Our Lady of Perpetual Help Primary School Ringwood
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Dear Parents,

We welcome you and your family to Our Lady's School and look forward to working closely with you during this very special time in your child's life.

We recognise that the first and most important educators of children are the parents and, hence, see our role as building on the foundation which you have laid for your child's spiritual, physical, social, emotional and intellectual development.

As a Catholic community we provide the opportunity for the children to know and experience Jesus in their lives - through the Religious Education program, which is the focal point of the curriculum, and through our personal commitment to Gospel values.

We greatly welcome your involvement as, together, we strive for our common goal - to enable the children to be the best possible people they can be.

Yours sincerely

Angela Lacey and the Staff of Our Lady's School
Our Lady of Perpetual Help
Ringwood

Vision Statement

‘Growing together, in faith, for the future.’

Mission Statement

At Our Lady’s Ringwood, the individual is encouraged to develop as a whole person, with Catholic values as the foundation of all learning.

• We aspire to support each individual’s faith journey through teaching and modelling Catholic faith, tradition, ethos and values.

• We aspire to provide a supportive, inclusive environment where everyone feels safe and valued.

• We aspire to celebrate and encourage a supportive relationship between parish, school and the wider community.

• We aspire to develop individual and collective leadership skills through positive example and active support.

• We aspire to provide an optimum learning environment, which engages and stimulates individuals on their journey as life-long learners.

• We aspire to be proactive towards social justice issues by living out the Gospel values of love, compassion, justice and truth, where the dignity of
the human person is respected.

GENERAL INFORMATION:

Our Lady's School is under the guidance of experienced Catholic teachers. Parents are welcome to discuss with the Principal, Deputy Principal or teachers, any problems they may have regarding their children. Teachers should NOT be disturbed during the day - i.e. 9.00am to 3.30pm (unless absolutely necessary), and then only with the Principal's permission.

THE SCHOOL PHONE NUMBER IS: 9870 7227 AND OUR FAX IS: 9870 6845
PARISH PRIEST: Fr. Joe Bui Duc Tien  9870 6056

Parents are asked to use the school number when necessary - but matters such as reasons for absence or change in routine, should be communicated to the class teacher as soon as possible in writing.

It is not necessary to phone the Office if a child is away for a day or two. If the absence is prolonged, then a call to the Office would be required. Please notify the Office of any changes to a) address, b) Mobile, home or work phone numbers, c) Emergency contact numbers.

SCHOOL HOURS AND ROUTINE:

Classes Commence 8.55 am
First Break 11.10 am - 11.45 am (Eating Time 11.00 – 11.10am)
Second Break 1.55 pm - 2.30 pm (Eating Time 1.45 – 1.55pm)
Dismissal 3.30pm
FLAG RAISING: Each Monday at 8.55am (weather permitting)
ASSEMBLY: Each Thursday at 3.00pm in the Hall.

From the time of the morning bell until afternoon dismissal, the children are to be left in the charge of the teachers.

Please note that the playground is supervised before school from 8.45 – 9.00am and after school from 3.30 - 3.45pm.

Children who attend programs/sports training (held after school, but on the School grounds) are under the supervision of their coaches.

If parents wish to collect their child before the end of the school day, it is necessary to first visit our Office to make an entry in our Early Departure Book. Also note that if you wish another person to collect your child during school hours, an authorisation note or phone call to our Office is necessary.
ARRIVAL AND DISMISSAL:
We feel it is important for your child to arrive at school in time to catch his/her breath before the bell. Late children are often upset and take a while to settle in before they are ready to begin work.

Please contact the school if circumstances arise which prevent you collecting your child at 3.30pm in order to avoid distress to your child. Unless the Office has been notified of an unexpected delay, children not collected by 3.45 will be sent to After School Care and a fee will be charged.

CLASS MASSES AND PARALITURGIES:
Class Masses and Paraliturgies are held in the Church at various times during the term and all parents are welcome to attend. Notification of dates and times will be sent home through the classroom or in the School Newsletter.

