

# OUR LADY OF GRACE SCHOOL

North Beach

## Parent Information Booklet



5A Kitchener Street, North Beach, WA 6020  
PO Box 383, North Beach, W.A. 6920

Telephone: (08) 6241 9500

Email: [admin@olg.wa.edu.au](mailto:admin@olg.wa.edu.au) Website: [www.olg.wa.edu.au](http://www.olg.wa.edu.au)



# Parent Information Booklet

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# Parent Information Booklet

## Principal's Welcome

Our Lady of Grace School empowers all students through faith, wisdom and knowledge to live fulfilling lives in an ever-changing world. We are a Catholic school steeped in the tradition of the Sisters of the Holy Family of Nazareth. The Holy Family models for us, the love of God and love for each other and provides us with a unique vision to care for and work with our families. Our Virtues of Simplicity, Family, Faithfulness and Charity underpin our relationships with each other as we build our community.

Over the past few years, we have introduced important initiatives that have proven to be key in our students' emotional, social and academic success. These include the Wellbeing definition SHARER model, Highway Heroes, Anti-Bullying Strategy, Student Code of Conduct, Cross Country, Personal Best Squad, Run Club, STEM Day, Wellbeing Day and House Days that have allowed our students to be heard, feel safe and thrive at school. Developing respectful relationships with a variety of other children and adults is vital to the mental and emotional wellbeing of our children. Our House Days are one of the many ways we facilitate these relationships for all students.

We remain as always, focused on our primary purpose of educating the children and empowering them to achieve their personal best. We have grown as a community, with nearly 700 students now a part of our family. Our small school 'feel' is maintained through explicit programs such as our specialised early learning spaces, House system, our 'Hive' Learning Hub, buddies program, Year 6 student leadership and ministries, the involvement of parent volunteers in our school community, an active Parents and Friends Association, our family based, school supported and parish led Sacramental Program and strong links with the Our Lady of Grace Parish.

At Our Lady of Grace School, we pride ourselves in providing diverse opportunities for all students to develop physical capabilities, confidence and collaborative skills through our Specialist Science/STEM program, integration of technology, extension and support programs for all interests and abilities, the Italian language, Visual Arts and Music, Wellness and Physical Education in a child friendly, contemporary educational setting.

Thank you for partnering with us, parents are so important as we grow, improve and focus on empowering all children to live life to the full.

Gabrielle M. Doyle  
Principal

## Introduction

This information booklet has been prepared to provide you with the basic details of everyday life at OLG.

OLG provides a nurturing Catholic learning environment where children grow spiritually, intellectually, physically and emotionally.

Further details on the information provided in this booklet can be found on the school website at [www.olg.wa.edu.au](http://www.olg.wa.edu.au). A detailed map of the school grounds is located in Appendix A.



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## History

OLG was blessed in 1954 by Archbishop Prendiville and opened under the direction of the Dominican Sisters. In 1958 the Sisters of the Holy Family of Nazareth were invited to take over the school when the Dominican Sisters opened a new school in Doubleview. In 2013 the school became owned by the Archbishop of Perth. The Sisters Charism of support of families modelled on the Holy Family and finding God in the everyday still underpins our school culture.

OLG has an enrolment of nearly 700 students from Pre-Kindergarten to Year Six. It will be a full triple stream school by 2025.

2024 is our 70<sup>th</sup> year of being the local Catholic Primary School in North Beach.

## Vision Statement

Our Vision Statement is the driver of Our Vision for Learning.

**"Life to the Full"**

*Our Lady of Grace School empowers all students through faith, wisdom and knowledge to live fulfilling lives in our everchanging world.*

*Our school virtues are drawn from Mother Foundress, Blessed Frances Siedliska, her foundation of the Congregation of The Sisters of the Holy Family of Nazareth is foundational to our community.*

Virtues:

### **Charity**

*Because Frances prayed a lot, she realised that God loved her very much, and she wanted to share that love with others. She often told the Sisters that only love matters which is the same message that Jesus has given us. Our expression of love is charity to self and others.*

### **Family**

*Blessed Frances Siedliska wanted her Sisters to model their lives on the Holy Family. When she was still very young, she saw some young girls walking the streets all alone and realised that they had no family...so she brought them home and took care of them. Since then the Sisters try to help families in many different ways.*

### **Faithfulness**

*When the Holy Family experienced difficulties they remained faithful to what God had asked of them, and faithful to each other. Frances Siedliska and the Sisters experienced many difficulties in trying to establish the Congregation. When there were only a few Sisters, Frances set out from Europe to the United States by ship to help families. The journey took about three months and on the way one of the young Sisters died. But this did not stop Frances from being faithful to her mission of helping families in another country.*

### **Simplicity**

*When we look at pictures of the Holy Family we see them living a very simple life just like the people in the small town of Nazareth. When we try to live a simple life, we are satisfied with what we have, look after what*



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*we have and share things with others. Living simply means also that we are taking care of our work and our environment.*

### School Song

*Blue, White Gold our colours, uniting us as one.  
Our love of God shines stronger and brighter than the sun.  
Sharing love and friendship, God bless this happy place.  
We sing with pride of our school, Our Lady of Grace.*

*We're always trying harder, a little more each day.  
Through the years we learn to grow in each and every way.  
Caring for each other, God bless this happy place.  
We sing with pride of our school, Our Lady of Grace.*

### School Prayer

*Dear God,  
Guide our school in the way of truth and goodness.  
Grant us the wisdom and faith to live in such a way,  
That in everything we do ~ ~  
We bring honour to God, our school, our parents and ourselves.  
Our Lady of Grace ~ pray for us.*

### Enrolment Policy

This can be located on the school website at [www.olg.wa.edu.au](http://www.olg.wa.edu.au).



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## Term Dates 2024

|        |                                                                                                            |
|--------|------------------------------------------------------------------------------------------------------------|
| Term 1 | Wednesday 31 January – Thursday 28 March<br>Labour Day – Monday 4 March                                    |
| Term 2 | Monday 15 April – Friday 28 June<br>ANZAC Day – Thursday 25 April<br>Western Australia Day – Monday 3 June |
| Term 3 | Monday 15 July – Friday 20 September                                                                       |
| Term 4 | Monday 7 October – Friday 6 December                                                                       |

In addition to Term Dates, Pupil Free days, for staff professional learning, are part of our calendar. Dates are available by the end of Term 4.

