

Our Lady of Dolours

Catholic Primary School

Chatswood



Parent Handbook

"To Be Our Best"

FROM THE PRINCIPAL

Dear Parents,

Welcome to Our Lady of Dolours Catholic Primary School. I hope that your association with the school will be a happy and fruitful one.

Our school is an integral part of Chatswood Parish. Catholic values and traditions are taught in a formal religious education program and are the guide for all that we do throughout the school.

Our core task is education. Our staff devote their classroom time to the tasks of teaching and learning. Assessment and reporting are ongoing features of our curriculum.

You have chosen to give your child a Catholic Education. At school we will do all in our power to guide the children towards a living faith in our God who loves us all. We see the school as an extension of family life and experience, and consequently we realise that parents are the prime educators of their children. We hope that you will experience a sense of warmth and welcome, and that there will be a rich sharing of ideas, talents and enthusiasm, as together we go about our work of helping our children to learn and grow.

Thank you parents, for sharing with us, these formative years in your child's life.

HELEN CHAMBERS
Principal

“To Be Our Best”

SCHOOL INFORMATION

Name of School: OUR LADY OF DOLOURS CATHOLIC PRIMARY SCHOOL

School Address: 94a Archer Street
CHATSWOOD NSW 2067

Phone No.: 9419 2645

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Email : old@dbb.catholic.edu.au

Website: www.ourladyofdolours.nsw.edu.au

Principal: Mrs. Helen Chambers

Assistant Principal: Mrs. Jenny Shirvington
RE Coordinator: Mrs. Kathy Gray
School Office: Mrs. Pia McKibbins – Accounts
Mrs. Sharyne Zibara

PARISH

Parish Priest: Fr. Paul Finucane

Assistant Priests: Fr. Clem Hill
Fr Jose Philip

Parish Office Phone No. : 9410 9000

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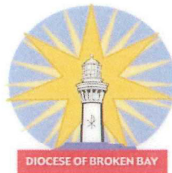
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Our Lady of Dolours *Mission Statement*

United in Faith
Nurturing a vibrant learning community
We celebrate our cultural diversity
Journeying together
To be our Best



AFTER 7 YEARS OF PRIMARY SCHOOLING AT OUR LADY OF DOLOURS
WE WOULD HOPE THAT STUDENTS -

- Have developed a relationship with God.
- Have developed Christian values on which to base their decisions.
- Love learning and want to learn throughout their lives.
- Can communicate effectively through talking, listening, reading and writing.
- Solve problems using mathematical and scientific techniques.
- Can work co-operatively with others.
- Have experienced the joys of friendship and know what it takes to be a good friend.
- Are responsible for their actions.
- Realise that we have a responsibility for others in our community and our world.
- Embrace the values of respect, compassion and acceptance of all people.

OUR SCHOOL HISTORY

Our Lady of Dolours Catholic School is a Primary school located within the Diocese of Broken Bay on Sydney's lower North Shore in the central business district of Chatswood.

Students are primarily drawn from the neighbouring areas of Chatswood, Willoughby, Roseville, Artarmon and Castle Cove as well as Lane Cove, Naremburn and North Ryde.

Our Lady of Dolours Parish School was established by the Sisters of Mercy in 1896 on the present site. The Sisters travelled from Pymble each day to teach the children in a building which served the Parish as a school during the week and a church at weekends.

In 1966 there were 870 students enrolled at Our Lady of Dolours Primary School. Most of these children came from European, Irish, English and Middle Eastern origins. Mass was said in Polish, Italian and Croatian as well as English.

The school enjoys a very positive profile in the community due to our reputation for excellence in teaching and learning, our commitment to catering for individual needs of students and our Literacy, Numeracy and Creative Arts Programme.



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STAFF PROFESSIONAL DEVELOPMENT

Teachers are professionals who need to regularly update their knowledge and skills so as to provide quality education. Teachers spend a great deal of time engaged in planning and professional learning.

Throughout the school year, every school suspends classes for five pupil free days. When staff development days are planned, you will receive at least three weeks notice of the date and the purpose of the day. One of these days is always the first day of each new school year.

On occasional days throughout the year, class teachers are released from class to attend in-service courses. Qualified relief teachers continue the teacher's daily programme on these days.

OUR TEACHING DAY

Learning at Our Lady of Dolours is often integrated across several curriculum areas. The classroom teacher ensures that the teaching programme follows the guidelines set down by the N.S.W. Board of Studies and covers all curriculum areas.