CURRICULUM – VELS:
The Victorian Essential Learning Standards (also known as VELS or the Standards) were introduced in 2006. The Standards provide the curriculum from Prep to Year 10, outlining what is important for students to learn so that they progress in their learning. Students’ achievements in these years prepare them for their final years of study and the world of work.

The Victorian Essential Learning Standards include standards at six levels broadly associated with Years Prep to 10 areas of learning. All the standards are designed to engage students, build their confidence, offer varied approaches to learning and challenge them to achieve.

Health and Physical Education } Interpersonal Development } Physical, Personal and Social Learning
Personal Learning } Civics and Citizenship }

The Arts } English } The Humanities }
Economics } Geography } History }
Languages Other Than English}
Mathematics } Science }

Communication } Design, Creativity and Technology } Interdisciplinary Learning
Information and Communications Technology}
Thinking Processes }

As a Catholic school, Religious Education is also included in the Discipline-based Learning
strand. Our values and practices are central to our learning and interactions.

At Our Lady’s, we follow the Inquiry Learning model and key Catholic Education Office Literacy and Numeracy strategies.

**CHILDREN'S ABSENCES:**

Written notes from parents are required when -

1) Children are absent from school.
2) Children need to leave school early for appointments.
3) Children need to go home for lunch, if it is an unusual occasion.

NOTES SHOULD BE GIVEN TO THE CLASS TEACHER.

**BOOK LISTS:**

Book lists are issued for each child (incorporated within the Curriculum Levies Account) in November each year. Textbooks, stationery and writing materials are bought in bulk, at a considerable saving to you. These will be issued to your child at school at the beginning of the school year. Levies accounts are issued in Term 4 for the following year and payment is required by mid-December.

**PARENT/TEACHER INTERVIEWS:**

Formal interviews are arranged twice a year. The dates will be published in the School Newsletter and you will be reminded in subsequent Newsletters. Reports will be issued twice a year, in June and December.

Parents or teachers may initiate informal parent/teacher discussions at any time during the year. A mutual time may be agreed upon - before school, at lunchtime or after school. Parents are invited to take advantage of this offer when discussion seems necessary. Similarly, teachers who wish to talk to parents will contact them. Staff are committed to meetings at the following times and are therefore unable to meet with parents:

- Monday and Tuesday after school.

**SCHOOL NEWSLETTER:**

Every Friday the School Newsletter is published and is taken home by the youngest child in each family. The Newsletter contains all the information about what is happening in and around the school, so please check that you receive one every week, especially if your child is absent on a Friday.

**BOOK CLUB:**

During the year (usually once a term) your child will receive an order form with a brief outline of the books available. There is no joining fee and the bookseller has no record of children's names. If you wish to purchase books simply return the order form and money, in an envelope, to school with your child. We then send in a bulk order and distribute the books when they arrive. There is no obligation to purchase.

**LOST PROPERTY:**

There is a Lost Property basket located near the entrance to the Library. It is difficult to trace UNMARKED articles if they are lost, and children do not always recognise their own things.
Could you please make sure that your child's name is on his/her coat, windcheater, shoes, lunchbox etc.

**PERSONAL PROPERTY:**

Some children bring a great many personal items to school and are most concerned when these are lost or damaged in the playground. This is a difficult matter to supervise and these expensive items are better left at home. **NO** responsibility is taken for lost or damaged property. Please **do not allow** your child to bring computer or other expensive games to school. Mobile Phones are also not to be brought to school unless the child walks home and parents deem this a safety issue. Please let the teacher know, in writing, that this is the case. The phone will be looked after during the day. Any messages for children are to be communicated to the Office and we will ensure that they are passed on to your child/ren.

**MONEY:**

Money sent to school for any purpose must be placed in a sealed envelope, clearly marked with the child's name and class and the purpose for the money.

