



# Pre-Kindergarten & Kindergarten Handbook

Updated March 2026

Our Lady of Grace  
School





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# Introduction

This information booklet has been prepared to provide you with the basic details of everyday life in Pre-Kindergarten and Kindergarten 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 at the back of this booklet,

## Vision

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

*“Our Lady of Grace School empowers all children to live fulfilling lives through faith, wisdom and knowledge”.*

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.

## Mission

Our Lady of Grace school fosters a community of faith wisdom and knowledge, nurturing all students to develop the values of faithfulness, charity, simplicity and family in the tradition of the Sisters of the Holy Family of Nazareth.

## Our Motto

*Faith, Wisdom and Knowledge  
Life to the full*

**71**

Years of education

**740**

students

**83**


Dedicated staff

**300+**


Families



# Early Years Charter




Our Lady of Grace Early Years Learning offers a developmentally appropriate Catholic environment that fosters the holistic development of your child in a safe, inviting and engaging setting.




We believe that quality collaborative relationships between our Parish, school families, staff and wider community will empower your child to further develop their own identity, voice and wonder about God.


**Christ Centred  
Child Focused**



Learning in the early years occurs through play and building on the strengths and interests of your child. We commit to play based pedagogy balanced with intentional, explicit teaching.



The Principles of Belonging, Being and Becoming and the Five Teacher Practices provide the basis for our quality learning programs.



We believe in developing and supporting agency through a balance of teacher and child led learning, fostering independence, confidence, connection to self, others, the natural environment and appreciation of diversity.

# 2026 Staff



Julie Plakakis      Kindy Blue and Gold  
Joshua Short      Kindy White  
Simone Harding    Kindy White

## Welcome to OLG

Welcome to the Our Lady of Grace School Pre-Kindergarten and Kindergarten Program. If this is your first year with us we look forward to a long and happy partnership, and those of you who are visiting us again, welcome back! This should be a happy experience for you and your child. If you at any time have concerns, please speak to the teacher and then, if needed, contact the school office and make an appointment to speak to the Assistant Principal (Early Years).

## Goals in Pre-Kindy & Kindy

Our play based program supports each child's social, emotional, physical, and cognitive growth in a safe, caring, and stimulating environment.

We encourage children to feel confident, curious, and proud of their learning and achievements.

Through play and exploration, children are supported to take steps toward independence, creativity, and self-discovery. We nurture cooperation, individuality, curiosity and a love of learning - helping each child develop both as part of a group and as a unique person.

Our goal is to provide a welcoming, fun, and positive start to lifelong learning.

## Our Learning Community

We are a Catholic community built on respect, care, and a sense of belonging for all.

We place a strong focus on oral language, discovery, and higher-level thinking to help children become confident, independent learners.

We also support self-management and an understanding of everyone's right to feel safe and valued at all times.



# Growing & Learning Together

I am learning that I am an independent person who can be away from my parents and caregivers - and that I will be okay. With time, care, and support, I grow in confidence and understanding.

I learn to build relationships with teachers, other adults, and my friends. I discover how to share, cooperate, and take part in simple rules and routines that help our day run smoothly.

I learn to make choices, to accept others, and to celebrate my own learning. I enjoy sharing my experiences and discoveries with those around me as I grow and learn together with my community.

## Play - It's How Children Learn

Through play children are encouraged to:

- explore, discover, improvise, innovate, discuss, explain, question, hypothesise, test, create, construct, experiment, imitate, problem solve, imagine, and think laterally.

Play allows for the development of:

- emotional, social, physical, creative, cognitive and language skills.

Children are in control of learning when they play. They are able to simplify the complex events in their lives and make sense of their experiences. Through play children are allowed to start from the known and move into the unknown, making connections with their world and their learning.

During play the children are actively involved and intrinsically motivated. They are able to work from the concrete to make sense of the abstract. Play allows them to process the information and store it in their long term memory for retrieval and application at a later time.

