

# Parent Information Booklet



2022



# **Our Lady of the Way Primary School**

11-19 Green Avenue, Kingsbury

P.O. Box 159

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KINGSBURY, Vic 3083

Email: [principal@olwkingsbury.catholic.edu.au](mailto:principal@olwkingsbury.catholic.edu.au)

*Dear New Families to Our Lady of the Way,*

*The parish, parents and staff of OLW welcome you. We do hope that you and your children will soon feel part of this community.*

*Now that your child is about to start school at OLW, we the staff, look forward to supporting you in their education. We will do all that we can to develop your child academically, emotionally and physically by providing the best environment and teaching practices for that to happen.*

*We hope to see you around the school during the year. We have an excellent school community of helping parents. Your presence will be appreciated by your child, by the staff and hopefully, by you too. Being present in the school is one of the best ways for you to understand the school's practices and procedures and hence, your child's progress. Please feel comfortable to come along and join in.*

*This booklet outlines some of the many procedures and protocols in place at OLW. Being aware of these will help you and your children settle into the life of our school.*

*Once again welcome. We look forward to getting to know you and your family and in working with you in the education of your children.*

*The Principal, Staff & Parish of Our Lady of the Way.*

## ***Adherence to the Australian Democratic Principles***

The programs of, and teaching in, at Our Lady of the Way School support and promote the principles and practices of Australian Democracy, including a commitment to:

- elected Government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association;
- the values of openness and tolerance.

Our Lady of the Way School displays posters of democratic values. The flying of the Australian flag is a regular observance in our school at assemblies and important events. Through the integrated inquiry units of work, the students undertake studies in the two dimensions of the Civics and Citizenship domain of the Victorian Curriculum: civic knowledge and understanding and community engagement.

## ***FIRE (Friends Igniting Reconciliation through Education) Carrier***

The FIRE Carrier Project seeks to keep the Reconciliation flame alight in schools, educating the wider community about Reconciliation, our shared history and cultures.

The FIRE Carrier representatives are elected annually in participating schools, in the same manner as other school representatives. The FIRE Carrier accepts the title in a special fire ceremony and commit to:

- Raising the Aboriginal Flag
- Helping with Reconciliation activities
- Writing prayers for Aboriginal people
- Encouraging the use of Aboriginal Liturgy
- Acknowledging traditional Custodians
- Celebrating significant dates in our shared story
- Attending FIRE Carrier meetings
- Being proud to be a FIRE Carrier

## ***School Dates 2022***

### **FIRST TERM**

PLEASE MARK THESE  
DATES IN YOUR  
CALENDAR TODAY!!!

STAFF RESUME FRIDAY JANUARY 28

TESTING-(YRS 1-6) Monday JANUARY 31 & Tuesday FEBRUARY 1

STUDENTS START WEDNESDAY FEBRUARY 2 (*Prep – Year 6*)

TERM FINISHES FRIDAY APRIL 8

*\*Prep Students do not attend school on Wednesday's until after the Labour Day Weekend (Monday March 14)*

(EASTER – FRIDAY APRIL 15 to MONDAY APRIL 18)

### **SECOND TERM**

TUESDAY APRIL 26 - FRIDAY JUNE 24

### **THIRD TERM**

MONDAY JULY 11 - FRIDAY SEPTEMBER 16

### **FOURTH TERM**

MONDAY OCTOBER 3 - FRIDAY DECEMBER 20

*(\*Students finish FRIDAY DECEMBER 16)*

## ***Taking holidays during school time***

Occasionally families may go on extended trips, both in Australia or overseas, and parents sometimes ask for work for their children whilst away from school.

The school's position on setting work is that if parents wish their children to do something on their trip then they should complete a diary (paper or digital) of their travels and experiences. Parents should conference their child's work, and the child can then share their diary on return to school. No other work will be set by the teachers as the trip itself will be a learning experience.

### ***School Timetable***

8.45 a.m.	Doors Open
8.57 a.m.	Music for Children to Move to Class.
9.00 a.m.	Classes Begin.
10.50 a.m.	Children eat morning tea in classroom.
11.00 a.m.	Morning Recess begins.
11.27 a.m.	Music to clean up the yard, go to the toilet, have a drink and wash hands. Children line up in assembly area.
11.30 a.m.	Morning Recess ends.
1.00 p.m.	Children eat lunch in classroom.
1.10 p.m.	Dismiss for lunch Recess.
1.57 p.m.	Music to clean up the yard, go to the toilet, have a drink and wash hands. Children line up in assembly area.
2.00 p.m.	Classes Begin
3.30 p.m.	Dismissal.

