



Our Lady of Mercy Primary School

Parent Information Booklet

Principal: Mrs Ondine Komnick
Assistant Principal: Miss Meagan Zanetti
Bursars: Mrs Sue McPhail
Office Administrator: Mrs Sharon Young

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SERVICE

JUSTICE

INTEGRITY

COMPASSION

RESPECT

EXCELLENCE



General Information

Term Dates:

- Term One: 3 February – 9 April
- Term Two: 28 April – 3 June
- Term Three: 20 July – 24 September
- Term Four: 13 October – 11 December

Pupil Free Days

- Friday 28 February
- Monday 29 June
- Friday 21 August
- Friday 25 September
- Monday 12 October

Public Holidays

- Labour Day Monday 2 March
- Anzac Day Monday 27 April
- WA Day Monday 1 June

Before & After School Procedure

- There is no play before **8:10am**.
- **Classrooms open at 8:30am**.
- Before & after school supervision is from **8:10am** until **3:10pm**. If your child is at school outside of supervision times, they are in breach of school policy. **Supervision cannot be guaranteed outside these times.**

School Times

- 8:30am – 10:25am Session One
- 10:25am – 10:35am Brain Break
- 10:35am – 10:50am Recess
- 10:50am – 12:50pm Session Two
- 12:50pm – 1:30pm Lunch
- 1:30pm – 2:50pm Session Three

Punctuality & Absences

Please ensure your child is at school 5 – 10mins before the bell as this allows them time to prepare their belongings (homework, lunch orders, etc...) for the day ahead. If your child arrives after the 8:30am bell, they must collect a **late slip** from the office before coming to class. **You must come in and fill out this form with your child.**



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If your child is leaving school early, an adult must sign the child out from the office and collect an **exit slip**. This slip must be handed to the teacher when they collect their child from the classroom or to the duty teacher if they are collecting their child at break times such as recess or lunch.

All absences require a signed & dated letter to the teacher stating why your child was absent from school. Even if you have phoned the school on the day of the absence.

Morning Procedure

- ✓ Hand lunch order into canteen
- ✓ Bring homework folder inside
- ✓ Swap reading book (if necessary)
- ✓ Un-stack chair

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. [Year XX's mass will be held on XXXX](#)

Assemblies: Assemblies are held in the school undercover area on designated Friday's at 8.45am. Please check the school calendar for more information. [Year XX's Assembly will be held on XXXX](#)

Swimming Lessons: [16th – 27th March](#). 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 RETURNED ASAP.

Sacramental Dates

The children in [Year XXXX](#) will partake in the Sacrament of [XXXX](#). The parish usually runs this with strong school support. Jenny Watts will liaise with the parents and teachers in the lead up to this event and more information will follow closer to the date. All students will learn about the sacrament at school through the Religious Education Guidelines, which is our core Religious Education Program as set by the Catholic Education Office of W.A.

- [Holy Communion information night: XXXX](#)
- [Holy Communion Enrolment Mass: XXXX](#)
- [Holy Communion Celebration Mass: XXX](#)
- [Holy Communion Parent-Child Workshops: XXXX](#)



XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX
XX

Canteen

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

Illness & Absence

Please inform the school if your child is sick or needs medication. Notification of absence if required by 9.15am and 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. ***Action plans are required for students that require an EPI-PEN or have Asthma***
It is your responsibility to update the school of any changes to your child's Medical Action Plan.

Assessment & Reporting

- Term 1 – Parent Teacher Meetings
- Term 2 - Formal Reports
- Term 3 – Parent Interviews upon request
- Term 4 – Formal reports

NAPLAN: Year XX will partake in NAPLAN Testing this year. Please note, this is a government assessment requirement and will have no bearing on your child's academic school report. NAPLAN Tests will be administered from the **12th May to the 22nd May 2019.**

ARCHBISHOP'S LITERACY TEST: Year XX will partake in the Archbishop's Literacy test. The dates for the testing are as follows, **5th August to the 7th August.** This is a system requirement.

Parent Teacher Communication

For parent/teacher conferences to be successful, it is important that you arrange an appointment with the teacher. I encourage you to speak with the teacher about your concerns no matter how small they may seem. An interview request slip can be obtained from the class teacher or alternatively you may find it easier to email me to arrange an appropriate time. You do not have to wait for formal Parent Teacher Interview Meetings to have a meeting with the teacher.



Handling Parent issues or concerns (please see flyer on back page).