**BANKING:**

Children may bank with the CATHOLIC DEVELOPMENT FUND (CDF). Bank day is WEDNESDAY each week and parents are asked to ensure that books are marked on the outside with child's name and class.

**LIBRARY:**

We have a Library and the part-time services of a qualified Teacher/Librarian. Children using the Library are encouraged to borrow books which may be read at home. It is hoped that you will encourage and ensure that your children take proper care of these books. Please provide a cloth bag for these Library books. Children are given verbal reminders by their teacher if books have not been returned. Please check frequently with your child as lost books incur a minimum $20 replacement fee.

**PAINTING SMOCKS:**

These are required for all students in all classes. Smocks remain at school during the week. Cutting down the sleeves of a large old shirt and gathering the wrists with elastic makes an inexpensive smock. Tears and stains can be neatly and attractively covered with bright patches. When completed, the smock is worn with the buttons at the back.

**SPORT:**

The School will participate in various Sports events across the terms. The whole school participates in Sports Days and Swimming, with the 5/6 Level involved in Interschool Sport
in Term Two. [Saturday Netball and Football are optional and are organised by volunteer coaches. These groups carry Our Lady’s name but operate independently of the school].

HEALTH AND MEDICINE:

Regular attendance and punctuality is essential for progress and encourages a responsible attitude in children. However, the child's health is of prime importance and a sick child should be kept at home. If a child is ill, he/she cannot learn and he/she may spread infection to others, so please keep him/her at home. Our sick room facilities are limited and we cannot care properly for a sick child.

Should your child become ill or be seriously hurt, you will be notified. When your child starts school, details of your place of employment and person to contact in an emergency will need to be filled in on the personal information sheet you will be handed at the beginning of the year.

IT IS MOST IMPORTANT THAT ALL EMERGENCY NUMBERS ARE KEPT UP TO DATE.

If your child is absent, please send a note on his/her return to the class teacher to explain the reason for the absence. Teachers are required to report long and frequent absences. If your child contracts an infectious disease please let the school know. There is no need to contact the school if your child is away for a short period e.g 1-2 days.

MEDICINE:

If your child has recovered from an illness but is still in need of medication then his/her medication needs to be handed in to our Office clearly marked with the child's name and dosage. A Medication Form must be completed re time, dosage etc and signed by the parent. The Medication must be left in the Office during the day, to be administered by a member of staff, at the specified time, and may be picked up after school. Under no circumstances is a child to have any type of medication (other than Asthma medication) in their pocket or bag.

PLEASE NOTE: short-term medication will not be administered without written and signed parental/guardian permission (other than Asthma medication).

FOLLOWING ARE THE EDUCATION DEPARTMENT REGULATIONS REGARDING IMMUNISATION / THE EXCLUSION OF CHILDREN FROM SCHOOL

SCHOOL ENTRY IMMUNISATION CERTIFICATE:

All children starting school need to have an Immunisation Certificate. This Certificate is obtained from the Health Department of your local council. As parents or guardians, you should give this Certificate to the Primary school when you enrol your child in Prep. The Certificate will indicate to the school whether your child has or has not been immunised against diphtheria, polio, tetanus, measles and mumps. This does not mean that your child has to be immunised. If your child cannot be immunised due to medical or conscientious reasons, the Certificate will show that your child is not fully immunised.
The Health Department of Victoria recommends that all children are immunised against these diseases before they enter school.

Children who are not immunised will be excluded from school if there is an outbreak of measles, diphtheria or polio. This will reduce the chance of these diseases spreading throughout the community. Everyone needs protection against infectious diseases. Diphtheria, tetanus, polio, measles and mumps are five serious childhood diseases. We can prevent these diseases from spreading in Victoria if all the children are immunised. Parents or guardians who fail to give the primary school an Immunisation Certificate may be penalised. This, however, is a last resort and every effort will be made to help parents meet the requirements of the legislation.