### ***Supervision***

Children are supervised by staff, who are on duty in the playground during all recess breaks and before and after school from 8.45am and until 3.45pm. We encourage children during the breaks to go to the toilets. Children may use the toilet during class and they are always sent in pairs when they go to the toilet or to do a message. On wet days children are not permitted outside. There are indoor games and activities available for their use. Teachers are on duty in the classrooms for the duration of these breaks.

### ***Asthma***

Children who suffer from asthma must have a current ASTHMA MANAGEMENT PLAN on file at school. This will enable the staff to react to an emergency in the correct way. This Plan should be updated as necessary.

An asthma register is kept in the office.

There will be some children at quite young ages that, through training, are able to manage their own medication. The general rule is that children at or under Grade Two should see the teacher when necessary. This rule should be altered only if the parent and teacher are confident that the child can manage alone. This should be discussed by the parents and teacher of the child.

Ventolin should be administered from the child's own puffer and should be carried by them at all times. If the child does not have one at school, the parents should be contacted.

*A Ventolin puffer and a spacer is kept for an emergency at the school.*

### **Anaphylaxis**

Children who suffer from anaphylaxis must have a current MANAGEMENT PLAN on file at the school. This will enable the staff to react to an emergency in the correct way. This Plan should be updated as necessary. All Epipens/Anapens are kept at the Office and are taken on excursions.

*The school has its own Epipen in case of an emergency.*

### **Medication**

There are occasions when children and or parents bring medicines to school for children to take during school hours.

When this happens the following procedures must be followed:

- Medicines must be brought to the office. Those that need to be kept in a refrigerator will be kept in the staff room refrigerator. Others will be stored securely in the Office.
- Medicines left at the office will be noted on the form kept in the cupboard with instructions for administering. A clear letter of instructions, signed by the parent or the child's doctor, must accompany all medication. Medication cannot be administered without this authorisation.

### **School Medical**

The school nurse visits OLW annually for a health assessment of all Prep children (with parental consent). All Prep children have their vision and general health checked. If at any time during the year you are concerned about your child's health, you should contact your own doctor immediately as the above services may not be available until later in the year. Hearing tests are carried out by the school nurse only if there are special concerns.

## ***Additional Medical Information***

### **HEAD LICE**

You are asked to check your child's hair regularly. If any lice or eggs are found, inform the teacher immediately. Treat the hair with appropriate lotions and then remove all eggs from your child's hair. Your child may resume classes after you have obtained a Clearance certificate from the City of Darebin (Health Dept) or from your local doctor. Please note that special lotions are available from the City of Darebin (Health Dept) at cost price.

### **SLAP CHEEK**

Also known as Parvovirus B19. Symptoms include striking redness of cheeks, followed by one to four days later by a lacy pink rash on the trunk and limbs which fades but may recur over several weeks on exposure to heat. The illness may also cause headache, itch and upper respiratory tract symptoms. Children with the infection need not be excluded from school.

If a pregnant woman believes she has been in contact with a case of Parvovirus infection she should consult her doctor.

## ***Contagious Diseases***

THE LAW STATES THAT A CHILD WITH A CASE OF THE FOLLOWING MUST BE EXCLUDED FROM SCHOOL.....

CHICKEN POX	Until fully recovered or at least a week after the eruption first appears.
CONJUNCTIVITIS	Until discharge from eyes has stopped. (acute infections)
DIARRHOEA	Until diarrhoea has stopped.
DIPHTHERIA	Until receipt of medical certificate of recovery from infection.
HEPATITIS A	Until receipt of medical certificate of recovery (infectious hepatitis) from infection.
HEPATITIS B	Until recovery from acute attack.
IMPETIGO	Until sores have fully healed. The child may be (School Sores) allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces, such as hands, legs and face are properly covered with moisture-proof - dressing.
MEASLES	Until at least five (5) days from the appearance of rash or until receipt of a medical certificate of recovery from infection. Non-immunised contacts must be excluded for 13 days from the first appearance of rash in the last-