School Behaviour Policy

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 2nd 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 3rd 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 to issue 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 a Red Card a meeting will be called between the parents and the Principal with an aim to resolve the behaviour as soon as possible.



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you on request from the class teacher.

Homework

Homework Diaries / Reading Logs: Your child is expected to complete their homework diary everyday in class. Parents must sign this homework and initial /sign that the homework has been completed. ****Teachers you can add to this or rephrase if need be**

Weekly Homework Sheet: Children will receive weekly homework sheet on a Monday (double sided). They have the week to complete it and it must be returned by Friday.

Reading: 15mins of reading every night. Try to find opportunities to discuss the text with your child. Each child has a reading log in their homework folder and will bring home a reading book every night. **Please ensure you listen to your child read and sign their Reading Log.**

News: News topics are conducted on a term by term basis (see additional handout)

In the Reading Log there may also be other homework that needs to be signed off this may include;

- Times Tables and skip counting.
- Sight Words/Magic Words: The students will have sight words to practice. They need to be able to **read** and **write** these words. We test these regularly.

Excursions & Incursions

Excursions & incursions are planned at various times throughout the school year to enhance the formal learning that takes place within the classroom. A Permission slip with details outlining the incursion / excursion will be sent home in advance. **Children who do not return their permission slip with a parent signature, by the due date will not be permitted to participate.**

Any reasons for non-attendance at a school excursion must be put in writing, addressed to the teacher at least one day before the excursion. **Children not attending excursions are still required to attend school on these days.**

Children are always expected to show respect and courtesy to all adults accompanying the group and wear full and correct uniform. For safety and supervision reasons, any child misbehaving prior to or during an excursion, may be excluded from the outing.



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If your child has a special medical condition or requires special equipment, it is your responsibility to ensure your child has these things, packed in an appropriate manner, ready on the day of the excursion.

Uniform Year 1 to 6

SUMMER UNIFORM Term 1 and Term 4	WINTER UNIFORM Term 2 and Term 3
<p>Girls</p> <ul style="list-style-type: none"> ➤ Our Lady of Mercy Catholic School blue checked uniform (dress) ➤ Brown sandals or lace up low heel black school shoes. Black sneakers, boots or shoes with a high heel are not appropriate. ➤ White school socks ➤ School jumper with logo ➤ Royal blue school hat (worn all year) 	<p>Girls</p> <ul style="list-style-type: none"> ➤ Our Lady of Mercy Catholic School blue checked uniform (dress) ➤ Lace up black school shoes. Black sneakers, boots or shoes with a high heel are not appropriate. ➤ White socks ➤ School jumper with logo ➤ Optional: <ul style="list-style-type: none"> ○ Tights – navy blue ○ Grey trousers with blue short sleeve shirt with school logo on pocket and tie
<p>Boys</p> <ul style="list-style-type: none"> ➤ Grey shorts ➤ Blue short sleeve shirt with school logo on pocket ➤ Brown sandals or lace up black school shoes. Black sneakers/boots are not appropriate. ➤ Grey school socks. ➤ School jumper with logo. ➤ Royal blue school hat (worn all year) 	<p>Boys</p> <ul style="list-style-type: none"> ➤ Grey shorts or regulation dark grey long trousers ➤ School tie ➤ Blue short sleeve shirt with school logo on pocket ➤ Grey socks ➤ Lace up black school shoes. Black sneakers are not appropriate. ➤ School jumper with logo.
SPORTS UNIFORM	
<p>Boys</p> <ul style="list-style-type: none"> ➤ Black shorts ➤ Faction t-shirt (Sports faction colour) ➤ Sneakers white or black ➤ White school sports socks ➤ Royal blue tracksuit with school logo 	<p>Girls</p> <ul style="list-style-type: none"> ➤ Black drawstring shorts ➤ Faction t- shirt (Sports faction colour) ➤ Sneakers white or black ➤ White school sports socks ➤ Royal blue tracksuit with school logo

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



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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. **Rings 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 gold/silver sleepers and studs are allowed for pierced ears and are subject to approval by the Principal.

Make-up and nail polish is 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.