**HEAD LICE:**

Children with head lice have been found in most schools, including Our Lady's. The ‘insects’ are 2mm long and lay their eggs (nits) on hair close to the scalp, particularly at the back of the neck and behind the ears. Eggs are about 1mm in length and are cemented to the hair. Egg cases that remain once the lice have hatched are dull white and generally found on shafts of hair further than 1cm from the scalp.

The Health Department recommends the following:-

1. The parents must be made aware of their responsibility to regularly check their own children for infestation. If head lice are found, parents should immediately seek treatment, and notify the School Principal.

2. The Principal, upon being told of the infestation of a school child, should use available communication e.g. a newsletter, to alert parents, particularly those of other children in the same class.

3. That shoulder length hair on girls and boys be tied back to prevent the spread of head lice.

****IT IS YOUR RESPONSIBILITY TO REGULARLY CHECK YOUR CHILD****

Lotions for treatment are available from your local chemist. Upon return of the child to school, please notify the Office so we can track which classes are affected. It is advised by the Health Department that a follow up treatment should be administered 10 days after the initial treatment.

Lice checks conducted by the Council Health Staff will occur when we have multiple reports from parents re infestation. You are required to collect your child if they are found to have eggs or lice.

**SCHOOL MEDICAL SERVICE:**

During the Prep year, the children will all be tested by the School Medical Service (pending your permission). This covers sight, hearing and general health. This is a valuable, free service and appointments can be made for you to discuss any problems. Teachers also have the opportunity to refer children to be tested if we feel they might have sight, hearing or other problems which may be affecting their progress at school. Information regarding the SCHOOL DENTAL SERVICE is available from the School
### INFECTIOUS DISEASES – EXCLUSION FROM SCHOOL

(as taken from ‘Schools and Children’s Services Centres for Infectious Diseases Cases and Contact’ Schedule 6 regulations 13 & 14)

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<th>EXCLUSION FROM SCHOOL</th>
<th>EXCLUSION OF CONTACTS</th>
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<tr>
<td><strong>CHICKEN POX</strong></td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune efficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td><strong>CONJUNCTIVITIS</strong></td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>DIARRHOEA</strong></td>
<td>Exclude until diarrhoea has ceased or until medical Certificate of recovery is produced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>DIPHTHERIA</strong></td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family / household contacts until cleared to return by the school.</td>
</tr>
<tr>
<td><strong>GLANDULAR FEVER</strong> (Mononucleosis)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>HAND, FOOT &amp; MOUTH DISEASE</strong></td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>HEPATITIS A</strong></td>
<td>Exclude until a medical certificate of recovery is received but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>HEPATITIS B</strong></td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>HEPATITIS C</strong></td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>HERPES</strong> (“Cold Sores”)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>HOOKWORM</strong></td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>IMPETIGO</strong> (School Sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>INFLUENZA</strong></td>
<td>Exclude until well (and influenza like illness)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>INFECTIOUS DISEASE</td>
<td>EXCLUSION FROM SCHOOL</td>
<td>EXCLUSION OF CONTACTS</td>
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<td>MEASLES</td>
<td>Exclude for a least 4 days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>MENINGITIS (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>MENINGOCOCCAL INFECTION</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>PARVOVIRUS (erythema infectiosum fifth disease)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>POLIOMYELITIS</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>RINGWORM, SCABIES, PEDICULOSIS (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>RUBELLA (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>SALMONELLA SHIGELLA</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>STREPTOCOCCAL INFECTION (including Scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>TUBERCULOSIS</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>TYPHOID FEVER (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the school</td>
<td>Not excluded unless considered necessary by the school.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day</td>
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WORMS (intestinal)  Exclude if diarrhoea present    Not excluded

SCHOOL UNIFORMS:

Boys Summer:  Girls Summer
Short sleeve white shirt  School dress
Grey shorts
Plain grey socks (ankle length)
Black shoes
Bottle green windcheater (school logo)

