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Our Lady of the Cape

Parent Information 2018

MANY HEARTS, ONE VOICE



WELCOME TO OUR LADY OF THE CAPE PRIMARY SCHOOL, DUNSBOROUGH

Our Lady of the Cape is a Catholic co-educational primary school that was established in 1996. The school now has double stream facilities catering for students from Kindergarten to Year 2, and full single stream from Year 3 – Year 6. The establishment of our school was made possible through the financial support provided by St Joseph's Parish, Busselton and the commitment of the Dunsborough Faith Community. The school is managed on a local level by the Our Lady of the Cape, Dunsborough, Catholic School Board.

The school is committed to providing excellence in educational curriculum. The implementation of the Western Australian (National) Curriculum is a school priority and involves instruction in Religion and all other key Learning Areas.

A strong emphasis is placed on the acquisition of literacy and numeracy skills in all grades. Specialist education is currently offered in Music, Library, Indonesian and Physical Education. A strong emphasis on the performing arts and information technology exists at Our Lady of the Cape. Indonesian is taught in Pre-Primary to Year 6. Students from Year 3 to Year 5 are taught the recorder, while students in Year 6 are taught guitar and involvement in the Bunbury Eisteddfod provides an opportunity for choirs and soloists to participate at an elite level.

A Literacy Support Programme is provided for students identified as at risk and fall within our school guidelines.

The Religious Education Programme is designed to support the role of the parents who are the first "Faith Educators" for their children.

At Our lady of the Cape Primary School is within the newly established Parish of Dunsborough, the church being Our Lady of the Southern Cross Catholic Church. This Catholic Community along with the school assists parents with the preparation of Catholic children for the Sacraments of Reconciliation in Year 3, First Eucharist in Year 4, and Confirmation in Year 6.

2014 saw the start of a new era for OLC with the introduction of double-streaming, starting with our Kindergarten class.

The Parents and Friends Association fundraising enables us to increase the number of resources in all subject areas.

We have access to the Non-Government Schools Psychology Service. These services assist schools to optimise student learning and development.

Overall, we endeavour, as a staff and a community to provide the best possible opportunity, within our resources, for your child to grow and learn in a happy, caring and safe primary school environment, enlivened by Gospel Values.

GOALS

We strive to:

- Encourage each member of our community to integrate faith, life and culture and to live the values of Christ.
- Unite teachers, students and parents as facilitators of learning.
- Develop the spiritual, cognitive, physical, creative, social and emotional attributes of each student so they may reach their full potential.
- Promote learning as a life-long process and encourage a love for learning in each child.
- Provide a dynamic and joyful environment that reflects a positive attitude towards growth and change.
- Recognise and appreciate the uniqueness of each member of our community.
- Promote a safe and secure place of learning.
- Achieve excellence in all our endeavours.
- Welcome parents as valued and contributing members of our school community.
- Encourage a love and respect for our environment.
- Prepare students to be worthwhile and contributing members of our society.

OUR LADY OF THE CAPE SCHOOL STAFF 2018

Principal:	Mr Des Wilkie
Assistant Principal:	Mr Adrian Torrese
Year 6:	Mr Nick Jones
Year 5:	Mr Ben Danaher
Year 4:	Mrs Sandy Ricciardone (Mon – Thurs) Mr Adrian Torrese (Fri)
Year 3D:	Mrs Caitlin Delane
Year 3M:	Mr Sean McSevich
Year 2K:	Mrs Penny King (Mon – Wed, Fri) Mrs Kristy Hunt (Thurs)
Year 2T:	Mrs Alice Tippett (Mon – Thurs) Mrs Alison Martin (Fri)
Year 1P:	Miss Monique Prowse
Year 1S:	Mrs Amy Sherborne
Pre-Primary (PPL)	Mrs Kristy Leahy (Mon – Thurs) Miss Katie Horrocks (Fri)
Pre-Primary (PPB)	Mrs Julie Birch (Mon – Thurs) Mrs Gemma Sorgiovanni (Fri)
Kindergarten (KGR/KGB)	Miss Katie Horrocks

Religious Education Coordinator Mrs Amie Meyer
Early Learning Coordinator Mrs Julie Birch

