Principal: Mr Drew Jago
Assistant Principal: Ms Tania James
Bursars: Mrs Anne High & Mrs Sue McPhail
55 Hudson Avenue Girrawheen WA 6064
P: (08) 9207 7677 F:(08) 9343 1998
E: admin@olom.wa.edu.au     www.olom.wa.edu.au
Welcome to Our Lady of Mercy

Our Lady of Mercy Primary takes great pride in our traditions, multiculturalism and strong Gospel values. We provide a caring school community, which nurtures the integrity and gentleness of each individual.

Our staff model respect and honesty through their authentic and genuine relationships with parents and students. We believe all people deserve to be treated with dignity and respect. Our whole school community shows kindness, care and understanding. We work together as compassionate and empathetic people to offer moral support of the highest level to children and staff. At Our Lady of Mercy we pride ourselves on demonstrating tolerance and acceptance for every individual.

Our School is committed to Religious Education, Sacramental celebrations and traditional teachings of the Bible. We promote tolerance, compassion and forgiveness by living through the example of Jesus and applying Christ’s values to everyday life. Our school celebrates diversity and nurtures cultural equality. Through empathy, trust and honesty, we provide students with the foundations for developing a meaningful relationship with God and with one another. We create an atmosphere where children can develop sensitivity to others and to live in harmony.

Our Lady of Mercy Primary School encourages openness in relationships among all members of the school community and upholds a strong sense of belonging. We respect and value the needs of each individual child. We give all students the opportunity to develop the relevant knowledge, skills and attitudes necessary to achieve their academic and social goals. Our school fosters a trusting environment where children can grow as confident and independent learners.

We nurture the spiritual, intellectual and social potential of each child and assist children to improve self-management skills and develop the ability to make informed choices. We create and encourage an atmosphere where individual talents and contributions are respected and valued. We acknowledge the parent’s role in their child’s education and encourage partnership.

The dedication of our passionate teachers is highly valued. With a positive, welcoming and friendly atmosphere and approachable staff, our school has a strong sense of harmony. This makes Our Lady of Mercy a sought after school of choice. We maintain a strong, whole school discipline policy supported by our fair and supportive Principal and leadership team, which fosters respect for students and promotes the morals and values of our school. The needs of all students are catered for effectively through the provision of Educational Assistants and are further supported through structures that are in place for students at educational risk, as well as talented and gifted students.

We work collaboratively to provide engaging programs that ensure educational excellence, this includes networking with neighbouring schools. Seeking clarification, sharing resources, making consistent judgements and professional conversations are school priorities. We empower students to become critical thinkers by teaching them the tools to effectively access and sort information. Modern technology and digital resources are incorporated to prepare students for living in a technological and changing society. Diagnostic, formative and summative assessments are used as tools to facilitate student progress and as a basis for constructive feedback. Through collaboration and reflection, student’s needs are catered for to achieve their maximum potential.

We create faithful leaders of tomorrow. Students are provided with the necessary tools and strategies for life-long learning. Learning experiences are purposeful and driven. Students leave Our Lady of Mercy Primary School equipped with the knowledge and skills required to deal with and work through life’s challenges.
Important Information

**Important Phone Numbers**

**School Administration Office**
08 9207 7677
**Facsimile**
08 9343 1998

**Outside School Hours Care**
0432 335 324

**Other Contact Details**

**Postal Address**
55 Hudson Avenue
Girrawheen
**E-mail**
admin@olom.wa.edu.au
**Website**
www.olom.wa.edu.au

**Our Leadership Team**

Principal: Drew Jago
Assistant Principal: Tania James
Bursar/s: Anne High
Sue McPhail
Administrative Officers: Sharon Young
Sue McPhail

**Important Dates for 2015**

**Term 1**
Monday 2nd February - Thursday 2nd April
**Term 2**
Monday 20th April - Friday 3rd July
**Term 3**
Tuesday 21st July - Thursday 24th September
**Term 4**
Monday 12th October - Friday 11th December

**Additional Pupil Free Days**
Monday 16th March, Tuesday 17th March & 29th May

**Daily Routine**

8.30-10.30 Morning Session
10.30-10.50 Recess
10.50-12.50 Middle Session
12.50 – 1.00 Lunch (eating)
1.00-1.25 Lunch (playing)
1.25 – 3.00 Afternoon Session

We will support each other’s balance. We will work with respect for all. We will each show genuine integrity. We will take delight in our work. We will be gentle in our interactions. We will direct our energy to solutions.
Family & Community Involvement

Parents and families are an important part of our school community. Our Lady of Mercy encourages families to become involved in their child’s broad education experience with us – by keeping in regular communication with teachers, volunteering in class and joining our P&F Association.

