sport - all students in Years 5 & 6 represent the School in a variety of sports e.g. rugby league, soccer, hockey, netball, cricket, basketball, softball, t-ball and touch. Grade 4 also have the opportunity to develop skills in major games such as cricket, netball, soccer and rugby league. Invitational games are organized for these students with individual local schools.
- * Gala Sports Days - Year 4
- * I.T. resources - class sets of iPads, laptops and desktop computers. Interactive technologies in each classroom.
- * Separate Yr 5/6 multi-media room.
- * After School Care
- * Early Childhood Education Program (an integration program involving Year 1 and Prep children)
- * Speech Therapy
- * Occupational Therapy
- * Specialist Learning Assistance
- * Outdoor Education Program - Grades 4 - 6 School Camps
- * Speaking Festival
- * Chess Club
- * Peer mediation
- * Buddy Program
- * Mini Vinnies Group
- * Readers Cup
- * Yr. 6 Leadership Induction Day
- * Leadership Groups