Play enables a teacher to observe what the child can do, their social interactions, and their language. Play is a window into their world and thinking. Through observations of children at play a teacher can make decisions about future learning experiences that will build upon, enhance and extend children's knowledge and understanding.



# Kindy Fun

## Music

Music is ongoing throughout our Kindy programme and will provide the children with opportunities to learn beat, rhythm, dance and focus songs.

## Library - the 'Hive'

The Hive is a magical place where a love of literacy is fostered. for children in Kindergarten The children will be able to borrow a book as of Week 4. Please ensure that they are returned each week. A water proof library bag is required.

## Physical Movement - Animal Fun

At OLG , we have a dedicated Physical Movement Specialist that uses a targeted program for gross motor across Kindy and Pre-Primary - this is called Animal Fun. We also ensure the children have a minimum of 80 - 90 minutes of outside play each day.

# Our Programs

We aim to provide a program that will cater for individual needs, interests and developmental levels. As a parent/caregiver, you are encouraged to be active participants in the program, so as to promote the importance of parent involvement in the development of your child. Simply speak to the teacher to arrange what will best suit you.

You can be active participants by:

- Rostering on for class assistance;
- Helping with the laundry;
- Sharing your skills - talent, hobby or occupation.



# Our Classroom Environment

The children learn and develop through playing and interacting with each other in a warm, caring and stimulating environment. Our classroom environment is set up so the children can experience many different learning opportunities. Below is an outline of these varied learning activities and what your child will gain from these experiences.

## Religion (Kindy)

At Kindy, the children learn about God, Jesus and the Holy Family through simple prayers, songs and Bible stories. Important events in the Church including Easter and Christmas are explored and celebrated.

*I am developing wonder and awe about the things God has created in our world. I am learning about gratitude and giving thanks for all God has given us.*



## Mat Time

Children participate in mat sessions where explicit instructions, short discussion and sharing will occur. We may read a book, sing a song or dance. .

*I am learning to develop my oral language skills. I am learning to listen. I am learning to cooperate and join in movement games. I am learning new ways to use my body.*



## Information Technology

The children are introduced to IT through the use of the Interactive Whiteboard across different learning areas. iPads are used to record children's work or to photograph images relevant to learning.

*I am learning that I can be a responsible digital citizen.*



## Book Corner

We aim to foster a love of reading for all children in kindy. The book corner opens up a world of imagination and knowledge through a selection of fiction and non-fiction books. The children develop important reading behaviours and language understandings.

*I love being read to. I am learning to listen, concentrate and remember. I can "read" to myself.*



# Our Classroom Environment Cont...

## Sensory & Small World Play

Sensory play is beneficial for emotional development and oral language. Children will be exposed to a range of sensory and small world play experiences in Kindy. Our sensory trays include small dolls and animals or other characters with a range of different sensory materials such as rice, flour and oats.

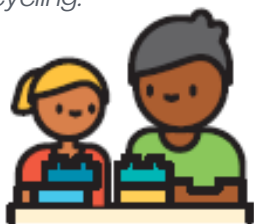
*Sensory play is beneficial for emotional development and oral language.*



## Collage/Box Construction

Children can access a wide range of open-ended materials from the collage trolley, including boxes, cartons, and cylinders. These resources enable them to explore ideas, plan their constructions and bring their designs to life.

*I am using my imagination and being creative. I am problem solving, looking at the world in different ways and learning about recycling.*



## Painting

Painting activities may be linked to a story or topic of interest. Various experiences are offered including brush, sponge and finger paintings.

*I am being creative, using my imagination and finding out about colours. I am learning that sometimes it is ok to put my hands in the paint and enjoy the experience.*



## Playdough

Playdough supports the development of fine motor skills, creativity, and early literacy and numeracy concepts through hands-on, sensory exploration.

*I am helping my fingers become stronger so I will be able to cut & hold my pencil correctly. I am dividing the playdough so it can be shared with my friends.*

## Puzzles & Games

Puzzles help children develop problem-solving skills, hand-eye coordination, and concentration. They provide opportunities for teamwork and feeling a sense of achievement.