BELIEFS

At Our Lady of Dolours Catholic Primary School we believe:

All students have the right and the need to experience successful learning.

Learning occurs where student, home and school have a common goal, interact positively and are mutually supportive.

Learning is life long; students need to learn how to learn, to recognise their gifts and value their achievements.

Students are individuals; they learn at different rates, with different strengths and with their own preferred learning style.

Learning is most successful when it is purposeful and when it is linked to the students own needs aspirations and prior knowledge.

The teacher/learner relationship is strongest when the teacher knows the learner well and when a relationship of trust and support is established. The teacher is critical to developing enriching learning contexts.

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CURRICULUM

Underpinning all KLA's (Key Learning Areas), indeed all teaching, is that knowledge, skills, values and appropriate attitudes are taught.

This emphasis in past years has been on teaching knowledge, that is teaching facts.

However, our focus has now shifted in order to prepare our children for the 21st Century.

Much more emphasis is placed on skills and, in Catholic Schools, on values and attitudes.

We recognise that today's children will need to be life-long learners which are why correct attitudes to learning are so important

TECHNOLOGY

A strong emphasis has been placed on technology at Our Lady of Dolours and its value, as a learning tool will be increasingly utilised. Computers are used to enhance the learning process in all Key Learning Areas and to facilitate integration across the KLA spectrum.

We now have Interactive Whiteboards in every classroom including the Library.

OUTCOMES

The NSW Board of Studies designs a syllabus for each KLA based on 'Outcomes'. Syllabus Outcome Statements define the specific intended results expected from the teaching of each subject. They provide clear pictures of the knowledge, skills, values and attitudes expected to be attained by most students at the end of a stage.

An example of an outcome taken from the English Syllabus which pertains to Early Stage One Writing (Kindergarten) is:

- "Begins to use letters to represent known words when spelling."

STAGES

Today each syllabus is written in stages and no longer in class or grade groupings. The stages in Primary School are:

- | | | |
|--|---|-------------------|
| <input type="checkbox"/> Early Stage One | - | Kindergarten |
| <input type="checkbox"/> Stage One | - | Year1 and Year 2 |
| <input type="checkbox"/> Stage Two | - | Year 3 and Year 4 |
| <input type="checkbox"/> Stage Three | - | Year 5 and Year 6 |

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RELIGIOUS EDUCATION

The Religious Education curriculum acknowledges and supports the parents in their role as the children's first educators in faith. As Religious Education is the basis for our existence as a separate school system it is one of our Key Learning Areas. It is a subject which encompasses planned lessons, prayer and liturgical celebrations, community activities and is evident in the whole school atmosphere and interaction. Through the curriculum the children are invited to participate in this faith relationship by learning about the history and traditions of the Catholic Church and the Scriptures.

Children receive the Sacrament of Reconciliation in Year 2 and First Holy Communion in Year 3. The Sacrament of Confirmation can be received by children from the age of 7 years. These sacramental programmes are family based and supported by parish and school co-ordinators.

ENGLISH

English consists of the following strands :

Reading

In this strand, pupils learn to interpret literary and factual texts. We now place greater emphasis on 'Text Types' in all strands of English

Examples: Narrative (story)
 Information Report (facts and information about a topic)
 Recounts (retell)

Writing (includes Spelling)

Children learn to write and produce a variety of texts thereby achieving the ability to use such processes as drafting, revising, conferring, editing, proofreading and publishing.

Talking and Listening

Pupils learn to communicate and interact effectively for a variety of purposes and in various situations with different audiences such as friends, small groups and a whole class.

Grammar (not a strand)

Grammar is a method of describing how a language makes meanings clear within a culture. It is best taught in the context of the strands outlined above.

MATHEMATICS

Outcomes for Mathematics are organised in five content strands in which students develop knowledge, skills and understanding in:

- Number
- Patterns and Algebra
- Data
- Measurement
- Space and Geometry:

and one process strand:

- Working Mathematically

Values and attitudes operate across all strands and are not attached to special outcomes. Maths is a creative activity. An investigative approach is employed and an extensive variety of concrete materials are used to ensure concepts are understood. In addition, technology, including computers and calculators, are used to assist pupils. We follow the NSW Syllabus.

HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

The aim of H.S.I.E is to develop values and attitudes, knowledge, skills and understanding in students that:

- enhance their sense of personal, community, national and global identity; and
- enable students to participate effectively in maintaining and improving the quality of their society and environment.