Teacher Assistants

Kindy Mrs Letitia Jackson, Mrs Rachel Sweeny
KG/PPL Mrs Denise Stokes, Ms Mel Kent, Mrs Letitia Jackson,
 Mrs Lindè Millett-Beatty & Mrs Lisa Annert
PPB Mrs Debbie Young, Mrs Rachel Sweeney, Mrs Lisa Annert
Year 1P Mrs Michelle Hughes
Year 1S Ms Mel Kent, Mrs Lynn Peacock, Mrs Chris Derickx,
Year 2K Mrs Lynn Peacock, Mrs Chris Derickx, Mrs Rachel Sweeny,
 Mrs Annette Keast, Mrs Kylie Rann
Year 2T Mrs Annette Keast, Mrs Kylie Rann, Mrs Rachel Sweeny, Mrs
 Linde Millett-Beatty
Year 3 Mrs Lisa Annert, Mrs Linde Beatty
Year 4 Mrs Chris Derickx
Year 5 Mrs Annette Keast, Mrs Lynn Peacock, Mrs Chris Derickx
Year 6 Mrs Lisa Annert, Mrs Rachel Sweeney, Mrs Lynne Peacock, Mrs
 Annette Keast

Music & Kindy Support Mrs Maureen Horrocks (Mon – Weds)
Learning Support Mrs Brigid Bradley (Mon – Weds)
Sport / PE and Health Mrs Mandy Sinclair (Tues – Thurs)
Indonesian / Maclit Mrs Melinda Kartana (Mon – Thurs)
Library / Digital Technologies & REC Mrs Amie Meyer
Elementary Maths Primary & Mini-Lit Ms Kathy Holt
Extension (Maths) Mr Adrian Torrese
Library Technician Mrs Mary-Lee Kemp
IT Technician Mrs Janine Johnston
Administration Mrs Sandra O'Leary (Finance – Mon to Thurs)
 Mrs Fran Marrell (Admin)
Grounds / Handyman Mr John Hogan
Canteen Manager Mrs Sara Drmota

SCHOOL OFFICE HOURS

Monday to Friday 8.30am – 4.00pm

SCHOOL TIMETABLE: PRE-PRIMARY TO YEAR 6

8.30am to 8.45am - Gathering Time
8.45am - School commences
11.00am to 11.20am - Recess
12.45pm to 1.30pm - Lunch
3.05pm - School finishes

SCHOOL TIMETABLE: KG

8.45am to 3.00pm KGB (Alternate Mondays, Tues & Thurs)

Responsibility for students will be taken between 8.30am and 3.20pm only. Please do not have unsupervised children at school outside these times. Playground facilities are not to be used before or after school as teachers are not on duty in these areas at this time.

UNIFORM SHOP

First Monday of Term 9.00am – 9.15am
Every Wednesday 8.45am – 9.15am
Second hand uniforms (Ask at office)

SCHOOL ADDRESS

245 Cape Naturaliste Road
PO Box 562
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Phone: (08) 9755 3866

Email: admin@ladyofcape.wa.edu.au

Fax: (08) 9755 3720

Newsletter: newsletter@ladyofcape.wa.edu.au

OUR LADY OF THE CAPE SCHOOL BOARD

The OLC School Board is entrusted with the duty of planning, on behalf of the school community, with the school staff (through the Principal) and with the Catholic Education Commission of Western Australia, to meet the present and future needs of the school and the students. Although the Board has no authority in the internal operation of the school, it is a legitimate function of the Board to provide an advisory service to the Principal and staff with respect to policy development and review. In carrying out this role, the Board is **advisory**: *it does not have an operational or administrative role. The Board's sole connection to the operation of the school is through the Principal.*

The Board has no managerial responsibility for the staff. The selection, appointment and review of staff is delegated solely to the Principal by the Bishop of the Diocese.

The School Board finances consist of

- Parent paid school fees
- State Government Grants
- Australian Government Grants
- Parish Contributions

The School Board Annual General Meeting is held during the Term 4 of each year. At this meeting a report on the School Board's activities and the following year's budget is presented. Election of new Board members also takes place at this meeting. All parents are invited and expected to attend this important meeting of the school community.

OLC SCHOOL BOARD MEMBERS 2017

Chairperson	-	Eloise Jennings
Vice Chairperson	-	
Treasurer	-	Tracey Barnard
Secretary/P&F Rep	-	Amanda Prestipino
Principal	-	Des Wilkie
Parish Priest	-	Fr Ian Johnson
Parish Council Rep	-	Vacant
Parents and Friends Rep	-	Lauren Bidesi
School Board Members	-	Sue-Ellen Phillips
	-	Anton Smith
	-	Michelle Baker

All matters or concerns relating to the finances of Our Lady of the Cape Primary School should be addressed to the School Board. Those relating to school fees should be addressed to the Principal.