COMMUNICATION

Open communication between home and school underpins a great primary school experience for children. To ensure that you always know what is happening in our school, we provide important information through the following:

- Fortnightly school newsletter (Tuesday’s)
- School Website – www.olom.wa.edu.au
- Parent information nights & special events
- P & F Meetings (held on the last Thursday of every month at 7:00pm in the staffroom)

Individual messages will be sent home through your child’s teacher.

CONTACTING STAFF

You may contact your child’s teacher by leaving a message through our School Administration Office. Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child’s teacher to negotiate the best way of staying in regular contact.

REPORTING TO PARENTS

While our classroom teachers are available to discuss your child’s progress throughout the school year, there are key times of year when we formally report to parents:

Interim Reports (End of Term 1)

Classroom teachers will provide a brief interim progress report at the end of Term 1. Should you require further clarification around this, please make an appointment with your classroom teacher and they will happily walk you through the report.

Parent Teacher Conferences (Term 2)

All parents must meet with the classroom teacher at least once during the year. Interviews with teachers are available at any time throughout the year but please make an appointment first. This ensures the teacher is prepared and the meeting is a success. A formal time will be set in Term 2, for Parent Teacher Interviews. It is compulsory that one adult member of the family attend.

Student Report (Term 2 & Term 4)

Formal reporting is completed in late June and early December each year.

Parents of Pre-primary students receive a report outlining their child’s learning progress, while the achievements of students from Years 1 – 6 are documented on formal report cards.
5-Point Scale
In Year 1 – 7, student achievement is recorded using a 5-point scale (A-E)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>The student demonstrates <strong>excellent</strong> achievement of what is expected for this year level.</td>
</tr>
<tr>
<td>B</td>
<td>The student demonstrates <strong>high</strong> achievement of what is expected for this year level.</td>
</tr>
<tr>
<td>C</td>
<td>The student demonstrates <strong>satisfactory</strong> achievement of what is expected for this year level.</td>
</tr>
<tr>
<td>D</td>
<td>The student demonstrates <strong>limited</strong> achievement of what is expected for this year level.</td>
</tr>
<tr>
<td>E</td>
<td>The student demonstrates <strong>very limited</strong> achievement of what is expected for this year level.</td>
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PARENT INFORMATION EVENINGS
Throughout the year, Our Lady of Mercy Primary School will host both formal and informal parent evenings. The focus of these events may vary – from introducing curriculum changes, sharing the work of a leading academic to open discussions about an important, emergent topic.

All events are advertised in our newsletter.

SCHOOL NEWSLETTER
The Our Lady of Mercy School Newsletter is distributed to families on a Tuesday (fortnightly) with the eldest child in the family. Electronic copies are also available on our website.

Our newsletter is one of our main communication links between school and home, designed to keep you informed on what is happening in our school community.

VOLUNTEERING
Our school welcomes the active support of our parents and community members.

Whether it is volunteering in our canteen, supporting a reading program in class or offering a hand at a working bee – all help is greatly appreciated.

If you are volunteering in our school, please remember to sign in at the School Administration Office.

P & F ASSOCIATION
Our Lady of Mercy Primary School’s P&F is an integral part of our school and works in partnership with the school’s leadership team to:

- Promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close co-operation
- Ensure students have access to quality learning materials and equipment

Our P & F Association meets on the last Thursday of every month. All parents are welcome to attend. Please check the fortnightly newsletter for times and venue details.

POLICIES & PROCEDURES
All policies and procedures that relate to the management and operation of our school are available through our School Administration Office. It is a condition of enrolment that families and students abide by all school polices and protocol.

COMPLAINTS PROCESS
Our Lady of Mercy Primary School has a clear policy and process for dealing with any complaint received by parents/carers, community members, staff or students.

Our objective is to address all complaints with an open, solutions-focused approach.