The H.S.I.E syllabus allows for easy integration with Religious Education at Our Lady of Dolours as it places special emphasis on values and attitudes.

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SCIENCE AND TECHNOLOGY (S&T)

The aim of S & T is to develop in students – competence, confidence and responsibility in their interaction with science and technology thus leading to:

- an enriched view of themselves, society, the environment and the future
- an enthusiasm for further learning of science and technology

The content strands of S & T are:

- Built Environments
- Information and Communication
- Living Things
- Physical Phenomena
- Products and Service
- The Earth and its Surroundings

The Syllabus requires students to learn about and engage in:

- The process of Investigating
- The process of Designing and Making
- The uses of technology

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PD/H/PE)

The aim of this syllabus is to develop in each student:

- Self-esteem, social responsibility and well-being;
- Movement skills and personal fitness
- The ability to make informed health and lifestyle decisions.

Our Lady of Dolours employs “Sports Pro” to assist with the PE strand of this K.L.A. Each class has at least one PE lesson each week.

The children are involved in a programme that progressively develops their skills in a variety of modified games.

All children are allocated to a Sport Colour House for their time at Our Lady of Dolours.

Two Sports Carnivals are held annually – Swimming in the fourth term and Athletics in the second term.

Our children are eligible to be selected for state level sport competition for the Diocese of Broken Bay Sport Council.

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CREATIVE AND PRACTICAL ARTS

The aim is to develop a lifelong commitment to participate in each of these art forms.
The four strands are:

- Visual Arts
- Music
- Drama
- Dance

Students are encouraged to appreciate the role of the arts in re-affirming, building and challenging society and culture. Our Lady of Dolours employs a specialist music teacher to assist with the music strand of this K.L.A.
Each class has a music lesson once a week.

INFORMATION TECHNOLOGY

Our Lady of Dolours is rich in information and communication technology. Students and teachers make use of technology to compliment the curriculum as well as to learn specific computing skills.

Students have access to Interactive

Whiteboards, desktop computers and laptop computers in each classroom, as well as in the library.

A secure filter is provided for internet access and students use a combination of programmes and internet sites to compliment their learning. Many class teachers create a class internet page that can be accessed in class or at home and can contain homework tasks, extra resources, forums and a variety of other learning resources. These class pages can be accessed from <http://www.old.dbb.catholic.edu.au/myinternet>

LEARNING SUPPORT

Children with Learning Support Needs are well catered for at Our Lady of Dolours. through specialised programmes provided for children experiencing learning difficulties.

We have a dedicated Learning Support teacher as well as learning support staff.

GIFTED AND TALENTED

Children who are identified as Gifted and Talented are catered for in the classroom through differentiation of the classroom programme.

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COMMUNICATION WITH PARENTS

There is regular communication with parents in a variety of ways:

- Weekly Newsletter – posted on the school website each week at: www.ourladyofdolours.nsw.edu.au
- Parent & Teacher Information Nights – (Early Term 1)
- Parents & Friends Meetings at the beginning of each term
- Student Reports on student learning (Term 2 and Term 4)
- Parent & Teacher Meetings – (Term 2)
- Class Overviews – (Beginning of each term)

PARENT INFORMATION EVENINGS

Early in Term One teachers hold a “Parent Information Night.” This night is to give parents the opportunity to meet with the class teacher and for the class teacher to give parents an overview of the year’s work, as well as teacher expectations.

A parent or teacher may request an interview at any time during the year, if a problem or concern arises.

REPORTING TO PARENTS

Reporting at Our Lady of Dolours takes the form of:

- Term 2: Semester 1 Report and Parent & Teacher Meeting
- Term 4: Yearly Report

HOMEWORK

Whilst homework is a valuable aid, it is not the most important aspect of a child's education. It is useful when:

- it gives the student the chance to consolidate what they have learnt at school
- it allows for the fact that children learn and work at different rates and have different needs.
- it increases children's confidence and enjoyment in learning.
- it gives parents opportunities to encourage, express approval and, in general, relate positively to their children
- it develops productive long-term habits of learning and planning.