## School Times

### Pre-Kindergarten

|           |                  |                  |
|-----------|------------------|------------------|
| Seahorses | 8.45am – 11.30am | Tuesday & Friday |
| Starfish  | 8.45am – 2.45pm  | Wednesday        |
| Angelfish | 8.45am – 2.45pm  | Thursday         |

### Kindergarten

|             |                                        |
|-------------|----------------------------------------|
|             | 8.30am – 2.50pm                        |
| Kindy Blue  | Monday, Thursday & alternate Wednesday |
| Kindy Gold  | Tuesday, Friday & alternate Wednesday  |
| Kindy White | Tuesday, Wednesday, Thursday           |

Pre-Primary – Year 6    8.30am – 2.50pm

## Bell Times

|         |                                         |
|---------|-----------------------------------------|
| 8.15am  | Classrooms open                         |
| 8.30am  | School Day begins                       |
| 10.30am | Recess play begins for Years 1, 2 and 3 |
| 10.50am | Recess ends for Years 1, 2 and 3        |
| 10.50am | Recess play begins for Years 4, 5 and 6 |
| 11.10am | Recess ends for Years 4, 5 and 6        |
| 1.10pm  | Children eat lunch                      |
| 1.20pm  | Lunch play begins                       |
| 1.45pm  | Lunch finishes                          |
| 2.50pm  | School Day finishes                     |



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## School Contact Details

Address: 5A Kitchener Street, North Beach W.A 6920  
Postal: PO Box 383 North Beach W.A 6920  
Phone: (08) 6241 9500  
Website: [www.olg.wa.edu.au](http://www.olg.wa.edu.au)  
Email: [admin@olg.wa.edu.au](mailto:admin@olg.wa.edu.au)

## Absences

Parents are required to notify the school of student absence by 9.00am. This can be done by using your School Stream app or emailing [admin@olg.wa.edu.au](mailto:admin@olg.wa.edu.au) – **please do not email the class teacher directly regarding absences.**

The Education Act mandates that all children of primary age attend school. Other things being equal, time spent on school tasks is the single biggest factor in learning success. Please do not allow your child to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up.

If you are planning an extended absence from school (e.g. holiday) you are required to send in a written explanation to the Principal via email [admin@olg.wa.edu.au](mailto:admin@olg.wa.edu.au), before departure – a month in advance if possible.

Regular attendance at school is expected so your child does not miss out on learning experiences. Attendance from Pre-Primary to Year Six is required by law. Regular letters are sent to families if attendance is below 90% offering support.

## Accident & Illness

Minor injuries (e.g. minor cuts, abrasions, bruising) will be dealt with by a member of staff with First Aid Training. Students injured in any serious manner will be attended by trained staff members, with parents notified in accordance with the gravity and urgency of the situation. It is preferential to err on the side of safety.

If your child is unwell or has head lice, please do not send them to school. Children must be kept at home for 24 hours from vomiting or diarrhoea episodes. If a child becomes unwell whilst at school, their parents/guardians will be contacted immediately. It is important that you inform the school of any changes to home, work and mobile phone numbers when they occur.

In some cases of communicable illness, students will not be able to return to school without a medical certificate. For more information on communicable diseases please view the [Department of Health's Communicable Disease Guidelines](#) Hand Book and OLG Policy. All restrictions and requirements around COVID-19 are provided by the Health Department and followed by OLG.





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## Administration Office

The office is open 8.00am – 4.00pm, Monday to Friday during term. If you have any queries, please feel welcome to call 6241 9500 or visit us at the front office.

## Assemblies

The school holds a prayer assembly on Monday mornings for students in Years One to Six. A whole school assembly for students from Pre-Primary to Year Six is held on Friday mornings. Both assemblies are held in the Multi Purpose Area (MPA).

Parents are welcome to attend the assemblies. Assemblies commence at 8:35am. Class presentations, including Merit and Virtue Awards, occur during the Friday morning assembly. Special events during assemblies are advertised in the newsletter and school calendar, both of which are available on School Stream and our website.

The schedule of class assemblies is included in the School Calendar and merit and virtue winners names are published in the newsletter.

## Basketball

The OLG Basketball Club enables OLG students, both girls and boys, to play basketball in a fun, safe and organised environment. The Club commenced in 2016 and has grown rapidly each year with players from Years 2 – 6.

The Club is run entirely by volunteers. It has a Committee that manages registrations, uniforms, training and equipment. Each team has at least one coach and one manager. The Club is always looking for volunteers to fill committee positions and to coach the teams. For further information on the Club, please visit our [website](#).

## Bikes And Scooters

Bikes and scooters are to be walked in the school grounds. Any child riding a bike/scooter to and from school must wear a correctly fitted helmet. Bikes/scooters are to be stored in the bicycle racks (see Appendix A) and it is advisable for bikes/scooters to be fitted with safety locks. Parents are asked to remind children regularly about road safety on bikes/scooters. Please insist on children going home immediately after school and regularly check bikes/scooters for safety. It is not advisable to allow very young children to come to school on bikes/scooters on their own.

## Book Club

Scholastic Book Club catalogues will be distributed throughout the year. All orders are made online using the Scholastic payment instructions on the catalogue. Deadlines for orders will be published in the school newsletter.



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## Book Lists and Stationery

Book lists for Years PP-6 will be available on School Stream at the end of each school year. OLG has endeavoured to maintain reasonable text requirements. iPads are leased from the school for the 1:1 program from Year 4.

## Bus Service

Bus services operate from neighbouring suburbs to and from the school. These services also connect to Stirling and Warwick rail stations and other bus services which operate from these stations. A detailed bus schedule is available from the office. A teacher supervises students onto the buses after school concludes.

## Calendar

Parents are encouraged to view the school's online calendar for information on upcoming events. The calendar can be viewed on the school website and on School Stream and is regularly updated.

## Canteen

Five days a week morning tea is offered to students via the canteen or ordered online via [quickcliq.com.au](http://quickcliq.com.au) by 8.30am Monday – Friday. Children can also purchase morning tea cake/slice over the counter. Lunch orders are required to be placed by 8.30am Monday – Thursday and Friday orders by midnight Thursday on [locavore.com.au](http://locavore.com.au). After lunch sales are available Monday, Wednesday and Friday only. Lunch only orders are available to Pre-Primary Students through [locavore.com.au](http://locavore.com.au).

Parents are asked to assist with canteen roster throughout the year. Rosters are from approximately 9.30am to 11am and 12pm to 1.30pm. Parents and grandparents who are only able to volunteer for a short period of time on any of these days are welcome to do so.

## Catholic School Advisory Council

The Catholic School Advisory Council is comprised of the Principal, the Parish Priest, a parish representative and elected community representatives. The Catholic School Advisory Council is established to assist in the provision of effective Catholic education. The CSAC has an advisory role to the Principal for planning and policy development as well as promoting and supporting the ethos of OLG. The CSAC elections are held at the Annual School Community meeting in November each year.