Boys Winter:  Girls Winter:
Long sleeve white shirt  Long sleeve white shirt
Grey long pants  Tunic  (Grey long pants (optional))
Bottle green windcheater (school logo)  Bottle green windcheater (school logo)
Plain grey socks (ankle length)  Black tights
Black shoes

Sports Uniform (Summer)  Sports Uniform (Winter)
Polo top (spliced)  Polo top (spliced)
Green shorts (Boys)  Green tracksuit pants
Green skort (Girls)  Green tracksuit top

All students are expected to have the green Our Lady's School Bag.

OUR LADY'S UNIFORM SHOP:

Our Uniform Shop is located near the Hall end of the School Library.

A LAY-BY SERVICE IS AVAILABLE TO ASSIST PARENTS.
SECOND HAND (good condition) - some items of the school uniform are also available.

The Uniform Shop is operated by volunteers who are members of the Parents' Association. The trading times of the shop are TUESDAY 3.15 - 3.45pm and MORNING 8.45 – 9.15am. Any difference to these times will be advertised in the Newsletter. The Uniform Shop gratefully accepts donations of school uniform items (in good condition) whereby the full sale price of the goods goes to the Parents' Association which helps with fundraising for the school.

The school has developed a Sunsmart Policy and each child will be issued with a school hat to be worn every day between September and May. Classroom teachers will also distribute sunscreen to each child, so please notify the school if your child has any allergies in this area.

SCHOOL CANTEEN:

Lunches may be ordered on certain days at the canteen. You will be notified of the commencement date for lunch orders during the first few weeks of school.

FOR ALL canteen lunch orders please write your child's name, class, teacher’s name, order and prices, and money enclosed on a NEW paper bag and put the money (wrapped) inside. This is placed in the Lunch Basket in the classroom at the start of the day.
A Canteen Price List will be sent home in the first weeks of school. Volunteers run the canteen and the profit made goes towards fundraising for the school. The maximum amount of money that may be spent over the counter is $1.00.

CAR PARKING: Please observe the following rules:

**ENTRY** to the church car-park is via Wilana Street ONLY and **EXIT** is by LEFT turn into Bedford Road.

There are several areas marked ‘Restricted’ and ‘No Standing’ and under NO circumstances are cars to occupy these spaces. **It is also requested that you DO NOT park in front of the Presbytery, as this is for Parish staff and visitors.**

**BEFORE SCHOOL:**

The drop-off zone adjacent to the fence beside the Prep classrooms is a drop-off area only. Please pull in as far down into the bay as possible and have your child/children get out of the car on the side nearest to the fence and walk down to the double gates to enter the schoolyard. We ask that children do not walk back to the gate nearest the hall as to do so would mean that they were walking back into the path of other cars coming into the drop-off zone. **Please do not double park!**

If you are not dropping your child off, please proceed down around the Presbytery and park in the bays before walking back to the school grounds via the lower double gates.

Please also note that children may only be dropped off in the ‘drop-off’ zone; if cars are already there please wait you turn and pull into the bay before allowing your children to get out.

**AFTER SCHOOL:**

There is no ‘Pick-up’ zone designated, and the morning ‘drop-off’ zone becomes a ‘NO STANDING ANY TIME’ zone after school.

All children being collected from this area will need to wait at the lower double gates with the teacher on duty. Please drive through and park in the bays past the Presbytery – parents will be required to walk back to the double gates to collect their children. Children waiting at the lower gates with the teacher on duty will not be allowed to walk unescorted to cars in the parking bays – we realise that this is an inconvenience but the safety of our students is paramount.

**If parking in Wilana Street, please observe speed signs; double parking is dangerous and puts the safety of others at risk.**

If parking at the rear of the school, near Greenwood Park Kindergarten, please park along the wooden fence. We ask that you reverse park only thereby allowing you clear vision when exiting, avoiding any possibility of someone getting hurt.