OUR POLICY

AIMS

- to provide a positive link between home and school
- to begin and develop a pattern of good study skills
- to provide revision and consolidation of concepts

STRATEGIES

- homework will include areas such as reading, mathematics, spelling and other key learning areas as appropriate.
In Kindergarten, homework will be informal and may include activities such as home reading, finding pictures, cutting out etc.
- each class teacher will explain their homework system to parents and carers at the parent information evening at the beginning of each year
- homework will usually be given on four nights of the week, i.e. Monday to Thursday
- Our Lady of Dolours homework policy is to set homework with the amount increasing as the student progresses from Kindergarten to year 6
- suggested time frames: Kindergarten- 10mins Reading
 - Year 1- 10 mins
 - Year 2- 15mins
 - Year 3- 30mins
 - Year 4- 30mins
 - Year 5- 30-40mins
 - Year 6- 45-60minsThese times include reading and are estimates only.

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RESPONSIBILITIES

The role of the teacher is to:

- inform parents regarding the type of homework,
- assign tasks within the competence of the children,
- check written work
- communicate with parents about areas of homework concern

The role of the student is to:

- be responsible for their own work,
- complete assigned tasks on time and to the best of their ability,
- speak to the teacher about any problems they have with the homework.

Children should only spend suggested time on homework.

Parents and Caregivers can help by:

- checking that homework is completed and presented neatly
- communicating with the classroom teacher about any problems their child may be having.
- assisting children with homework, whilst allowing children the freedom to do the work themselves
- knowing that homework is not always of a written kind and it is expected that all types of homework are completed as requested.

Activities may include family discussion, using recipes, research from the local library, gathering objects, interviewing or surveying people, listening to the radio, estimating a shopping list or watching a news programme.

Homework is designed to consolidate, revise and reinforce the work being done at school.

STUDENT BEHAVIOUR MANAGEMENT POLICY

Discipline should be fair, consistent and just. When dealing with behaviour management, the dignity of the child is always preserved in line with Gospel Values. In order to develop self-discipline in children there must be a respect for the rights of others.

All children have the right to learn and all teachers have the right to teach.

Children disrespecting these rights will be disciplined.

At Our Lady of Dolours a high standard of conduct is expected.

OUR AIM

It is the responsibility of the school to provide a comfortable and secure environment where individuals feel safe, valued and respected.

At Our Lady of Dolours we aim to develop the whole person in an atmosphere where Christian attitudes and values are nurtured, the rights of all individuals are protected and respected; and children are encouraged to take responsibility for their own behaviour.

Integral to our policy, is a commitment to consistent and fair practices that are positive, professional and ethical.

No form of corporal punishment is allowed at Our Lady of Dolours.

THEREFORE STUDENTS HAVE A RIGHT:

- to be proud of their school
- to be respected and treated with dignity
- for their personal property to be respected
- to a pleasant and safe place in which to work and play

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ANTI-BULLYING POLICY

Our Lady of Dolours Catholic Primary School Chatswood, is committed to providing a safe and caring environment, which fosters respect for others and does not tolerate bullying.

OUR DEFINITION OF BULLYING

Bullying is defined as repeatedly hurting another person who is less powerful – either physically or psychologically.

STRATEGIES WE WILL USE TO DEAL WITH BULLYING

At Our Lady of Dolours Catholic Primary School we will:

- Openly talk about bullying – what it is, how it affects us and what we can do about it.

- Teach our children the skills which will build their self-esteem and empower them to take responsibility for themselves – and give them the opportunity to practise these skills.

Teach our children the importance of the “by-stander” in breaking the cycle of bullying.

We have formulated a policy which clearly states what actions we will take to deal with bullying behaviour

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SCHOOL RULES

ALL AREAS AT ALL TIMES

Be Respectful



Speak and act with kindness



Share and take turns



Include others and follow the rules



Care for your appearance



Care for belongings and environment.

Be Safe



Have safe and caring hands



Be in the right place at the right time



Make good choices



Wear a hat outside

Be a Good Learner



Be an active listener



Be prepared to learn



Learn and let others learn



Do your best and persist

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OUR SCHOOL DAY

SCHOOL HOURS:	8:45 a.m – 3:00 p.m Playground supervised from 8:15 a.m
MORNING BELL:	8:45 a.m
RECESS:	11:00 a.m – 11:20 a.m
LUNCH:	1:00 p.m – 2:00 p.m
DISMISSAL:	3:00 p.m Afternoon supervision officially finishes at 3.30 p.m.

PUNCTUALITY

Punctuality is important for the children to settle at school and be welcomed.
All children need to be at school for the beginning of the school day at 8:45a.m.
Late arrivals must report to the school office to be signed in.
A coloured slip is then to be handed to the classroom teacher and is a record of late attendance.

SUPERVISION

Children are supervised closely during the school day.