	occurring case, unless they are immunised within 72 hours of first contact.
MUMPS	Until fully recovered.
POLIOMYELITIS	Until at least fourteen (14) days after onset of illness and until receipt of a medical certificate of recovery from infection.
RINGWORM	Until appropriate treatment has begun. Medical certificate may be required.
RUBELLA	Until fully recovered or at least five (5) days (German measles) after onset of rash.
SCABIES	Until appropriate treatment has begun.
SCARLET FEVER	Until receipt of medical certificate of recovery from infection.
TUBERCULOSIS	Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious.
TYPHOID	Until receipt of a medical certificate of recovery from infection.
WHOOPIING COUGH	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection. Domiciliary contacts may be excluded from attending a children's services centre for (21) days after the last exposure to infection if they have not had whooping cough or immunisation against whooping cough.

### ***If your child is ill***

If your child is unable to attend school ..... If it is at all possible, please let us know with a phone call or through the school app function. In this way we can monitor what illnesses are 'going around' and can let other parents know what to expect. In some cases it is very important that you let the school know of the condition that your child might have. With such things as measles, chicken pox, head lice, school sores and others, we do need to protect other children in the school and to do this we need to know that they are present.

When your child returns to school after an absence it is a government requirement that you provide a brief written note for us to file if you have not recorded the reason in our school app. It does not need to be in great detail. For a child with an upset stomach, a note such as ... "Mary was sick yesterday so we kept her at home." is sufficient. Parents can also include the reason through the 'absence' tab on the school app and this replaces the need to send a note.



If your child has an accident or is sick at school ..... We will let you know. In minor cases we will give you a note saying that your child was in the sick bay because of ..... In the case of something a little more serious we will make contact with you or your emergency contact by phone. If we cannot contact you or your contact, we will keep the child in the sick bay until contact can be made. If your child attends After School Care and is ill, we will not send him or her to After School Care unless you direct us to do so.



If your child is extremely ill or has a severe injury..... We will call an ambulance whilst contacting you. If necessary a staff member will accompany your child to a hospital.

### ***Out of School Hours Care & Holiday Program***

Our Lady of the Way students share the Out of School Hours Program and Holiday Program conducted at the Kingsbury Primary School. Children attending the Before School Program are walked over to Our Lady of the Way School by a staff member from Kingsbury Primary School.

Children attending the After School Program are walked over to Kingsbury Primary School by a Program staff member. It is then the responsibility of each individual parent to collect their child on time from the Kingsbury Primary School.

Application forms for the Out of School Hours Program are available from the OLW office or online using the school app or the link on the OLW website.

### ***Lunches***

Children eat their morning tea and lunches inside the classrooms. Time is allocated for this. There are many children who are so keen to get out to play that they must be encouraged to eat lunches. Some children are very slow eaters and some eat very little. We ask children to take home the uneaten portion of their lunches so that you know just what they consume at school.

The younger children get about fifteen to twenty minutes to eat lunch the older children receive ten minutes.

### ***Specialists***

At OLW all children currently participate in Italian, PE, Library, Visual Arts, PE and Futurescapes lessons with specialist teachers. Children will require a library bag in order to borrow books.

## ***Sacramental Program***

Students in Year 2 receive the Sacrament of Reconciliation, the Year 3 students celebrate their First Holy Communion and Year 6 students receive the Sacrament of Confirmation.



## ***Swimming***

Students from Years Prep – 6 attend swimming at Epping YMCA. Our Prep and Junior School students attend swimming program in Term 4. Dates and times are yet to be finalised. The cost for the swimming program is included in the levies.

## ***Excursions***

Students participate in excursions and incursions during the year. Children normally wear their school uniform or sports uniform. All items, such as lunches and plastic drink flasks are to be named. No soft drink cans or glass bottles are allowed. Parents are sometimes used to assist with excursions where additional assistance is required based on the activity.



## ***General Appearance***

We expect children to be in full uniform and to have a tidy appearance at all times. Children are asked to have their hair tied back if it reaches below the collar and out of their eyes. This enables the student to see clearly and helps control the spread of head lice if this problem arises. We ask that children have haircuts appropriate to the primary school age-group as extreme styles are inappropriate. Jewellery is not permitted, except for studs or sleepers for pierced ears.