*I am helping my hand coordination develop, as well as my memory and spatial awareness skills.*



## Drawing

A drawing table is set up so the children can play and experiment with pencils, crayons and textas. Children are developing their pre-writing skills.

*I am helping my fingers get stronger. I am experimenting with writing; lines and shapes. I can hold a pencil and control its movements.*

# Our Classroom Environment Cont...

## Blocks/Construction

Block play encourages social interaction, collaboration and creativity. Loose parts are often added to the area, sparking open ended purposes to building.

*I am learning to balance objects and use my imagination. I am learning to problem solve and use mathematical concepts such as space and measurement. I am learning to share the blocks and the space with my friends.*

## Nature Based Playground

Children develop gross motor skills through use of equipment such as climbing frames, tunnels, balls, hoops, beams and sand play.

*I am getting fit, having fun and becoming physically strong. I am learning how to play safely on the equipment, collaborate with my friends and take turns.*

## Dramatic Play

Dramatic play fosters the development of social and language skills. The children can dress up and explore different roles in their play. The theme of the dramatic play space changes regularly, based on the children's interests and current areas of learning.

*I am talking and expressing my feelings to my friends, I am learning to share. I am using my imagination and I am role playing.*

## Sand and Water Play

Children love to play in the sand pit. Many sandpit toys such as buckets, spades, trucks, cooking utensils and sand moulds are available for the children to use and make discoveries with. In the Summer months we often have a water trolley set up so the children can play and experiment.

*I am learning to socialise with my friends. I am using my imagination and learning to share the space. I am using mathematical language such as more, less, over and under. I am learning about floating and sinking and empty and full.*



# Our Commitment

We are proud to be an Allergy Aware and Asthma Friendly school, ensuring the safety and wellbeing of all our students.

Our approach is guided by the National Safe Schools Friendly Schools framework, which promotes respect, inclusion, and care within our community.

We also use the Friendology program, which helps children from Pre-Primary to Year 6 develop essential friendship skills and strengthen their social and emotional learning.

## What Does Your Child Need

- A school bag - large enough to carry artwork and their belongings.
- A piece of fruit or vegetable packed separately for easy eating.
- Morning tea packed separately, eg cheese & crackers, veggie sticks (allergy aware)
- Lunch - a nutritious lunch consisting of a sandwich, wrap, or similar (no nut spreads), fruit and a healthy treat if needed. We also encourage limited packaging.
- A water bottle - water only please.
- A hat - a school hat is available from the JFE uniform shop.
- A change of clothes and shoes that the children can manage themselves.



## Birthdays & Celebrations



Birthdays are special and exciting times and will be celebrated in Kindy and Pre-Kindy. Parents are welcome to bring in cupcakes or similar to share.

While we appreciate the fun of other cultures and celebrations, eg Halloween, we encourage families to celebrate these occasions in ways that include everyone - please speak with your child's teacher before bringing in any food.

Please be aware of children who have allergies.

# Behaviour

Appropriate behaviour is encouraged through lots of praise and teacher modelling. If consistent inappropriate behaviour continues, the child is removed from the situation and redirected to another learning experience.

# Delivery & Collection of Children

Please arrive as close to commencement time as possible. This allows the teacher time to fully prepare the children for the day. You are asked to pick up your child on time to avoid any possible distress. If there are changes to the usual pick up procedure, please fill in the class communication book. If there are unexpected changes please contact the office and/or email the class teacher. Please note that due to our Duty of Care, we are unable to allow a child to be collected by his/her sibling. In addition, the play area is not supervised before or after school, children and siblings are not to play on equipment during these times.

# Distressed Children

Parents, if your child is distressed, be calm, confident and reassuring. Direct your child to a staff member, say goodbye, then leave promptly. If your child remains distressed, you will be notified and an alternative longer term plan implemented. Please prepare your child for school by talking about how exciting it will be - remember to let them know that you WILL return to collect them.