Morning supervision commences at 8.15am and we encourage you to send your child after this time.
There is no supervision provided on the playground until 8:15a.m.

Children who arrive early to school, need to sit on the seats outside the Office and wait for the teacher on duty.

In the afternoon, official supervision finishes at 3.30pm.
If a child is not collected by 3.30pm, parents are then contacted

CHILD'S SAFETY

We place significant emphasis upon the safety and care of our children. Staff are very aware of the need for safety and readily supervise all activities from 8:15a.m to 3:30p.m. Safety programmes are often presented to heighten the child's awareness.

DROPPING OFF AND PICKING UP CHILDREN

There is no parking in the school grounds.
Parents are encouraged to use Chatswood Chase facilities or Kirk Street next to the Church.
In the mornings there is a 'kiss and drop' zone outside the school as well as one in Kirk Street next to the Church.
In the afternoon there is limited parking outside the school in Archer Street and the 'kiss and drop' in Kirk Street will operate as a drive through pick up only.

At the conclusion of the school day, all children leave the school via one of the approved lines.

Teachers are required to supervise these lines closely to maintain order and to ensure that children leave the school premises safely.

After School Care: Line in Area C. The teacher on duty supervises children until Council Staff are ready to leave.

Walking home line: The teacher on duty supervises children until all have arrived, then walks the children to Archer Street then up to Andersen Street.

Waiting line: On the seats outside the school Library.

Kirk Street “Kiss & Ride”: Children are walked to Kirk Street where they are picked up by parents / carers in cars.

The teacher on duty will supervise children here until 3.25pm; children will then be returned to the office area.

PLEASE NOTE: There is no official supervision of children at school after 3.30 p.m.

AFTER SCHOOL CARE

After school child care, is offered by Willoughby City Council. Children are picked up after school and walked by the after school care staff to either the Annex or Trumper Pavilion (Chatswood Oval near Chatswood Station)

BUS/TRAIN PASSES

Applications are available from the school office. Some distance restrictions apply.

SUN SMART POLICY

Our school has a “Sun Smart” Policy which endorses the use of hats and sunscreen. Children are to wear their hat every day of the year. Parents are encouraged to put sunscreen on their children. Children without hats are required to play in the shade.

MORNING TEA / LUNCH

Supply a nutritious morning tea/lunch. Don't overstock the lunchboxes! One sandwich for lunch, fruit or cheese or biscuits for morning tea should be sufficient. No glass bottles or cans are permitted. Poppers or plastic drink bottles only.

Please mark all containers that your child brings to school, with full name – not just initials.

Children unable to eat their lunch, are encouraged to take it home to show parents or carers.

ANAPHYLAXIS POLICY

Our Lady of Dolours is a “Nut & Egg Free Zone”. These foods are not to be brought to school. Birthday cakes, Easter eggs, Christmas and other party treats are not to be brought to school or distributed to other children. Some of our students are allergic to the following:

Nuts- eggs- dairy foods- sesame seeds- pineapple and bee stings

The only exception to this policy is for classroom based activities which are planned and directed by teachers who are aware of this policy and who have informed parents

SICKNESS

Much depends on the assessment of the teacher. If a child is sick, the teacher will contact the School Office to inform the Secretary, that the child is being brought to the Sick Bay.

If your child needs to be sent home, the Secretary will then contact a parent and make the necessary arrangements.

A child who is not healthy, cannot concentrate on schoolwork.

If your child is unwell, please keep him/her at home until completely well.

Some common childhood diseases, which will keep them at home, are:

CHICKEN POX: Excluded for 7 days after spots appear.

CONJUNCTIVITIS: Excluded until discharge from eyes has stopped.

GERMAN MEASLES: Excluded for 7 days from appearance of rash.

HEADLICE: Excluded until hair is completely clear of nits or lice.

HEPATITIS: Re-admitted to school with a medical certificate.

IMPETIGO: Re-admitted if the sores are completely covered by a clean dressing.

MEASLES: Excluded for 5 days from appearance of rash.

RINGWORM: Excluded until all evidence has disappeared or medical certificate is produced.

It is now a requirement that all children starting school must be fully immunised. The school is required, at the entry of children into Kindergarten, to ensure children have received Triple Antigen (Measles, Mumps, Rubella), Polio and Tetanus immunisation. The Certificate of Immunisation is required at the time of enrolment. Please contact your family doctor should you have any concerns regarding immunisation.