We encourage you to first contact the classroom teacher, as most resolutions can be reached this way. If no resolution is found, please contact the Assistant Principal or Principal and make an appointment. All meetings should be solution focused with an aim to reach a swift resolution.

It is important you read the Parent Issues & Concerns Protocol available from the school office.
ABSENCES

It is a legislative requirement that all children between the ages of five (5) and fifteen (15) attend school each school day. Parents must contact the office prior to 9am on 9207 7677, to notify the school of any student’s absence. Upon the child’s return to school, parents/guardians MUST provide written documentation for each absence. This is a legal requirement. The school is required to report any consistent or concerning absences. Any child with an attendance record of less than 80% is considered a concern. Under government legislation, the necessary authorities will be notified.

ARRIVAL AND PICK UP TIMES

- There is no play before 8:10am.
- Classrooms open at 8:30am. 8:45am on Tuesdays.
- Before & after school supervision is from 8:10am until 3:20pm. If your child is at school outside of supervision times they are in breach of school policy. Supervision cannot be guaranteed outside these times and you are leaving your child unsupervised at your own risk.
- Out of School Hours Care is available before and after school. Please utilize this service if you are unable to collect your child within the school hours. Inquire at the front office for more information on OSH Club.

LATE TO SCHOOL: If you arrive at school after 8:45am you must report to the office to collect a late slip. If you need to take your child before 3:00pm, you must report to the office to get an early exit slip. Both these slips must be given to the teacher.

ILLNESS

Please inform the school if your child is sick or needs medication. Notification of absence is required by 9.00am. This can be done by telephoning the school: 9207 7677. If your child has any special needs or allergies, you must inform the office and fill out a medical notification form.

Even if your child wishes to come to school, please keep them home if they are unwell. This is not only for the safety and health of your child but also for the consideration of other students and staff.

*Action plans are required for students that require an EPI-PEN*

It is your responsibility to update the school of any changes to your child’s Medical Action Plan.

MEDICATION

We encourage parents to administer their own child’s medication, whether that means attending to the child during school hours or giving the medication before or after school. If medication needs to be administered during school hours, you are required fill out a medical form which is available from the office.

EMERGENCY & CONTACT NUMBERS

If you change your details it is IMPERATIVE that you notify the office immediately. For the safety of your child, please be sure to keep your contact details up to date by calling the school office on 9276 7677.
CANTEEN

Recess and lunch can be ordered from the canteen on Monday, Wednesday and Friday. Canteen menu and pricing will come home with the school newsletter each term.

SCHOOL LUNCHES

Students are required to bring a packed lunch from home each day. This includes morning tea. We are a healthy eating school and as such, healthy and nutritious foods are strongly encouraged. Fizzy drinks (e.g. Coke, Fanta etc...) are not to be brought to school. High sugar foods such as lollies and sweets are highly discouraged. Take away foods are not to be brought onto school premises. If your child would like a hot meal, the canteen is available three days week. Alternatively you can bring hot food to school in a flask available from most supermarkets. The school encourages healthy eating and independence and as such, teachers will not heat up or microwave student lunches.

VISITORS

Visitors to the school, including parents/guardians are required to fill in details of the visit, and to sign in and out of the school grounds. This also applies to parents/guardians who need to take children from the school for various reasons.

A Visitor’s Badge will be available for parents to wear while they are on the school property. The School is an educational institution and as such, is a place of learning. **Visits from family members and friends are not acceptable as it is disruptive to the learning that is taking place and can cause breaks in concentration and achievement.**

TOYS, MOBILE PHONES & DIGITAL DEVICES

Students are not permitted to bring toys, sports equipment, iPod, iPads or mobile phones to school. They do so at their own risk.

SPECIAL DAYS

**Whole School Mass:** Masses & Liturgies are held at Our Lady of Mercy Parish at 9am on designated Fridays. Please check the school calendar for more information.

**Assemblies:** Assemblies are held in the school undercover area on designated Friday’s at 9am. Please check the school calendar for more information.

**Swimming Lessons:** Children are to wear their bathers under their school uniform to school. Please bring a bag with thongs, a towel, goggles and spare change of underwear. PLEASE ENSURE CONSENT FORMS ARE SIGNED AND RETURN ASAP. Dates and times will be sent home in both the newsletter and a separate note.