# Personal Belongings

Please discourage your child from bringing personal items or toys to school as they can get lost or broken. Items of special interest, or things related to the theme or topic can be brought in.

# 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 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.

# Communication

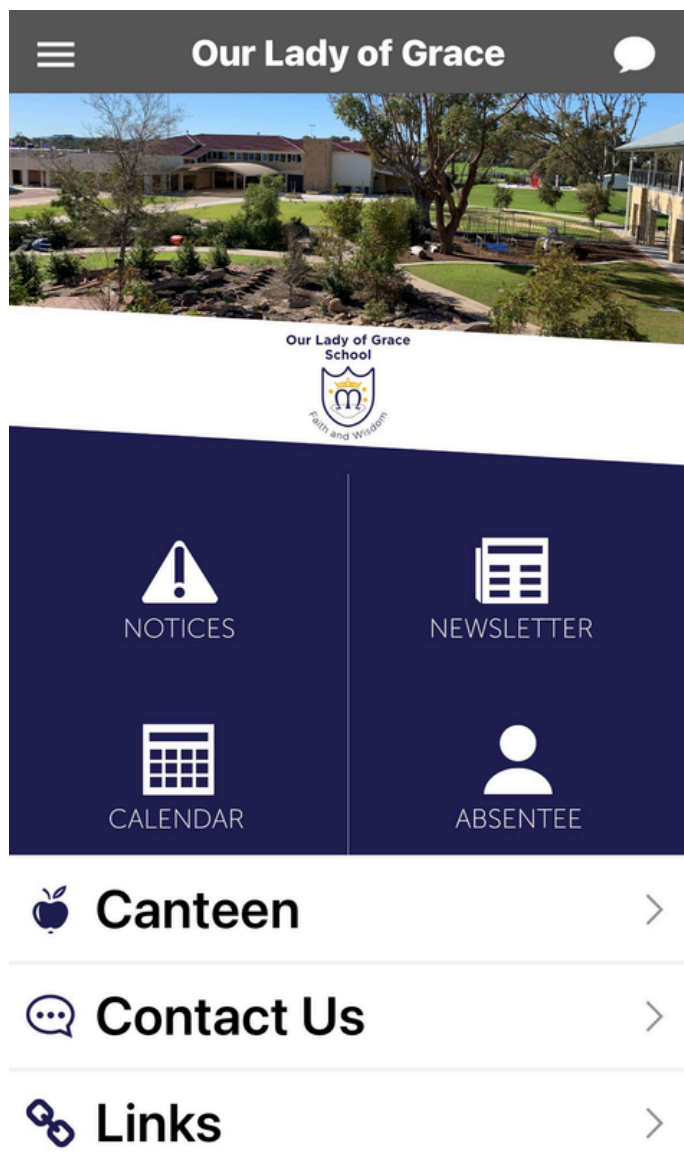
OLG has a communication strategy to provide up to date information and be transparent in our communication to parents. Only OLG created social media, website, newsletter & School Stream are used to communicate to parents. You have a responsibility to read and stay up to date through these channels. Class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

## Newsletters

The school newsletter is distributed via School Stream 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. Newsletters are also uploaded to our website weekly on a Wednesday.

## School Stream - the communication channel

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 School Stream 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)



## 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 schooling, usually via a unique QR code for each child and family.

## Teacher communication and emails

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. The School Office will take and relay messages.

## SEQTA

Parents are asked to notify the school of student absence through SEQTA. The app is also used to communicate student semester reports and notifying parents that your child will be receiving a Merit Award (Pre-Primary to Year 6 only).



# 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 School Office. We ask that all complaints or concerns are shared respectfully. Every matter raised will be responded to appropriately.