MEDICATION

Staff at Our Lady of Dolours are not permitted to administer any medication to a child without written consent and instruction from their parent/carer. The medication must be in the original packaging and a detailed note sent to school. If your child requires daily medication eg: antibiotics, then an "administration of medication to students register" must be completed (available from the school office). Please inform the Principal and class teacher if this is the case for your child.

ACCIDENTS & INJURIES

Children occasionally have minor injuries from their play. All staff are well prepared for first aid and emergency care. Should an emergency arise with your child/children, all efforts will be made to contact the parents, carer or emergency contact listed; and emergency measures will be undertaken by the Principal or Assistant Principal.

Any serious accident or injury is immediately treated and parents/carers are contacted.

It is the parent or carer's responsibility to notify the school of changes to home / work / emergency contact phone numbers.

PLEASE NOTE: It is important that the emergency contact be someone **OTHER** than the parent, eg: a Grandparent, neighbour or close friend of the family. Parents will always be the first point of contact should an emergency arise, however, if we are unable to contact parents we will then use the nominated emergency contact number provided.

MOBILE PHONE POLICY

At Our Lady of Dolours:

- Phones must not be switched on during school hours, including recess and lunchtime. They must not be used to make calls, send text messages, surf the internet, take photos or for any other application. Mobile phones must be kept in children's desks at all times during the day.
- Mobile phones must be clearly labelled with the child's name.
- The school accepts no responsibility for the loss, theft or damage of any mobile phone whilst on school premises.

If parents need to contact students urgently, they are asked to contact the School office so that the important message can be passed on by a member of staff in an appropriate manner. Similarly, if a student needs to make an urgent phone call during the day, the student should request to do so at the school office.

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- If a student displays a mobile phone during school hours, the phone will be confiscated and kept in the school office.
The phone will be returned to the student, only upon receipt of a letter from the student's parent or carer, acknowledging the phone was misused and requesting its return.
 - The school will issue the student with a receipt when a phone is confiscated.
The student must sign a receipt acknowledging return of the phone by school personnel.

ELECTRONIC GAMES

REMINDER to all children and parents, that electronic games are not allowed at school under any circumstances.

We consider that time at school is for learning in all areas of life – social, academic, spiritual, physical and emotional.

Therefore, interaction with other children is considered to be of the utmost importance. Bringing electronic games to school also increases the risk of breakage and loss. Thank you for your support.

Amendments to Law About School Attendance for Students of Compulsory School Age*

Absence From School

What To Do When Your Child Is Absent From School

- On the first day of the absence, contact the school office early in the day either by telephone or email and state the reason for the absence and the likely date of your child's return to school. Please do not delegate this responsibility unless circumstances prevent you from taking care of it personally.
- When your child returns to school, provide a written note providing the reason(s) for the absence. This note must be signed by one of the parents/carers and dated.
- If the absence is due to sickness and lasts for several days, it would assist the school if you obtain a doctor's certificate and provide this with your written note.
- Principals may request a doctor's certificate if you do not provide one. Please note that in the case of frequent absences for which the explanations are questionable, Principals may decline to accept the doctor's certificate as a valid reason for absence. In this case, you would be informed of the Principal's decision in writing.
- The Principal is responsible for accepting or not accepting a parent's/carer's explanation for their child's absence. If an explanation is not forthcoming or is not acceptable, the absence will be recorded as A – Unexplained or Unjustified. If, after seven school days an explanation has not been provided, the absence will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal.
- If an unavoidable absence is planned (e.g. a medical appointment), the school office must be informed in advance, preferably by a hand-written note or email. It would be helpful if copies of relevant documentation (e.g. appointment card) are attached and the note signed by the parent/carer and dated. Alternatively, a phone-call to the school office can be made and followed up with a note/email.

What To Do When Your Child is Late To School

- Lateness is recorded as a partial absence. When monitoring attendance, partial absences are totalled up and converted into the equivalent number of whole day absences. For example: A child regularly arriving to school 30 minutes late three times a week throughout the year will be deemed to have missed 10 days of school.
- When your child is late for school, please provide the school office with a written note/email explaining the lateness. The note should be signed and dated by the parent/carer. Where possible, the note should be provided when your child arrives at school. If not, the note/email should be provided on the next school day. If, after 7 school days an explanation has not been provided, the lateness will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal

* All children from 6 years of age and under the age of 17 years are of **Compulsory School Age** and are legally required to attend school or be registered for home schooling. Alternatively, once they have completed Year 10 they may engage in full-time paid work, or part-time paid work and part-time study. Students who have completed Year 9 may complete Year 10 through an Apprenticeship or Traineeship or complete Year 10 at TAFE.