## Change Of Family Details

It is mandated that the school keep accurate records of all pupils. Therefore, any change of family details, address, telephone number, email etc needs to be notified to the School Office immediately. Parents' work telephone numbers should be kept up to date. Please ensure that we have the name and address of someone other than the parent, should they be needed in case of emergency. If your child is to be left with a friend in your



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absence, a contact address and telephone number should be left with the School Office. Where access of any party to a child attending school is limited in any way, contact should be made with the Principal so that appropriate measures can be taken.

### Code of Conduct

Please visit our [website for the Code of Conduct policy](#).

Parents are expected to be aware of and observe the Code of Conduct particularly in communicating with staff. All written and verbal communication with staff is to be respectful.

Parents [Code of Conduct](#)

Students [Code of Conduct](#)

### Communication

OLG has a communication strategy to provide up to date information and be transparent in our communication to parents. **Only** OLG created Social Media, Website, newsletter & School Stream are used to communicate to parents. You have a responsibility to read and stay up to date through these channels. Class facebook, Whats app pages are not recommended or managed by the school.

#### *School Stream*

Our school app, School Stream, is used to notify parents of school events, our calendar, newsletter, general notices and class specific updates. It is important that you download our app, in order to receive notices from the school. It is free and easy to set up. Simply search for our school name (Our Lady of Grace, North Beach, WA).

Should you have any queries or issues downloading or accessing [School Stream](#), please email [marketing@olg.wa.edu.au](mailto:marketing@olg.wa.edu.au)

#### *Newsletters*

The school newsletter is distributed via School Stream and email every Wednesday and contains information important to each family. Please ensure at least one member of your family takes the time to read this document weekly.

#### *Seesaw*

Seesaw is for classroom use only, and is designed for teachers to update parents on their children's school work, photos of their day and any special projects they have been working on. You will be given details on how to access Seesaw when your child commences.

Teachers are required to respond to emails from parents between normal business hours 8.30am – 4.30pm and within 24 hours. Email contact with teachers must be for important issues. A teacher's focus needs to be on teaching. Important issues are best dealt with face to face. Messages to be relayed to students throughout the day are not to be sent to teachers. Reception will take and relay messages.



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### Community Care

OLG is a major contributor to the local St Vincent De Paul chapter and through the Year Six Ministry supports Caritas, the Sisters of the Holy Family of Nazareth and other Catholic charities through Lifelink. Each term we celebrate a House Day or Wellbeing Day where families are asked to donate various items that the school uses to support St Vincent de Paul. In addition, the school has a tradition that each class supports families in need at Easter and Christmas and contributes to an Easter and Christmas hamper for them.

### Complaints Or Concerns

Our Lady of Grace School is committed to ensuring that disputes and complaints are dealt with respectfully, fairly, objectively and in a timely manner, and that processes reflect the principles of participation, coresponsibility and subsidiarity. To view the school's full Dispute and Complaint Resolution Policy, please visit the school [website](#). Most issues can be dealt with at a classroom level by contacting the classroom teacher. If the matter is not resolved, parents are asked to contact the relevant Assistant Principal via the Office.

Student Engagement and Behaviour Management Tier System outlines:

Any complaint or concern must be undertaken in a respectful manner. All concerns will be attended to.

### Custody Matters

Custody matters and information pertaining to custody are required to be detailed on student enrolment forms. All information remains confidential. Please ensure that the school is aware of your arrangements so we can contact parents quickly in case of an emergency.

### Dental Clinic

Students in Pre-Primary will be issued an enrolment form from North Beach Dental Clinic. If you would like to make use of this free service, please complete and return the form and the centre will be in contact regarding appointments. North Beach Dental Centre can be contacted directly on 9448 4566. North Beach Dental Clinic is located at North Beach Primary School.

### Dogs On School Grounds

Under no circumstances are dogs of any size or kind to be brought on to school grounds. Some students have allergies to dogs and others may be frightened of dogs or especially attracted to dogs, which may cause a dangerous situation for students and staff. Parent cooperation with this matter is appreciated.



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### Evacuation & Lock-Down

Every school is legally obliged to have in place, and practice, emergency evacuation and lockdown plans. Normally one evacuation or lockdown drill will occur each term. This practice is to maximise the safety of all students, staff and visitors in the case of an emergency. Due to the nature of the events, parents will not always be notified before a drill takes place.

### Excursions

Information slips for all excursions are sent home through the School Stream app prior to the event. Permission for excursions is collected on enrolment. Costs of excursions are included in school fees. All excursions are part of the curriculum and parents are welcome to attend.

### Extracurricular Activities

OLG's extracurricular program adds experience and a valuable dimension to the student's education outside the classroom. Clubs are provided by teachers volunteering their time. From 2024 there may be costs associated with clubs. These currently include:

|                                                                                                                                            |                                                                       |                                                                                                     |                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Personal Best Squad                                                                                                                        | Circus Club                                                           | Surfing lessons                                                                                     | Bouldering                                                               |
| Run Club                                                                                                                                   | STEM Club                                                             | Lego Club                                                                                           | iHots                                                                    |
| Chess                                                                                                                                      | TOM – Tournament of Minds                                             | Intervention Programs                                                                               | Extension Programs                                                       |
| Gardening Club                                                                                                                             | Music Tuition                                                         | Sacramental Retreats (yr 3, 4, 6)                                                                   | Library & Craft Club                                                     |
| Robocup                                                                                                                                    | Swimming Program for Years One to Three                               | Performing Arts Festival                                                                            | After school STEM Club                                                   |
| After school and vacation care through Little Graces                                                                                       | Tournament of the Minds, an Australasian lateral thinking competition | Leadership Retreat where Year Six students prepare for the establishment of the Student Ministries; | Junior (Years One and Two) and Senior (Years Three to Six) School Choirs |
| Instrumental music tuition including piano, violin, woodwind, percussion, voice, cello, flute, clarinet and guitar (offered from Year Two) | OLG Netball Club                                                      | OLG Basketball Club                                                                                 |                                                                          |



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As these programs are offered, they will be communicated to your child's year group via our School App.

### Faith Dimension

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter and on our School Stream app. Parents are welcome to attend all celebrations to celebrate as a community. Our Lady of Grace School enjoys strong links with our Parish, Our Lady of Grace Parish. We are very much supported by our Parish Priest Fr Hyginus and Deacon Paul Stacey who visit the school regularly and attend major school events. Classes take turns in attending Mass on Wednesday mornings and these visits will be included in the school calendar. The Parish and school work closely together on the Sacramental Programmes undertaken by our students. The Parish Office can be contacted on 9448 4888, Monday – Thursday, 9am – 1pm.