# 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.

# 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.

# 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](#)

# 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.

## 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 2025 there may be costs associated with clubs. As these programs are offered, they will be communicated to your child's year group via School Stream. These currently include:

Run Club	Circus Club	Surfing Lessons	Bouldering
Cross Country Training	STEM Club	Lego Club	iHots
Chess	Tournament of Minds (TOM)	Intervention Programs	Extension Programs
Gardening Club	Music Tuition	Sacramental Retreats (Yr 3, 4 & 6)	Library & Craft Club
Robocup	Year 6 ASX Club	Performing Arts Festival	Year 6 Swim Club
Before, After School & Vacation Care	OLG Netball Club	OLG Basketball Club	Leadership Retreat Year 6's
Junior (Years One and Two) Choir	Senior (Years Three to Six) Choir		

# Faith Dimension

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter and on School Stream. 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.

In Semester Two, Kindy students only will begin attending Liturgy, giving them early opportunities to experience and grow in their faith within our school community.



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 to 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 Finance Officer 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 - new fees for 2026 to be announced at ACM**

The Pre-Kindy program is entirely self-funded, as there are currently no government subsidies available to support this level of early education. As a result, no discounts can be applied to Pre-Kindy fees. This includes Health Care Card discounts and sibling discounts.

- Half-Day Session Fee: \$42
- Daily Fee: \$84
- Families will be invoiced annually

### *Fee Policy*

- School holidays, public holidays, and pupil-free days will not be charged.
- Absences due to illness, family holidays, or any other reason will still be charged as normal.

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.

## **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.

# Fees Continued...

## Financial Hardship

Families who are experiencing financial hardship are asked to make an appointment to discuss school fees with the Finance Officer on 6241 9500 or email [accounts@olg.wa.edu.au](mailto:accounts@olg.wa.edu.au)

## Withdrawal

Parents are to provide one 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 payable as per the enrolment form by parents (both parents are responsible for school fees unless there are custody orders that indicate otherwise).

# Children and Illness

If your child is sick with diarrhoea or vomiting, they must stay away from school for a minimum of 24 hours from the last episode. If your child is unwell with cold or flu symptoms, please keep them at home. It is a concern when many children attend school while infectious and share their germs. If your child has a serious infectious illness, please inform the school as soon as possible. You, not your child, decides if they are well enough to come to school. With our wonderful Summer weather, we request that sunscreen be applied before coming to school.

# Health Nurse & Other Services

 Government of Western Australia  
Child and Adolescent Health Service  
WA Country Health Service

**Information for the School Entry  
Health Assessment (free check)**

Child's name: \_\_\_\_\_  
School: \_\_\_\_\_



**A REMINDER**  
Is your child  
up to date with  
immunisation?  
Boosters are due  
at 4 years

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 Social Worker. 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 allied health professionals visiting students at school. It is expected health professionals and tutors attending during school time work with the school to support the child at school.

Students in Kindergarten are offered an additional assessment by a speech therapist. The cost of the speech therapist assessment is covered by the parent and requires parent consent. 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.



# Lost Property

Lost property bins are located outside the office front door. Refer to school map at the back of this booklet 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.

### School Nurse

Our part-time School Nurse is here to support the health and wellbeing of all our students. Our Nurse is available part time from Monday – Friday, and will call you if your child feels unwell or medical notes need to be amended. The number for our School Nurse is 6241 9521. Please note the School Nurse is not a medical service - the Nurse is here to meet the needs of students who have diagnosed medical needs, dispense medicine according to Medical Action Plans and assist with First Aid as required.



# 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.



BEFORE, AFTER SCHOOL  
& VACATION CARE

# Out of School Hours Care

Little Graces is a fully licenced Before, After School and Vacation Care Child Care provider, conveniently located on OLG School grounds. The organisation is owned by Our Lady of Grace School and is run by qualified and experienced Nominated Supervisor and 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.

## Before School Care

7am – 8.15am

Cost - \$30

## After School Care

2.45pm – 6pm

Cost – \$40 permanent bookings

\$42.50 casual bookings

## Vacation Care

8am – 5.30pm

Cost – \$80 centre run activities

\$95 excursions/incursions days



## Enrolment

To enrol your child, and to make future bookings for both out of school hours care and vacation care, please email us at [oshc@olg.wa.edu.au](mailto:oshc@olg.wa.edu.au) for further information.