## ***Be Sunsmart – wear a hat!***

Hats are to be worn during Term 1 and in Term 4 and the use of sunscreen is recommended. Children who do not have a hat are asked to sit under the verandah at recess and Lunchtime.

(No Hat, No Play)



## **School Advisory Council** *(Formerly School Education Board)*

The Board's functions are:

- Assisting and advising in regards to the formulation of school policy.
- Assisting in preparation of budgets and other financial matters.
- Regular review of enrolment policy, so that the school can plan effectively for the future.
- Supporting the Parish School in practical ways, such as ensuring that the school facilities and equipment are effectively maintained, with the establishment of a sub-committee if needed.
- Assisting in the selection of a Principal when such an appointment is being made in accordance with Diocesan Guidelines.
- Working in collaboration with School Parent Groups.
- Developing school/community relationships and encouraging family/school interaction.
- Facilitating the integration of parents and children new to the school.
- Developing strategies for the local promotion of Catholic Education.
- Making an annual report to the Parish Community.
- Liaising with our Regional College Loyola, Our Lady of Mercy, Heidelberg, Santa Maria College, Northcote and Parade College, Bundoora and other secondary schools attended by children from Our Lady of the Way.

In order to fill vacant positions on the Education Board nominations are called for through the school newsletter.

## ***Parents and Friends***

The P & F Group organises a range of activities for children and parents - some of these activities will be purely social, others will be aimed at raising funds for items the school cannot obtain via its usual sources of income.

The group also assists with the organisation of WORKING BEES. Working Bees are held at least 3 times per year to ensure that the grounds, facilities and equipment are kept in good repair for the children and staff.



***All families are asked to attend at least ONE Working Bee per year.  
Generally, no specialist skills or equipment are required.***

Working Bee dates are announced in the newsletter and listed on the school calendar.

## ***Fees & Levies in 2022***

Family Fees in 2022 will be \$1450 per family plus \$300 Refurbishment and \$50 for Works & Maintenance. Which makes it a **total of \$1750.00 per family**.

Levies in 2022 will be **\$400 per child**. Levies often increase because excursions and swimming programs increase in cost every year as do other items such as computers, books, Phys Ed equipment and Art materials etc.

For your convenience, OLW families can use Internet Banking. It is important that you include your child's first name and surname, so that we can trace the payment and issue you with a correct receipt.

Details are:

Bank – National Australia Bank Ltd  
BSB: 083 347 / Account No: 691378781

## ***Collection of Money***

Payment can be made by mail or at the school office between office hours.

If money has been sent to school with your child, it must be enclosed in a sealed envelope marked with your name, the amount enclosed and type of payment (i.e. fees, book club, etc). Your child must hand it to the class teacher in the classroom at the beginning of the school day.

## ***School Crossing***

The school crossing in Dunne Street and in Green Avenue are supervised by a traffic warden. The careful use of the crossings is vital. Your co-operation in explaining this to your child would be appreciated.



Pay particular attention to set a good example by correct use of all school crossings whether patrolled or unpatrolled.

## ***Car Parking***

Please take careful note of the entry and exit gates. At all times you are asked to park so as not to impede the flow of traffic (even for just one minute). There is no parking....

- a) Directly in front of the Church
- b) Near the exit gate
- c) Between the church and the old toilet block.

If entering the school grounds from the carpark, for safety reasons please enter from behind the church building.

Please observe all parking regulations in Green Avenue particularly the No Parking Zone on the South Side of Green Avenue. Please **DO NOT PARK** in the vicinity of the school crossing as motorists require a clear view of crossing. Children's safety may be at risk - please park legally. The staff car park needs to be kept clear at all times, so as a courtesy to the staff we ask that parents refrain from parking in the staff car park.

Please use the drop off zone responsibly and do not park in this area, because it restricts other parents wishing to do the 'kiss and drop'.

From time to time there are complaints from parents about other parents and where they park. Do not be alarmed! Please refer all of these matters to the Principal.

## ***Newsletter***

A weekly newsletter is posted on our School App and School Website each Monday. It informs you of the happenings in the school, important dates to remember and upcoming events. Please read through the newsletter each week so that you know what is happening at OLW.