### Fees

The annual School Fee Accounts will be forwarded at the start of the school year, or shortly after commencement for students who join the school throughout the year. All families must complete a payment plan at the beginning of each year. To assist parents, fees can be paid in full by the due date, or in instalments throughout the year. Payment instructions will accompany your fee statement. If you have a Health Care Card or Parenting Payment Single (PPS) Pensioner Card and wish to apply for a discount, you **MUST** complete a discount scheme form and show your card EACH YEAR. No discount is available for Pre-Kindergarten. A table of fees is available on our website. If you have issues or queries regarding fees, please contact our Business Manager, Kate Corkill at [accounts@olg.wa.edu.au](mailto:accounts@olg.wa.edu.au). Fees will be charged for students leaving the school with less than a term's notice unless there are exceptional circumstances.

#### Pre-Kindy Fees

The Pre Kindy program is completely self-funded, as there are no government benefits that are available to support a Pre-Kindy program. Hence no discounts are able to be applied, including no Health Care Card nor sibling discounts. Pre-Kindy fees are \$84 per group. Students attending at the beginning of Term 1 will be charged \$840 for a full Term (this is calculated on a 10 week term only). When there is a Pupil Free day or public holiday falling on a Pre-Kindy day, there will be no charge. Families will be invoiced at the start of the year.

Payment arrangements carried over from last year are not automatically adjusted to allow for any increase / decrease in fees. It is a school requirement to complete the payment option form to ensure the correct number of instalments, at the correct payment amount, are being made.

Payment should be made by the due dates according to one of the following methods:

Payment of the account in full by cash.

Payment by BPay. Use the School Biller Code and your Individual Family Reference which is located on the bottom left of your statement.

Payment by Direct Debit payments through your savings or cheque account.

Pay by EFTPOS machine – Credit Card or Savings Account.

Pay by phone from your credit card to the school office on 6241 9500.



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### Health Care Card Tuition Fee Discount Scheme

If you are a holder of a means tested Health Care Card, or Pensioner Concession Card – Parenting Payment Single allowance, you are entitled to an automatic discount on the Tuition Fees. It is important to note that the card must be in the name of the person responsible for the payment of the fees. If there is joint responsibility for payment of the fees, the discounted rate applies only to the eligible card holder. Families eligible for Health Care Card Discount Scheme need to present their card to the office and complete a form by end of March each year. Discount through this scheme is given on tuition only and does not cover additional charges, such as excursions, resources, camp, insurance, graduation shirts, swimming lessons, IT devices, etc.

### Financial Hardship

Families who are experiencing financial hardship are asked to make an appointment to discuss school fees with the Finance Officer, Mrs Kate Corkill on 6241 9504 or email [accounts@olg.wa.edu.au](mailto:accounts@olg.wa.edu.au)

### Withdrawal

Parents are to provide a full terms notice in writing before withdrawing a student otherwise a terms fee are payable.

### Overdue Fees

Where no arrangements have been made with the Principal or the Finance Officer, the School, with notice, may seek recovery through its Debt Collection Agency. Parents/guardians will be liable for any legal costs and commissions incurred through recovery of the debt. Please note: School Fees are jointly and severally payable by parents (both parents are responsible for school fees unless there are custody orders that indicate otherwise).

## Health Nurse And Other Services

Each year the School Health Nurse visits the school. Routine checks of hearing and eyesight are conducted for students in Kindergarten.

The school also has access to an Educational Psychologist and Chaplain. There is a referral process for any students requiring assistance, please speak with your class teacher about this process. Our school supports external psychologists and health professionals visiting students at school. It is expected health professions and tutors attending during school time work with the school to support the child at school.

Often students in Kindergarten and Pre-Primary are offered an additional assessment by a speech therapist and occupational therapist. The cost of the speech therapist assessment is covered by the parent and requires parent consent. The occupational therapist assessment requires parent consent and payment. Mr Joshua Short, Fundamental Movement Teacher, undertakes an assessment in Kindy for fundamental movement skills. An intervention program, where required, is offered to identified students.

## Homework

At Our Lady of Grace School we believe that homework is a worthwhile task when it is seen to extend learning opportunities beyond the school environment and have a positive effect on student achievement. Homework should be a positive learning tool that develops, consolidates and reinforces skills and understanding presented in class. We recognise and strongly agree that homework assists in developing sound work routines, organisational skills, fluency and self-discipline. Teachers will communicate to parents the home study





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expectations for their particular classes throughout the year. iPads are not used for homework in Year 4 and have a limited time requirement for home use in Years 5 and 6.

### Houses (Families live in houses)

All students, Pre-Primary to Year 6, are allocated into four Houses: Grevillea (Red), Banksia (Blue), Acacia (Yellow) and Melaleuca (Green). Students participate in sporting events such as swimming carnivals, athletics carnivals and cross country to earn points for their Houses. Each House has a House Captain and Vice Captain. The House system is designed to promote sportsmanship, enjoyment, team spirit, cooperation and endeavour. House days provide an important opportunity for students to form relationships across all ages.

### ICT Years 4 – 6

Information Communication Technology (ICT) is viewed as a valuable learning tool and is integrated into lessons where it will enhance learning. The Digital Technologies Curriculum and the ICT General Capability of the Western Australian Curriculum guide the authentic and appropriate use in the classroom.

Every classroom at Our Lady of Grace is equipped with an interactive whiteboard. From Kindergarten – Year 3, devices are shared with a 1:1 device program in Years 4 -6. All devices are school owned and remain at school up until Year 5. From Year 6 the devices may be taken home.

All classrooms display our ICT Agreement and teachers in partnership with parents, seek to develop a culture of creation as opposed to collaboration with good digital citizenship at its core. Our ICT Policy and Agreement can be viewed [HERE](#).

### Late To School / Early Departure

Students who arrive at school after 8.35am must collect a PASS and sign in on the front office iPad. The PASS must be presented to the class teacher on entering the classroom. The school assumes duty of care for that student from the time recorded on the iPad. Children in Pre-Primary and Kindergarten classes who arrive late for school are to be taken to the classroom by their accompanying adult after signing in at the office. Children in Pre-Kindy, Kindy and Pre-Primary must be taken to classroom by an adult not a sibling.

If you are leaving school early for a medical or educational purpose, please dismiss your child using the iPad at reception and collect your child from their classroom.