Applications for Leave in Advance (For Students of Compulsory School Age)

- The Principal can allocate up to 15 days of leave per student in a school year.
- Applications for leave should be made well in advance of the intended date. Only in exceptional circumstances will leave be granted without notice or retrospectively.
- Leave is granted for reasons such as:
 - a misadventure or unforeseen event (i.e. exceptional circumstances)
 - participation in special events not related to the school (e.g. receiving a community award)
 - domestic necessity such as serious illness of an immediate family member
 - attendance at funerals
 - recognised religious festivals or ceremonial occasions
 - other reasons which, at the Principal's discretion, are deemed to be in the best interest of the child.
- **Generally, leave will not be granted for family holidays taken during term time.** An exception to this may be that the family circumstances are such that the Principal considers that the holiday would be in the best interests of the child.
NB. Should Parents/Carers take the leave regardless of the Principal's decision not to grant leave, the school will record the absence as A – Unjustified Absence. Depending on the student's previous attendance record, this can have serious implications as outlined below.
- Leave applications for more than 15 days require an Application for Exemption from Attendance at School. The Principal may grant an Exemption of up to 100 days in a 12 month period. Applications for more than 100 days are forwarded (with a recommendation from the Director of Schools) to the Minister for Education. Detailed application forms are required to be completed before an Exemption from Attendance is granted. Applications cannot be dealt with retrospectively.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Broken Bay Catholic Schools Office is required to take further action where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school. Some of the following actions may be undertaken.

- Initial Compulsory Schooling Undertakings
- Report(s) to Community Services (DoCS)
- Compulsory Attendance Conferences
- Further Compulsory Schooling Undertakings
- Applications to the Children's Court – A Compulsory Schooling Order
- Prosecution in the Local Court

If all attempts by schools, the Catholic Schools Office staff and regional support staff fail to improve a student's attendance, action can be taken in the Local Court and the result can be fines up to a maximum of \$11,000.

ASSEMBLIES

These are held weekly in the playground. Awards are given at this assembly.

EXCURSIONS

These are planned as integral parts of the children's learning and are not social outings. Children are expected to attend. The cost for excursions is generally included in the School Based Administrative Fee.

LIBRARY

The children are encouraged to borrow books from the school library but they must have a library bag. A library bag is available for purchase from Lowes.

BOOK CLUB

At the beginning of each term pupils receive a Scholastic Book Club brochure which lists books that may be ordered through the school if desired. *These purchases are optional.*

LOST PROPERTY

Your child's name should be sewn, or marked on jumpers, cardigans and hats. Raincoats can be labelled with a permanent marker. Drink bottles, lunch boxes, school bags, even shoes and joggers, should be labelled to prevent loss and possible upset.

A lost property basket is located in the foyer. Parents and children are most welcome to look for lost articles there.

All named items will be returned to students and other items will be cleared at the end of each week with any unmarked uniform items taken to the uniform shop for re-sale.

UNIFORM

The school uniform, including school bag and library bag, can now be purchased from Lowes, Victoria Avenue, Chatswood.

All **colour house** sports shirts can be purchased at the school office.

The Uniform Shop at the school, supplies second hand uniforms. Ask at the office for opening times. Children are required to wear black school shoes and white sport shoes for sports days.

PAINTING SHIRT

Dad's shirt cut down to size to cover the entire school uniform is a useful painting shirt. Please ensure sleeves are a comfortable length.

SCHOOL NEWSLETTER AND NOTES

TO PARENTS

The school newsletter is available on the school website www.ourladyofdolours.nsw.edu.au to advise parents of activities and functions held in the school throughout the year and is updated weekly.

Any other school letters/notes will be distributed on a Tuesday (whenever possible), to the eldest child in the family.

Please check your child's bag regularly for letters/notes etc. that are sent home from the school office.

P & F ASSOCIATION

The Parents' and Friends' Association is a social, educational, welcoming and fundraising body within the school.

Through their activities, the parents help to improve the facilities of the school.

Every parent is welcome and encouraged to be an active member of the O.L.D. P. & F. Association.

The weekly P & F newsletter is also available on the school website.

There is a P. & F. levy per family per year which is usually paid with the school fees.