### **Is your child ready for each School Day?**

- *Has your child had a good night's sleep?*
- *Are face, hands and nails clean?*
- *Is your child dressed cleanly and comfortably in full school uniform?*
- *Has your child a clean handkerchief or tissues?*
- *Has your child been to the toilet?*
- *Have teeth been brushed?*
- *Is your child dressed for outdoor activities?*
- *Have you packed spare underwear just in case of accidents?*
- *Will your child have a nourishing lunch?*
- *Is your child leaving home in a happy frame of mind, ready and eager to participate in school activities?*

### **School Uniform**

You can purchase Our Lady of the Way Uniform from BUX WEAR Direct, conveniently located in Thomastown. The address is 218 Settlement Road (Cnr. Brand Drive) Thomastown.

MELWAYS REF: MAP 9: d-11. BUXWEAR phone number is 9464 7555.

Please ensure that all items of uniform are clearly marked. To prevent losing valuable items of uniform, professionally made labels are recommended as legibility is not lost through constant washing. The Lost Property cupboard is located in the student entry near the School Office.

## **SCHOOL UNIFORM LIST**

	<b>GIRLS</b>	<b>BOYS</b>
<b>SUMMER</b>	<ul style="list-style-type: none"> <li>▪ BLUE DRESS or</li> <li>▪ POLO SHIRT (Sky Blue) &amp; SCHOOL SHORTS/CULOTTE (Navy Blue)</li> <li>▪ WHITE SOCKS</li> <li>▪ BLACK SHOES / BOOTS</li> <li>▪ SCHOOL HAT</li> </ul>	<ul style="list-style-type: none"> <li>▪ POLO SHIRT (Sky Blue) &amp; SCHOOL SHORTS (Royal Blue)</li> <li>▪ NAVY SOCKS</li> <li>▪ BLACK SHOES / BOOTS</li> <li>▪ SCHOOL HAT</li> </ul>
<b>WINTER</b>	<ul style="list-style-type: none"> <li>▪ PANTS - TRACK SUIT <i>or</i> SCHOOL PANTS (Navy Blue)</li> <li>▪ POLO SHIRT LONG SLEEVE (Sky Blue)</li> <li>▪ NAVY SOCKS</li> <li>▪ BLACK SHOES / BOOTS</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>▪ HOODIE / ZIP JACKET (Navy Blue)</li> </ul>	<ul style="list-style-type: none"> <li>▪ PANTS - TRACK SUIT <i>or</i> SCHOOL PANTS (Navy Blue)</li> <li>▪ POLO SHIRT LONG SLEEVE (Sky Blue)</li> <li>▪ NAVY SOCKS</li> <li>▪ BLACK SHOES / BOOTS</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>▪ HOODIE / ZIP JACKET (Navy Blue)</li> </ul>
<b>SPORTS</b>	<ul style="list-style-type: none"> <li>▪ POLO SHIRT (House Colour)</li> <li>▪ SCHOOL SHORTS (Navy Blue)</li> <li>▪ SCHOOL TRACK SUIT (Navy Blue)</li> <li>▪ WHITE SOCKS</li> <li>▪ RUNNERS</li> </ul>	<ul style="list-style-type: none"> <li>▪ POLO SHIRT (House Colour)</li> <li>▪ SCHOOL SHORTS (Navy Blue)</li> <li>▪ SCHOOL TRACK SUIT (Navy Blue)</li> <li>▪ WHITE SOCKS</li> <li>▪ RUNNERS</li> </ul>
<b>BAGS</b>	<ul style="list-style-type: none"> <li>▪ MONOGRAMED SCHOOL BAG</li> <li>▪ MONOGRAMED LIBRARY BAG</li> </ul>	<ul style="list-style-type: none"> <li>▪ MONOGRAMED SCHOOL BAG</li> <li>▪ MONOGRAMED LIBRARY BAG</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>▪ Single earring to each ear with a stud or sleeper</li> <li>▪ Long hair (below the collar) or in the eyes should be tied back at all times.</li> <li>▪ Hair scrunchies/headbands/ribbons/etc. in school colours only.</li> <li>▪ Children should not wear make-up, nail polish or hair colourings</li> <li>▪ Black shoes may include black runners, but must be ALL black only.</li> <li>▪ No Jiffy/ballet style shoes</li> </ul>	