### Learning Enrichment

The Identified Higher Order Thinking Skills Program (i.H.O.T.S.) is designed to develop students' innovation, problem solving skills, critical, creative, and abstract thinking skills and knowledge in a variety of ways, covering an array of subject areas. The i.H.O.T.S. program is considered a challenging extension program and students are identified each year for participation. Selection is based on deep analysis of a series of standardised tests and teacher consultation, to ascertain those who would most benefit from this different style of learning program.





## Parent Information Booklet

As an added enrichment to this program and to cater for the diversity of students at Our Lady of Grace, additional academic competitions are also available, including RoboCup, Cluedunnit, Tournament of Minds, Australasian Problem Solving Mathematical Olympiads and Academic All Stars Days.

### Learning Support

OLG is lucky to have the services of a Learning Support Co-ordinator. This LSC is responsible for the needs of students with special needs identified or in the process of identifying.

A specially trained Reading Recovery teacher offers targeted students in Year One, one to one, daily tutoring in reading and writing for up to six months.

Extending Mathematical Understanding (EMU) offers targeted students daily, small group, tutoring in Mathematics for children identified via whole school testing.

Levelled Literacy Intervention operates on the same model as EMU but targets those students, who while needing interventions do not qualify for Reading Recovery.

Sounds Write is yet another small group intervention focused on the development of phonics. OLG provides a fulltime Sounds Write tutor, classroom teachers are also trained in the program for classroom use.

### Lost Property

Lost property bins are located outside the Sick Bay near reception. Refer to school map in appendix A for the specific location. Each year lunch boxes, drink bottles, hats and jumpers pile up in the lost property. Please ensure that all items are clearly labelled.

### Medical

If a student needs to take medication such as antibiotics whilst at school, parents must complete an Authority to Administer Medication form, available from the office. Staff are unable to administer medication without this form. Medication for students Year 1-6 is stored in the Sick Bay and should be collected at the end of each school day. Medication for students Pre-Kindy, Kindy and Pre-Primary students is stored in class wet areas.

#### *Medical Emergency Action Plan*

If your child suffers from a serious and/or potentially life-threatening illness (e.g. anaphylaxis) parents must provide detailed information to the school in the form of an Emergency Action Plan. These forms are available from the Office. Medication for these illnesses, including epi-pens, should be brought in at the beginning of every year and will be stored in the Sick Bay. It is parents' responsibility to ensure medication and Emergency Action Plans are up-to-date. Children with serious and/or potentially life-threatening illnesses are listed on the school's Emergency Action Plan list which is accessible in all areas of the school to ensure, no matter where the child is in the school, the correct medical plan can be followed.

### [Student Safety, Wellbeing & Behaviour Policy](#)



## Parent Information Booklet

### Music – Private Lessons

Learning music can help students' self-confidence, self-discipline and team work. Music also helps students' progress in other important learning areas such as Maths and English.

All evidence for music's extrinsic benefits makes a strong case for music education, but should not overshadow the sheer joy students experience making music, nor the value of the art form itself. Bands and choirs are great fun and social activities for the students.

Private instrumental lessons begin in Term One. Lessons occur during class time, with tutors rotating the lesson times on that day, so that your child does not miss the same class time activity each week. An Expression of Interest form can be obtained from the Office, which outlines the instrument, starting year and fees.

### Netball Association

The Our Lady of Grace Netball Club (OLGNC) is a family orientated club that has over 100 students participating from Year 2 – 6 in Netball. Players compete at Wanneroo Districts Netball Association, Kingsway in a supplied uniform consisting of a unisex yellow V-shape singlet and blue skirt for girls and shorts for boys.

Each team has a coach and manager made up of parents and affiliated members of the school community who generously offer their time. For further information on the Club, please visit our [website](#).

### Our Lady of Grace Parish

#### *Mass Times*

For the most up to date Mass times please visit the Parish [website](#).

#### *Parish Life Committee*

Volunteers are always welcome to contribute to the operation and care of the Church. Please contact the Parish Office on (08) 9448 4888 for further information.

#### *Parish Contacts*

Address: 3 Kitchener Street North Beach W.A

Phone: (08) 9448 4888 (Monday to Thursday 9am to 1pm)

Email: [north.beach@perthcatholic.org.au](mailto:north.beach@perthcatholic.org.au)

A button for the Parish can be found on the School Stream app. This will also direct you to the Parish website.



## Parent Information Booklet

### Out of School Hours Care

Little Graces Out of School Hours Care is a fully licenced after school and vacation care program located in the Our Lady of Grace School MPA. The organisation is run by qualified, experienced Teachers and Child Care educators. During school holidays, we provide a mixture of incursions, excursions and fun days. The OSHC and Vacation Care Service is managed under federal legislation separate to the school. Governance and regulatory difference require different enrolment procedures.

#### *After School Care*

2.30pm – 6pm Cost – \$37.50

#### *Vacation Care*

8am – 5.30pm Cost – \$95 inclusive of excursions/incursions

#### Enrolment – online

To enrol your child, and to make future bookings for both out of school hours care and vacation care, all enrolments MUST be completed online via the My Family Lounge App which can be found on the OLG website.

Little Graces Contact – Mrs Juliet Taylor, Nominated Supervisor

Booking & Enquiry Email – OSHC@olg.wa.edu.au

Our Lady of Grace School – 6241 9500

Emergency Contact Number – 0448 577 650

Further information including how to enrol your child as well as fees, please visit our [website](#).

### Parent And Teacher Meetings

Parent Information Evenings are held in Term 1 and are an opportunity for parents to meet their class teacher, to receive information on the plans for the year ahead for the class and to ask any questions they may have. Dates for these meetings are set in the calendar and will also be advertised in the school newsletter. Parent/Teacher Meetings are held towards the end of Term 1 and Term 3. This is an opportunity for parents to meet with teachers on an individual basis. A link will be sent via School Stream to book an appointment. Throughout the year parents are encouraged to contact their child's class teacher to discuss any concerns. It is necessary to make an appointment for such a meeting by emailing the teacher directly.

### Parents & Friends (P&F)

The P&F plays an important role in the life of the school. It promotes the Catholic ethos of the school through all its activities, raises funds for school resources and organises social events for the school community. A P&F levy is paid through the school fee accounts, so all families are automatically members of the association.

Funds raised are used to support the school and have allowed such things as the purchase of technology and air-conditioning for the classrooms as well as the building of playgrounds and provision of new equipment. A Welcome Back event is always arranged at the start of the school year to welcome new families to the school.