## Contact Details

Little Graces Contact – Mrs Juliet Taylor,  
Nominated Supervisor

Booking & Enquiry Email – [OSHC@olg.wa.edu.au](mailto: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 in Term 2 and Term 4. This is an opportunity for parents to meet with teachers on an individual basis in Kindy only.

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 and 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, restoration of the basketball and netball courts, 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.

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 School Stream. 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 [marketing@olg.wa.edu.au](mailto:marketing@olg.wa.edu.au)



# Parking & Kiss and Ride

*Kiss and Ride is not available to children in Pre-Kindy or Kindy unless by arrangement with the Principal in case of family emergency only.*

## Arrival Time for Drop Off

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. Please refer to the map at the back of this booklet for the Kiss 'N' Ride location.

## Kiss and Ride

Parents of students in Years 1 to Year 6 are welcome 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 at the back of this book.

Parents of Pre-Kindy, Kindy and Pre-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.

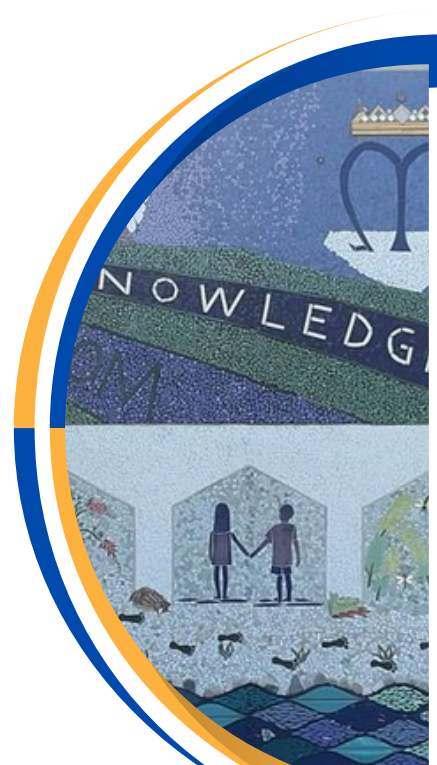
## Departure Time for Pick Up

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.

## 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.

We have a dedicated School Social Worker full time on staff, Mrs Anne Murphy. Please refer to the Social Worker section for further information.

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.

## P&F Class Representatives

Each year, parents are requested to volunteer to be class representatives. The role of the Class Representative 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 events are expected.

You're not required to organise camps on behalf of your year group. If you do choose to arrange a camp privately, please do not book it under the school's name, as these camps are not officially endorsed by OLG.

## 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, a Fundamental Movement Specialist, Music, Visual Arts, Digital Technologies and Science/STEM. 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.



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, Sacramental Retreat Days, etc.

The school is blessed to have Congregation of the Sisters of the Holy Family of Nazareth visit OLG regularly. 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.

# 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.

## Social Media



Parents are invited to 'like' our school's [Facebook page](#) and [Instagram 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.

## Social Worker



The pastoral care of our students lies at the heart of all that the school does. We are a Christ centred, student focused school.

Our dedicated School Social Worker, Mrs Anne Murphy, is available to assist with any aspect of pastoral care and wellbeing from Monday - Thursday.

Our Bullying Policy, Friendology program and 'House' system have all been driven by our SHARER Model. Should you wish to contact Mrs Murphy, she can be reached via [anne.murphy@cewa.edu.au](mailto:anne.murphy@cewa.edu.au)



# School Photos

School Photo dates will be advertised in our newsletter and on School Stream. Photos will consist of class, individual and sibling photos. Parents will be given information on how to order photos online. This is applicable for children in Kindy - Year 6.

## 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 and smart watches are to be handed in to teachers every morning before going to class and retrieved every afternoon after the 2:50pm bell. A parent request form must be filled out if your child needs to bring one of these devices to school.