Class Parent Rep

Being a class representative is a wonderful way to be part of the Our Lady of Mercy (OLOM) School Community. Being a parent rep is a great way to stay connected with the school, fellow parents and the students in your child's class. You can become the parent rep on your own or you may like to pair up with another parent. Either way, it should not take up too much of your free time. *As a valued member of our community your time and commitment is very much appreciated!*

Things the Parent Representative Can Do:

- Welcome new families into the school, help them get to know other parents and feel part of the community.
- Collate a list of all the parents and their contact details to circulate to the class (this must be done via a special request to parents).
- Liaise with the class teacher and organise assistance from other parents when needed. For example, they may be collecting scrap materials for an art project; they may need assistance coordinating helpers for class excursions, masses and liturgies, etc.
- Encourage parent involvement in the life of the school, e.g. school disco, P & F Sundowner, the art show, attending assemblies etc.
- Support the school vision and be an ambassador for the school in the wider community. Word of mouth is a strong promotional vehicle for our school.
- Keep informed about what is happening within the school and support the school policies and practices.
- Provide constructive feedback to the school via meetings with the Teacher, Assistant Principal or Principal



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- ☑ Support our P&F community when needed by helping them find parent helpers for special events such as Sports Carnivals, School Disco night etc. Engage with the P&F and pass messages onto parents.
- ☑ If possible, organise one social gathering a term, e.g. play & picnic at the park straight after school, etc.
- ☑ Encourage parents to follow school protocol when dealing with issues and grievances
- ☑ We strongly encourage our parent representative to attend P & F Meetings at their convenience. ***If is not necessary to attend every meeting but you are welcome at all of them.*** These are held on the **last Thursday of every month at 7pm.** Check the school newsletter for further details.

Things the Parent Representative Cannot Do:

- Send letters or communication out to parents without school approval
- Breach confidentiality
- Be counterproductive to the ethos and culture of the school
- Make decisions without consultation with the school Principal

If you wish to volunteer, please speak to your class teacher as soon as possible. A morning tea will be held early Term 1 for you to come and meet with the P&F President and learn a bit more about major events.

Dealing with Concerns

In the event that parents have some issues or concerns regarding their child's schooling we would ask that they approach the classroom teacher for clarification and / or solution.

We ask parents to abide by the following:

1. Make an appointment with the classroom teacher.
2. If you are not happy with the outcome of the meeting with the teacher, *notify the teacher* and make an appointment to see the Assistant Principal.
3. If you are still not satisfied with the outcome, make an appointment to see the Principal.

When dealing with an issue or concern regarding your child's schooling it is important to note:

- That it is important to remain calm and objective.
- Determine whether this adverse situation can be a learning experience for your child. Can they work this problem out for themselves?
- Talking to other parents about your concerns can create confusion and uncertainty and be detrimental to the community. Please keep issues confidential.
- Make an appointment through the correct channels – through the office or via an email or a sealed note to the teacher.



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- Avoid approaching the teacher first thing in the morning and expecting an appointment on the spot.
- We are here to help so try to stay calm and avoid approaching the teacher on the defensive.
- Be prepared to listen to the teacher and be open to discuss the issue.
- If you are not satisfied with the outcome of the meeting with the teacher, let the teacher know that you are taking the matter to the Leadership Team or the Principal.
- Always respect the dignity of all parties involved.
- Matters will remain strictly confidential and all parties involved will work with respect for one another, focusing their energies on solutions.
- Teacher Assistants are not at liberty to discuss school matters with parents. Please do not approach them for information.
- Anonymous letters, petitions, letters signed by groups of parents, group meeting requests and the like are not in line with how we as a Catholic Community deal with issues and concerns. These methods to resolve issues are considered intimidating and will not be acknowledged.
- The use of social media, including innuendo, to air grievances pertaining to our school, school community and *any* of its members is not acceptable. This behaviour is considered not within our Catholic beliefs, traditions and ethos.
- We believe we are a great school. From time to time issues will occur, we need you to work calmly and rationally with us to come to a resolution together.
- When you accept the offer to enroll your child at Our Lady of Mercy, you agree to support and trust the staff who are employed by the school and the policies that exist within it.

At all times remember that you are in partnership with the school and decisions are made with the best intentions and interest of all children.



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If you are happy for the class parent representative to have your personal contact details AND for these details to be given to other parents in your class, please fill out the slip below. This information will be used to make contact with you about important things that are happening in our primary school. By giving your details and being part of the list, you will also get to know people who live close to you.

I give permission for the class representative to have my details

I give permission for the class representative to circulate my details to other parents in my child's class

Please fill whichever details you wish to share with the class representative and other parents.

Child's name: _____

Mother's name: _____

Father's name: _____

Email address: _____

Phone numbers: _____

Residential address: _____

OUR LADY OF MERCY PRIMARY SCHOOL DISPUTES / COMPLAINTS PROCEDURE