## Parent Information Booklet

All parents are encouraged to be active members of this valued body and support its many activities, such as Father's Day, Mother's Day, Grandparent's Day and End of Year Sundowner. The Annual Community Meeting is held in November each year and committee meetings are held each term. At each ACM an executive committee for the P&F is elected. This includes a President, Vice President, Treasurer and Secretary.

News of P&F activities is regularly reported through the school newsletter and through the school app. The P&F is also a forum in which feedback and issues can be raised where appropriate. Meetings are held once per term and all parents are encouraged to attend and take part. Meetings are published in the newsletter and on the calendar in School Stream.

To contact the P&F Executive Committee please email [pandf@olg.wa.edu.au](mailto:pandf@olg.wa.edu.au)

### P&F Class Representatives

Each year, at least two parents are requested to volunteer to be class representatives. The role of the Class rep is to support the P&F, organise parent functions, help increase the social aspect of the parent community and act as a link between families and the school. They use the School Stream app to communicate relevant class and school information to parents. It is strongly recommended that class representatives attend the P&F meetings to pass on any relevant information to each class and be a "voice" for the year group and parents. One of the roles of the P&F is to ensure that there is a Class Representative Coordinator who is responsible for overseeing the class representatives and being a point of contact for guidance.

It is of absolute importance that parents do not approach class representatives with issues relating to class, teachers or your child. Class Representatives are asked not to create platforms (facebook) to relay school information. This should occur through official school channels.

Any social activities organised by class reps must consider access by all families a priority. Moderately priced or free event are expected.

### Parking & Kiss and Ride

#### *Arrival and Departure Times for Drop off and Pick up*

Children should not arrive at school before 8.15am. If children arrive before the 8.15am bell they are required to sit in the undercover area until the 8.15am bell. Parents may take their children to the classroom or utilise the Kiss 'N' Ride that is available. See Appendix B for Kiss 'N' Ride location.

Children are dismissed at 2.50pm. Children who travel by bus are accompanied to the bus by a duty teacher and meet on the court at the front of the school. Parents/guardians picking up their children by car may wait for the children outside their classrooms or outside the multipurpose area (MPA), near the canteen. Children using the Kiss 'N' Ride will be supervised by a duty teacher.

#### *Kiss and Ride*

Parents of students in Years 1 to Year 6 are encouraged to use Kiss and Ride. This is available at the main western entrance to the school. For the safety and convenience of all, please stop only at the main large gate and exit LEFT ONLY. See the Kiss 'N' Ride map attached at Appendix B. Parents of Pre-Kindy, Kindy and Pre-



## Parent Information Booklet

Primary students are required to park and collect their children from the classroom, using the school carparks located around the sides and back of the school.

Keep all equipment in the body of the car when using Kiss and Ride. Having your child access bags and equipment from the boot puts their safety at risk.

### *Parking*

The school is surrounded on three sides by the City of Stirling car parks. There are entrances to the school site at the South East corner adjacent the roundabout, the western side which also has a ramp, and the east side. Parents are to use the designated parking areas only, parking on grassed verges, roundabouts, side streets or church parking is not permitted.

Please be respectful of this when dropping off or picking up your children.

### Pastoral Care

The pastoral care of our students lies at the heart of all that the school does. We are a Christ centred, student focused school. We have developed an evidence based wellbeing model called our SHARER Model. This is a proactive stance on student strengths, habits, awareness, relationships, emotions and resiliency. We run a protective behaviour curriculum, Keeping Safe and an emotional regulation and resiliency program Highway Heroes.

Student leadership and involvement in the school and the wider community is developed through our Student Ministries, which involve all Year Six students.

The OLG Reachout Program operates with the support of the Parents & Friends Association. Volunteers serve the people of our school community. Reachout provides short-term emergency help for those in need. Each year parents are given the opportunity to be involved in Reachout.

Our School Chaplain, Sister Anita is available to assist with any aspect of pastoral care and wellbeing. Our Bullying Policy, Highway Heroes program and 'House' system have all been driven by our SHARER Model. Should you wish to contact Sister, they can be reached via email [chaplain@olg.wa.edu.au](mailto:chaplain@olg.wa.edu.au)

Each family / student is assigned to a House. The Houses have a native floral emblem and reflect values of the Sisters of the Holy Family of Nazareth. Our House virtues are: Charity, Family, Faithfulness and Simplicity. All children wear their House Shirt, on the days they have PE or sport. Pre-Primary wear their House Shirts daily.

### Play Areas

During recess and lunch, students have access to a range of sporting equipment available from their individual class sports bin. Students will be able to play on the oval and courts, as per playground rosters. The Library is open at lunchtimes each day for children who wish to complete some crafting activities, play chess, board games, or read. Recess play is split, Year 1-3 and then Year 4-6. Each lunchtime 2 year levels walk to the oval near the Rugby Club to play.

Large ball games (football, soccer) and cricket are played on the external oval.



# Parent Information Booklet

## Policies

OLG is mandated under Catholic Education WA Inc on policy and Executive Directives. These are available on our [website](#).

## Pre-Kindergarten (3-Year Olds) - Early Years Charter

Underpinned by the Early Years Learning Framework of Being, Becoming and Belonging, our Pre-Kindy program offers a wonderful opportunity for children who have turned 3-years-old to play, explore and be curious in their learning. To register your interest in this program, or for more information, please see the school website.

Children are accepted into the Kindergarten program in the year in which they turn four by 30 June.

Within the early years' program, the focus is to encourage and foster the development of each child's potential as they enter the school to enable them to make a confident start to compulsory schooling in Pre-Primary. Students are provided with the opportunity to enhance their social skills in a nurturing environment as well as affirming their strengths, value and purpose as a child of God.

## Pre-Primary to Year 6

OLG provides a nurturing classroom environment during the primary school years to maximise the opportunities for each student.

As part of our Literacy and Numeracy Program the school has set aside 90 minutes of prime learning time each morning as Literacy dedicated time and a further 60 minute block is purely for Mathematics.

We have specialist teachers delivering programs in Italian, Physical Education and Movement Specialist, Music, Visual Arts, Library, Science as well as intervention programs for identified students. Reading Recovery, Levelled Literacy Intervention, Sounds Write and Extending Mathematical Understanding are intervention programs available.

Brain breaks, taken regularly throughout the day, Year 1-6 provide opportunity to move and improve oxygen levels and cognition.

## Religious Education

We are a Christ centred, child focused school. The school, parish and family work collaboratively to provide a sound religious education for the students. We believe parents are the first educators of children in their Faith. Being a Catholic School, Religious Education is central to the whole curriculum. The school's Religious Education program is a systematic and sequenced program helping children relate the Catholic faith to their daily lives. The Program aims to develop the students' faith knowledge.