CREATIVE ARTS FESTIVAL

The Annual Creative Arts Festival, is held during Term 3.

Children from Kindergarten –Year 6 participate in this school Performing Arts Programme.

EXTRA CURRICULAR ACTIVITIES

Our Lady of Dolours, offers the following Extra Curricular activities for interested students:

NETBALL

The girls and boys from Years 3 – 6 are invited to play netball for Our Lady of Dolours School in the Northern Suburbs District Association.
The competition runs approximately from March – August and the games are played at Bicentennial Park, Willoughby.

SOCCER

The girls and boys from Kindergarten – Year 3 are invited to play soccer for Our Lady of Dolours School, in the Northbridge District Soccer Association.

BAND

Our school band (Years 3 – 6) plays under the direction of Bluegum2 Music.
Payment for band lessons is not included in the school fees and is an extra cost.

Musical instruments are provided; and cost is included with the band fees.

KEYBOARD LESSONS

Keyboard lessons are provided by VIP Music.
The costs for keyboard lessons are not included in the school fees and are payable as an extra cost.
Information regarding keyboard lessons can be obtained via the school office or the school website.

SCHOOL UNIFORM POLICY

All children at Our Lady of Dolours are expected to be dressed in the correct school uniform.

DRESS EXPECTATIONS

Always tidy, shoes cleaned at least once weekly, ties on properly, shirts tucked in.

Black school shoes for our everyday uniform and white sports shoes for Sports Day.

HAIR

Girls - Long hair should be tied back. Scrunchies or hair ribbons, must be in the school colours.

Boys – Neat, not too long.

JEWELLERY

No nail polish, bracelets, rings, necklaces, etc. or jewellery of any kind.

HATS

All children must wear the school hat for outdoor play.

BAGS

Blue backpack with school logo is available, in two sizes, from Lowes, Victoria Avenue, Chatswood.

The complete school uniform may be purchased from Lowes, Victoria Avenue Chatswood.

The school stocks sports shirts and second-hand items only.

“To Be Our Best”

GIRLS UNIFORM:

<p>WINTER UNIFORM</p> <ul style="list-style-type: none"> o Blue & gold tartan tunic o Sky blue blouse o Knee hi navy socks or navy tights o Black school shoes o School jacket o School Hat o Royal blue or navy hair ribbon 	<p>WINTER SPORTS UNIFORM</p> <ul style="list-style-type: none"> o Cullottes o Colour house t-shirt o School tracksuit with either zip-top or v-neck top o Sandshoes or white joggers o White socks o School Hat o Royal blue or navy hair ribbon
<p>SUMMER UNIFORM</p> <ul style="list-style-type: none"> o Blue/white dress o Short white socks o Black school shoes o School hat o Royal blue or navy hair ribbon 	<p>SUMMER SPORTS UNIFORM</p> <ul style="list-style-type: none"> o Cullottes o Colour house t-shirt o White socks o Sandshoes or white joggers o School hat o Royal blue or navy hair ribbon

BOYS UNIFORM:

<p>WINTER UNIFORM</p> <ul style="list-style-type: none"> o Long grey trousers o Long sleeve grey shirt o Tie o Blue school jumper o Grey school socks o Black shoes o School hat 	<p>WINTER SPORTS UNIFORM</p> <ul style="list-style-type: none"> o School tracksuit with either zip-top or v-neck top o Navy sports shorts o Colour house t-shirt o White socks o Sandshoes or white joggers o School hat
<p>SUMMER UNIFORM</p> <ul style="list-style-type: none"> o Navy shorts o School polo shirt o Navy short school socks o Black shoes o School hat 	<p>SUMMER SPORTS UNIFORM</p> <ul style="list-style-type: none"> o Navy sports shorts o Colour house t-shirt o White socks o Sandshoes or white joggers o School hat

◆ ONLY SCHOOL HATS ARE TO BE WORN – no other hats/caps permissible.

“To Be Our Best”

FINALLY...

No doubt many times during the school life of your child you will become puzzled and confused. In the last few years schools have changed just as our world has changed.

We are about the business of educating our children for the future. The implications of this are very exciting and yet a little frightening.

Because schools have changed and are changing, it is more important than ever that you as parents keep in close contact with the school.

If you are not sure what is happening,
Ask us, you need to know.

If you are not sure why it is happening,
Ask us, you need to know.

If you don't agree with what is happening,
Tell us, we need to know.

If you do agree with what is happening.
Tell us, it's a long journey alone!

“To Be Our Best”