## Uniforms

The Uniform Shop is available through [Uniform Concepts](#) either online or instore. Once a Term we hold a Pop Up Stall outside the office where we sell second hand uniform items, parents are notified via School Stream.

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.

Children in Kindy are invited to wear the Kindy t-shirt and jumper in cooler weather, or their own comfortable clothing. There is no uniform for children in Pre-Kindy.

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

Online - [Uniform Concepts](#)

Instore - Unit 1, 85 Guthrie Street, Osborne Park, WA 6017



# Visitors

All visitors (including parents, grandparents, guardians) to the school during school hours must report their presence to the School Office. This applies to all those on school rosters in classrooms and the canteen.

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 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.

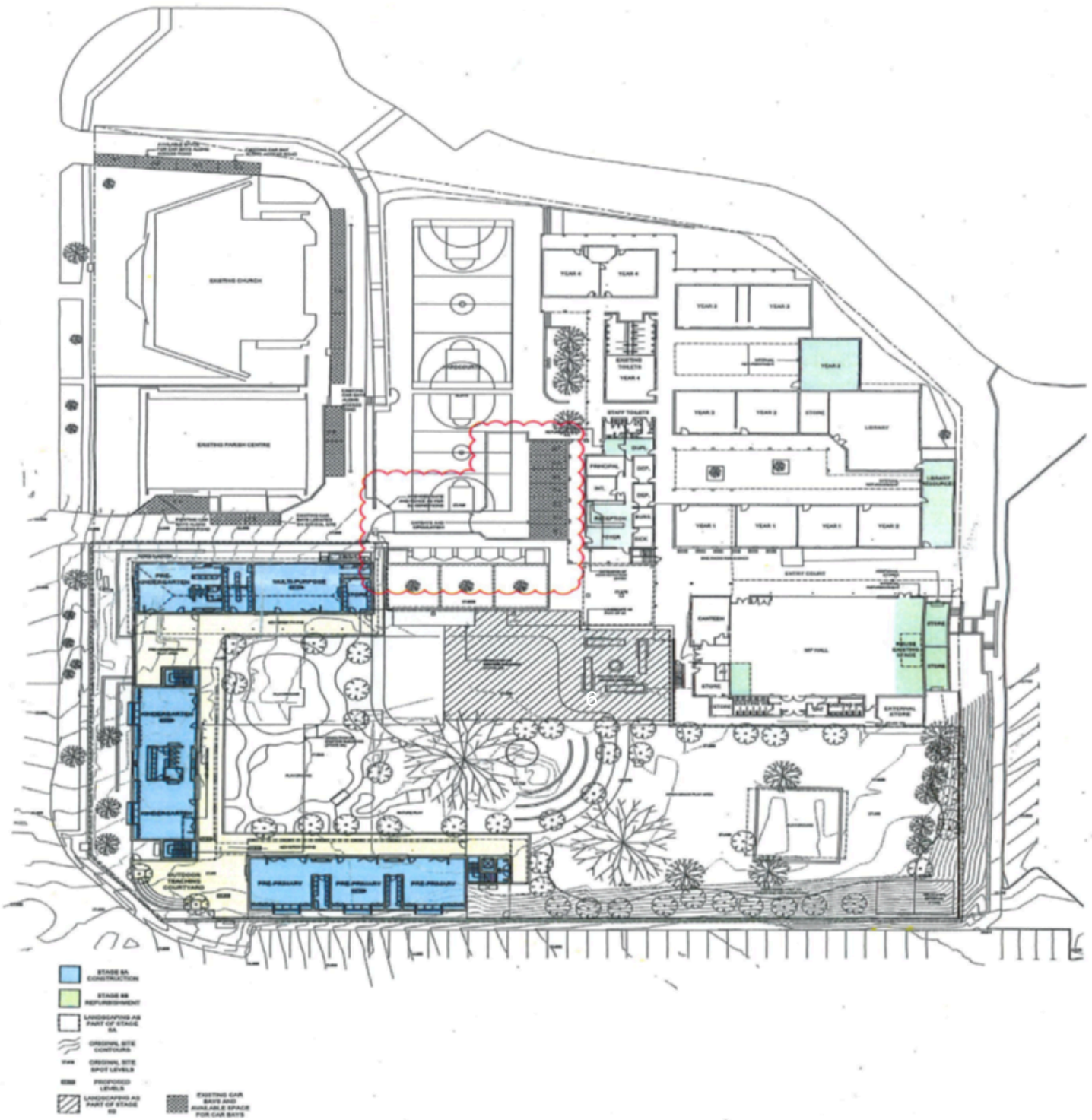
Student Engagement and Behaviour Management