Please note that the back gate will be locked at 3.45pm each afternoon until 8.30am the next morning (for security reasons). If you are still in the grounds after 3.45 you
OUT OF SCHOOL HOURS CARE:

Before School Hours Care operates (with prior bookings) Monday – Friday 7.30 – 8.45am, and the After School Care program is run every Monday – Friday afternoon from 3.30 – 6.00pm. The program is run in the portable at the rear of the school.

The contact number for Out of School Hours Care is available on the Application Form or from the Office.

Registration forms (available from the School Office) need to be filled out before you are able to book your child in to the program.

The Policies and Procedures Manuals of OSHC are available for viewing in the OSCH room.

HOW CAN I BE INVOLVED?

We are fortunate that parents do support our school, as it is only with us all working together that we can continue to achieve. Remember every little bit of help will be greatly appreciated and accepted. Here are some other ways you can be involved.

THE EDUCATION BOARD:

The Board is an advisory body which assists the Parish Priest and School Principal with many matters relative to the operation of the school. Members of the Board are:- the Parish Priest, the Principal, 6 Parent Representatives, 2 Staff Representatives, 1 Accountant, 1 Parents' Association Representative and 1 Maintenance Representative (if available). Each parent representative is elected to the Board for a term of three years and must step down after the completion of two consecutive terms.

An election is held each year for two places on the Board. To be eligible for election to the Board, one has to be a parent of a child currently attending the school. The Education Board welcomes any input by parents through their elected parent representatives, and naturally also welcomes the interest of parents who may wish to seek nomination for election to the Board. The support of all parents, in any works undertaken, keeps our educational facilities at the most beneficial level for all.

PARENTS' ASSOCIATION:

Our Parents' Association is an important part of the school, working with the Principal and teachers for the benefit and welfare of the children in the school. The Association is ready to assist in any project or activity which will benefit the children and the good of the Ringwood Parish in general, while at the same time keeping its members informed of developments within the school and also promoting social activity, spiritual,
intellectual and cultural interests. Members are usually parents who have children in the school, but any person who is interested in the progress and welfare of the school may join the Association.

**FETE COMMITTEE:**

Our Lady’s has a joint Parish and School Fete in October which is well known throughout the area as a fantastic day. The Fete Committee meets regularly to plan this event, and help is sought for positions on the Committee and on the day. This is the greatest social and community day in our year.

**OUR LADY'S SCHOOL POLICIES:**

Key School Policies for – Student Management, Anti-Bullying, Parent Participation, Uniform, First Aid, Asthma, Homework, Fees and Communication are included on the website. Other Policies are available from the Office.

We would appreciate parents taking the time to read the Policies to help promote a true home/school partnership. As always, comments and suggestions are welcomed.

**SOME SUGGESTIONS FOR PARENTS:**

Here are a few hints to help your children at school:

* Attend Sunday Mass as a family and allow your children to become familiar with the reverent atmosphere of the church.

* Help the children feel good about themselves and about learning. Encourage every effort - try to praise rather than be critical.

* Read to them from the earliest age. There is no better way to create a desire to read.

* Give presents of simply written and well illustrated books on a whole range of topics - both fiction and non-fiction.

* Encourage the children to write regularly in a variety of ways - letters, diaries, factual accounts, imaginative stories etc.

* With younger children especially, try to cultivate a sense of number, size, length, height, width, volume, area, weight and time in everyday life. Join them in estimating, counting, calculating and so on.

* Take time to discuss everyday happenings, encourage questions and share opinions.

* Encourage education for good nutrition and dental health at home and at school. Provide healthy lunches and keep treats for special occasions. Don't use sweets as rewards.

* Regularly give them one of the most precious gifts you can - YOUR TIME.
* When fundraising is being undertaken, it is suggested that parents do not allow their children to doorknock or approach people they do not know. This is in line with the Personal Safety program promoted in our classrooms.