SACRAMENTAL EVENTS

Our Lady of Mercy Primary School has strong ties with the parish. Being a Catholic Primary School all students will participate in Religious Education classes daily, as part of our curriculum. Part of this involves preparing students for their Sacraments. Non-Catholics, or those not wishing to take part, do not participate in the parish component but will learn about the Sacraments in class. This is an assessable curriculum area and will appear in the student’s report.

Jenny Watts (Parish) will liaise with the parents and teachers in the lead up to these events and more information will follow closer to the date. You will be required to attend some parent information sessions and workshops should your child participate in the Sacraments.
STUDENT BEHAVIOUR & WELFARE

In addition to playground, supervision and bullying rules the following core school rules will be adhered to at all times;

1. Respect yourself, others and property (school and environment)
2. Listen to your teachers and follow directions quickly
3. Be safe, play safe
4. Abide by Our Lady of Mercy school policies at all times

Any behaviour that challenges the day to day running of the classroom / school and interferes with a positive and harmonious learning environment is considered “misbehaviour”

Minor Behaviour incident: Teachers and staff will deal with minor behaviour incidents using the following protocol;

1. Inform student of inappropriate behaviour, remind of the rules and / or appropriate behaviour to redirect them to behave appropriately
2. Issue the first warning and redirect the student to appropriate behaviours
3. Issue 2\textsuperscript{nd} warning, remove student from the group for 5mins to reflect and review. Speak with the child privately about their behaviour before returning them to the group
4. Issue 3\textsuperscript{rd} warning, remove from group. Student to complete a ‘Think Sheet’ which needs to be signed by the Principal / Assistant Principal before going home to the parent for a signature. This then needs to be returned to the class teacher.

Should consistent misbehaviour occur, the Teacher will request a parent interview.

Major Behaviour incident:

- Verbal abuse or discrimination
- Physical abuse or discrimination
- Disrespect of property, person or place

Where any of the incidents listed above occur, it is acceptable for the child to be issued with a red card immediately. At the Principal’s discretion a child issued with a red card may

- Be sent home immediately on suspension of one day but no more than two
- Be directed to miss out on recess play, lunch play or both
- In all circumstances, students will be required to write a genuine letter of apology (to show respect)

If a child is issued with THREE Red Cards a meeting will be called between the parents and the Principal with an aim to resolve the behaviour as soon as possible.

The Student Behaviour and Welfare Policy contains more details and is available to you on request from the class teacher / school office.
UNIFORM

The wearing of a school uniform is a formal requirement in a Catholic school and forms part of the contract between the school and the enrolling parent. The uniform has been chosen through negotiation between the school and representatives of the school community including parents. Factors such as ready availability, durability and cost have been considered in the chosen items of uniform. Except in extenuating circumstances full school uniform must be worn. The school uniform consists of a summer uniform, a winter uniform and a sports uniform.

Summer uniform is worn 1st and 4th terms.

Winter uniform is worn 2nd & 3rd terms.

Sports uniform is worn on designated days.

There is a “NO HAT NO PLAY” policy.

To ensure uniformity and for safety issues the following items are not to be worn nor displayed:

- Light and brightly coloured sport shoes.
- Hats other than those nominated as part of school uniform.
- Jewellery other than a chain and cross or religious medals.
- Nose rings, hanging earrings or other body piercing.
- Hair accessories must be minimal and only blue or white in colour.
- All items are to be clearly labelled to minimise the risk of loss.

Hair: All children with hair longer than the eyebrows, ears or their collar are required to tie it up, pin or gel it back. The hair is to be tied up with an elastic band and only royal blue, black or white ribbons / hair ties are to be worn with the summer and winter uniform. Extreme hairstyles are not permitted.

Jewellery:
1. A watch.
2. One single chain with crucifix or medal of religious significance.
3. Finger rings i.e. Baptismal or culturally significant finger ring. Must be smooth, free of protrusions and pose no danger of injury to the individual or others if they are to be worn at school. Rings are subject to approval by the Principal.
4. Earrings: only plain sterling silver sleepers or studs are allowed for pierced ears and are subject to approval by the Principal.

Make-up and nail polish are not to be worn, this includes: Lip stick / lip gloss, nail polish, eye make-up.

School uniforms are part of the Our Lady of Mercy school protocol. This is a condition of enrolment. If students are not in correct uniform a notice will be sent home to parents asking for an explanation and timeframe in which the uniform can be rectified.