The Religious Education curriculum is provided by Catholic Education WA in consultation with schools and is mandated by the Archbishop. The units of work are grouped under three major themes, which focus upon how children can reflect God who is Creator, Mystery and Trinity.



## Parent Information Booklet

All teaching staff are accredited to teach Religious Education and undergo regular renewal in this area. Each class spends approximately 30 minutes per day on formal religious education lessons in addition to the other areas of catechesis undertaken by the school. Monday morning prayer assembly, whole school and class masses, The Angelus, Retreat Days, etc.

The school is blessed to have Congregation of the Sisters of the Holy Family of Nazareth on staff at the OLG. The Sisters of the Holy Family of Nazareth is an international congregation of religious women founded in Rome in 1875 by Blessed Frances Siedliska. We celebrate Mother Foundress Day each year to ensure our children have a deep knowledge of school history. The Sisters' Charism sees them finding God in the everyday. They have a special devotion to supporting families based on the Holy Family of Jesus, Mary and Joseph. The Holy Family loved each other and God.

### Reports (Seqta Engage)

Reports for students PP – Year 6 will be available to parents online, at the end of each semester, through SEQTA Engage – paper copies will not be distributed. To access SEQTA Engage, please use this [link](#). If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact the Office via email at [admin@olg.wa.edu.au](mailto:admin@olg.wa.edu.au). Please note that once you have been issued a password, you must log-in within seven days or your details will expire. It is advisable to download and keep safe a copy of student reports as, once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage.

### Rosters – Classroom, Canteen, Library

The level of parent involvement in each classroom is very much dependent on each teacher. Most teachers however request help with reading, art/craft, excursions etc. Parent rosters are especially important in the early years, so parents are encouraged to get involved where they can. Further details can be obtained from your child's teacher.

Each Term we require the assistance of parents in our busy 5 day a week Canteen. Please consider putting your name down. The roster is sent on School Stream to all families from Kindergarten – Year 6.

Parents are welcome throughout the year to assist in library rosters. Rosters typically involve assisting with book covering and putting books away. A letter requesting help for the rosters is issued each year. Typically throughout the year additional help with book covering is requested in the school newsletter.

### Sacramental Programs

Sacramental programs in the Perth Archdiocese are family based, Parish led, school supported. For students at OLG preparation for the sacraments forms part of the Religious Education classes. Details of each Sacrament are issued by the parish each year.

In the Archdiocese of Perth, children normally receive the Sacraments in Primary school:

Year Three – Sacrament of Reconciliation

Year Four – Sacrament of First Eucharist

Year Six – Sacrament of Confirmation





## Parent Information Booklet

Christian Service and regular Mass attendance are expected for children and families in the Sacramental Program.

### Social Media

Parents are invited to 'like' our school's [Facebook page](#), [Instagram page](#) and [Twitter page](#) to keep up with the latest school news and photos of events throughout the year. If you have an issue or complaint, we ask you contact the school directly. Parents are NOT permitted to post pictures or videos taken at the school of any child, other than their own, on Facebook or other social media unless express permission has been granted by the parents of all other children in the photo/video. We appreciate your cooperation in this matter.

### School Photos

School Photo dates will be advertised in our newsletter and online calendar. Photos will consist of class, individual and family photos. Parents will be given information on how to order photos online.

### Sports Program

There are four Houses at OLG: Melaleuca (Green), Grevillea (Red), Acacia (Gold), Banksia (Blue).

A House swimming carnival for students in Years Four to Six is run each year as well as a Year 1-3 junior fun swimming carnival. An athletics carnival for students in Pre-Primary – Year 2 as well as Year Three to Six is run each year. OLG participates in Interschool swimming, athletics, winter sports and cross country carnivals.

Run Club is available on Thursday mornings at 7.45am. Children in Pre-Primary and Year 1 are expected to be accompanied by a parent. All children and families are invited to join in Run Club for fun and fitness.

### Student Ministries

Our student ministries play an important role in developing student leadership, teamwork skills and giving an outlet for our students' entrepreneurial side. Year Six students select their ministries each semester and elect leaders for each group. While the students are encouraged to cast their votes for peers who have not held leadership roles thus far, those decisions are left in their hands (their voting is not over-ruled by staff).

At the end of Year 5, the students will elect a Head Boy and Head Girl for the following year after a process of speeches is undertaken.

The Student Ministries are; Social Justice & Liturgy Ministry; Environment & Arts Ministry; Sport and Wellbeing Ministry; and Communications Ministry.





## Parent Information Booklet

### Supervision – Before & After School

Supervision is provided for students from Years 1 to Year 6 before school from 8.15am and after school until 3pm. If arriving at school before **8.15am**, children must sit in the central courtyard area until teacher supervision commences. No supervision is available for children before 8.15am or after 3pm. Parents with children in Pre-Kindergarten, Kindergarten and Pre-Primary are required to accompany their child to the classroom in the morning and collect the child from the class teacher at the end of the school day. Parents are welcome to accompany their child to the classroom or to use the Kiss and Drive system from 8:15am. **Parents should collect their child from the classroom or from Kiss and Drive at the end of the school day.** All school play equipment is out of bounds to children and siblings before and after school. Parents are responsible to supervise their children before and after bell times.

### Swimming Lessons

Swimming lessons take place over two consecutive weeks for Years 1 - 3. Annual dates are determined by the Department of Sport and Recreation. The cost of swimming lessons is added to your annual fees. Instructions on what to wear and what to bring will be sent home to families before lessons commence.

### Toys, Games & Electronic Equipment

Mobile phones, smart watches, electronic games, i-Pods, i-Pads, MP3 players and other such devices or any device with a SIM card are not to be brought to school. Mobile phones are to be handed in to teachers every morning before going to class and retrieved every afternoon after the 2:50pm bell.

### Uniforms

The Uniform Shop is open on Tuesday afternoons from 2.15pm – 3.15pm during school term. New and second-hand school uniform items are available for sale. All clothing should be clearly marked with your child's name. The wearing of nail polish or jewellery is not permitted. The only acceptable items are a watch, holy medal on a chain, and stud or sleeper earrings (must be in both ears).

Hair must be clean, neat and tidy. Hair that is longer than the collar is to be neatly tied back at all times for boys and girls. Hair should be tied back with royal blue or gold accessories. These are available from the uniform shop. Haircuts should be 'moderate' for primary aged students with no mullets, mohawks or undercuts allowed.

To view the price list and Uniform Requirements Policy please visit the [school website](#).