OUR LADY OF THE CAPE PARENTS AND FRIENDS ASSOCIATION

The Parent's and Friend's Association brings the parent body together for the purposes of fundraising and developing the facilities and community spirit of our school.

ALL PARENTS are members of the Parent's and Friend's Association and are encouraged to support the organisation in its role by attending P&F meetings, busy bees, fundraising activities and community functions.

MANY HANDS MAKE LIGHT WORK!!

You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped and anticipated, that you will participate in at least some of the following areas:

- | | | |
|---------------------------|------------------|------------------|
| - Attending school Masses | - Parent groups | - Coaching |
| - Library | - Classroom help | - Excursions |
| - Busy Bees | - Fundraising | - Special events |
| - Parent/Teacher meetings | - P&F meetings | |

P&F meetings are held monthly with the dates being advertised through the weekly school newsletter. The Annual General Meeting is held during Term 4 each year.

OLC PARENTS & FRIENDS EXECUTIVE 2017

President	-	
Vice President	-	Garry Hodge
Secretary	-	Anna Sidebotham
Treasurer	-	Nadia Murphy
School Board Rep	-	Lauren Bidesi
Pastoral Care	-	Prue Monotti
	-	Deb Brice
Food Garden Coordinator-		Sally Gray, Sherylee Tutt, Amanda Prestipino, Lisa Annert (School Liaison)

CURRICULUM

Our Lady of the Cape Catholic Primary School is committed to providing excellence in educational curriculum. The implementation of the Western Australian (National) Curriculum is a school priority and involves instruction in Religion, The Arts, English, Health and Physical Education, Languages Other Than English, Mathematics, Science, Society and Environment/History, Technology and Enterprise. A strong emphasis is placed on the acquisition of literacy and numeracy skills in all grades.

- Specialist education is currently offered in Music, Library, Indonesian and Physical Education, however, these focuses are subject to change depending on defined areas of priority and provision of funding.
- Students from Year 3 to Year 5 are taught the recorder, while students in Year 6 are taught guitar and involvement in the Bunbury Eisteddfod provides an opportunity for choirs to participate at an elite level.
- A Literacy Support Programme is provided for students identified as at risk and fall within our school guidelines.

RELIGIOUS EDUCATION

Our Religious Education program is based on the Perth Archdiocese Guidelines for Religious Education. This is a comprehensive programme that operates from Pre-Primary to Year 12. This programme will run within a school environment that integrates faith, life and culture.

An important focus for our Religious Education programme will be the preparation of children for the Sacraments of Reconciliation (Year 3), Eucharist (Year 4) and Confirmation (Year 6). Students not of the Catholic faith will participate in the preparation and then support their classmates when they receive the Sacraments. Students are expected to be part of all activities relating to Sacramental programmes.

CO-CURRICULA ACTIVITIES

During the school year there are a number of activities that are provided outside of normal school hours. These may include special Masses, graduation, sporting activities, concerts, parent/teacher nights, report interviews, parent meetings for Sacraments and camps and other such events.

These events are always organised with the needs of the students in mind, therefore attendance is compulsory.

COMMUNICATION

- Parents are recognised as the prime educators of their children, therefore a common understanding between teachers, parents and students is encouraged. At Our Lady of the Cape we use a three way approach in the evaluation and assessment of your child's learning that incorporates input from school, home and students.
- Parent Information evenings are held in each class at the commencement of the new school year.

- If parents have any queries regarding their child's schooling, they are encouraged to make an appointment to discuss the matter with the teacher. After the meeting with the teacher, an appointment can be made with the principal if further clarification is required.
- Communication books and student diaries are also used to liaise between home and school.
- Parent/teacher meetings and interviews are held during the year so that parents can be informed of classroom operations and the progress of their child.
- An electronic fortnightly newsletter is sent so that parents can be informed about the activities happening at the school.
- The parent notice board (outside each classroom) also carries important information.
- Open communication between home and school is encouraged at all times. Parents are asked to seek information from the appropriate sources so that accurate information is received and queries can be responded to.
- A calendar of events is located on the school website and is updated regularly.
- Class blogs are posted on the website on a regular basis.

DISCIPLINE

At Our Lady of the Cape we expect a high standard of behaviour from all our students. Positive reinforcement is used by all teachers to encourage appropriate behaviour and respect for others. Classroom rules are established in a collaborative manner.