Anti-Bullying Policy


Student Code of Conduct



# 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  
 Perry & Rowland Architects

  
 DA0.1 rev3



# Kiss and Ride Map

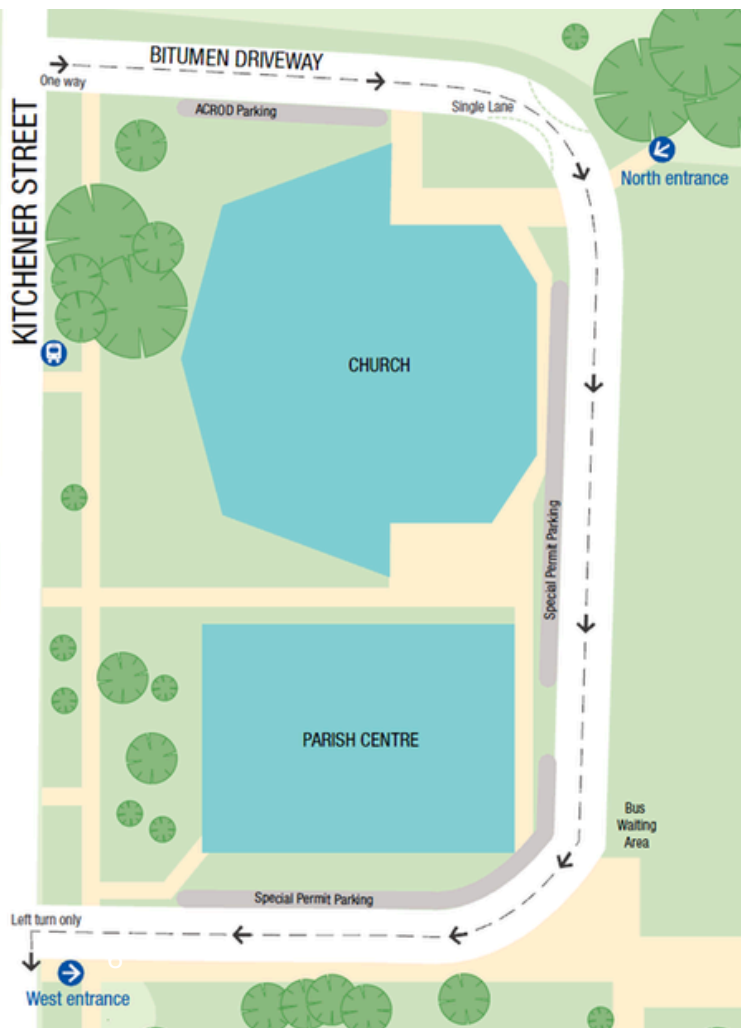
## KISS 'N' DRIVE AREA

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.



OUR LADY OF GRACE





# Contact OLG

 Phone

08 6241 9500

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 Website

[www.olg.wa.edu.au](http://www.olg.wa.edu.au)

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 Address

5a Kitchener Street  
North Beach WA 6020

 E-mail

[enquiries@olg.wa.edu.au](mailto:enquiries@olg.wa.edu.au)

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 Social Media

[facebook](#)

[instagram](#)

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