### Visitors

All visitors (including parents) to the school during school hours must report their presence to the School Office. Any desired access either to children or to children's property (e.g. school bags) must be through the office. Children taken out of school during the day must be signed out and if returning, must be signed in by a parent. Any visitors to the school must report to the office and sign in and collect a visitor's label. For security



## Parent Information Booklet

purposes, the back gate will be locked at 9.30am and re-opened at 2.15pm each day. This is a matter of safety and a duty of care for all children at Our Lady of Grace School.

All visitors/parents are expected to adhere to the school's [Code of Conduct](#).

### Wellbeing at OLG

*"Feeling good, functioning well, doing good for others"*

In 2019 we developed our Wellbeing SHARER Model for Our Lady of Grace School. Our definition of wellbeing is "Feeling good, functioning well, doing good for others."

The wellbeing of our students is our strongest priority. Being proactive, planning for the needs of our children and measuring the wellbeing, is instrumental in providing a safe and nurturing environment at OLG.

[Anti-Bullying Policy](#)

[Student Code of Conduct](#)

[Student Engagement and Behaviour Management](#)



### What To Bring To School

- ✓ Drink bottle, labelled and filled with water
- ✓ School hat
- ✓ Healthy packed lunch - NO NUTS!!
- ✓ Healthy packed morning tea – NO NUTS!!
- ✓ Large bag / backpack
- ✓ Apply sunscreen before coming to school
- ✓ Spare set of clothes (Pre-Kindy – Pre-Primary)
- ✓ Library Bag (Kindy – Year 6 on Library days only)
- ✓ Recorder (Year 3 – Year 6)

### Withdrawal Of Students

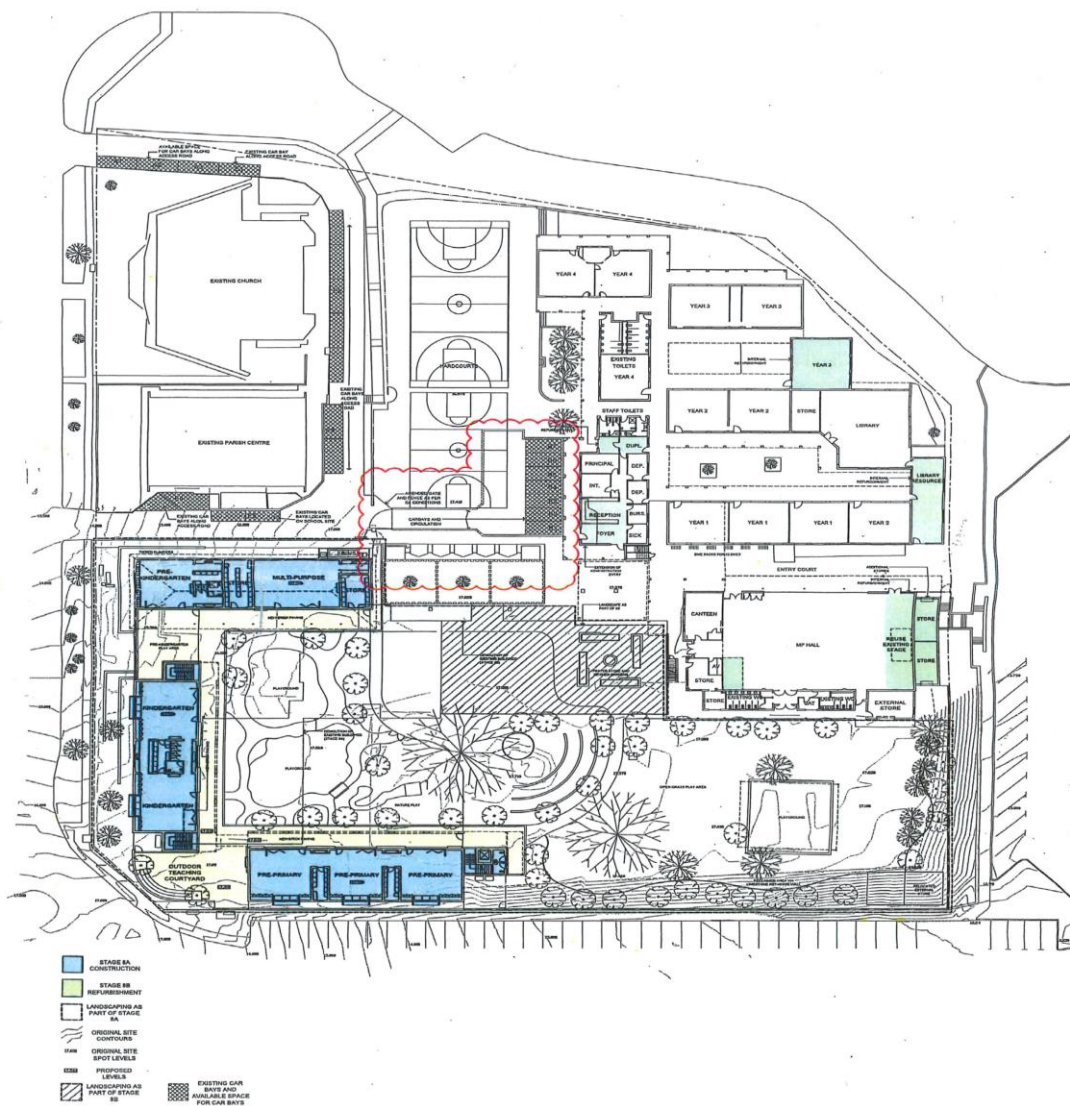
If you wish to withdraw your child/ren from the school, one term's notice is required. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's tuition fees.

An exit survey is provided to families as they leave our school.



# Parent Information Booklet

## School Map



Site Master Plan - Ground  
Our Lady of Grace School, Stages 8A & 8B

Scale: 1:200 @ A1 Size, 1:400 @ A3 Size Date: 30 August 2017 Project No: 14-040  
Parry & Rosethal Architects

DA0.1 rev3



# Parent Information Booklet

## Kiss And Drive

### KISS 'N' DRIVE AREA

The Kiss-N-Drive area entrance will be north of the OLG Church from 2014.

The area is single lane and for the safety of all pedestrians, please do not overtake. Only Special Permit Holder are permitted to park in the marked bays.

Please ensure that this information is passed onto any person that will be using the Kiss-N-Drive (ie. grandparents, other carers). When exiting the Kiss-N-Drive area, note that it is left turn only into Kitchener Street.

Children from Year 1 and below should be collected from the classroom.

HAMERSLEY STREET

OUR LADY OF GRACE