A shared belief at Our Lady of the Cape is that a teacher's time should be used to help all children learn and their time should not be spent disproportionately on a minority that may choose to misbehave in a continuous manner.

Should there be continued occurrences of inappropriate behaviour then the procedures outlined in the school's discipline policy are followed. Parents are informed of behavioural problems promptly and are encouraged to work with the school in rectifying the situation.

It is important to remember that students are ambassadors for the school whether they are at school or in the wider community.

Our Lady of the Cape adopts a zero tolerance approach to serious matters that affect the safety and well being of the students in the school community.

PARENTAL INVOLVEMENT IN SCHOOL

Our Lady of the Cape is fortunate to enjoy a large amount of parental involvement. This not only enhances the learning programmes but also gives parents the opportunity to be a part of their child's education at school. There are a wide range of areas that parents can assist in classroom programmes such as wet area helpers, writing rosters, reading rosters, library helpers and so forth.

KINDERGARTEN

Students who *turn four years old before July 1* are eligible to attend Kindergarten.

Children wear clothing that permits freedom of movement. Windcheaters and Polo shirts with a school motif are available (optional).

It is extremely important that children are picked up on time, as they can get quite upset if left waiting. As children need to be supervised at all times, it means the teacher cannot carry on with other duties until all children are collected.

PARENT ROSTERS

As for any other Kindergarten or Pre-Primary group of children, parents are needed to fulfill roster commitments in order to help teachers and assistants in the students' learning activities. Parent volunteers are important to all classes at Our Lady of the Cape and their contributions are appreciated.

PRE-PRIMARY

Pre-Primary operates on a full time basis (five full days). All children need to bring a piece of fruit each day for their shared fruit time. Students in Pre-Primary wear the school's sports uniform each day with the option of wearing sandals instead of joggers.

SCHOOL FEES

The school fees for the coming year will be presented at the School Board Annual General Meeting held during Term 4 each year. A School Fee Schedule and an explanation of the breakdown of all fees will be sent home during the first weeks of Term 1 each year.

To assist parents in meeting their school fee obligations, there are several options available for fees payment.

- Payment of the year's fees in advance.
- Payment of fees by term (accounts are sent home every term).
- Payment of fees by weekly, fortnightly or monthly installments.
(This option is available through negotiation with the Principal).
- Payment of fees using EFTPOS facilities.
- Parents experiencing difficulties with fees payment are asked to arrange a meeting with the Principal to discuss available options.

PUNCTUALITY

Punctuality is important in order to ensure a smooth start to the school day. If students arrive late, they disrupt the class routine and require extra documentation on the register in recording their late arrival as well as a *Late Arrival* Form being filled in by parents. Learning to be punctual is also an important life skill. Please look after your child's best interests and support your child's teacher by ensuring that punctuality is observed.

SICKNESS

If your child is ill, **DO NOT SEND TO SCHOOL**, please keep him/her at home until he/she has recovered. If a child becomes ill during the day, parents will be notified. Please call the school if you require information on communicable diseases.

STUDENT ABSENTEEISM

If your child is absent from school, a written explanation is required by the class teacher in order to fulfill legal responsibilities. Should a child need to be collected during the school day for any reason, a *Student Absentee Note* **must** be filled in.

If students are away from school you **must** notify the school by 9.30am and an *Absentee Form* **must** be completed as soon as your child returns to school. Please sign your child in (or out) at the office if they come in late or leave early. As a requirement from the Catholic Education Office, parents must notify (by email or phone call) the school by 9.30am if your child/ren will be absent from school for that day. If the school has not been notified by 9.30am of your child's absence, you will receive a SMS text message (at your expense) to explain the absence. If you have previously filled out an absentee note or notified the classroom teacher of your child's absence then you do not have to notify the school. This applies to all students of OLC from Kindy to Year 6.

Please arrange vacations so that they coincide with school holidays. If your child is to be absent from school for an extended period of time, *Extended Leave Forms* **must** be completed and lodged at the office prior to commencement of leave.

REPORTING

Reporting currently takes the form of:

- A Parent Information night with each class teacher at the start of Term 1.
- Formal 3 way interviews will be held with the teachers, parents and students in Term 2 discuss the student's academic achievement.
- Student Learning Journeys (showing students work in class) held during Term 3.
- A written report at the end of Term's 2 and 4.

PARENT INTERVIEWS

Informal contacts between teachers and parents can be extremely valuable. Parents are encouraged to make appointments to discuss their child's learning regularly. There are formal and compulsory opportunities for parent/teacher discussions on student progress. The exchange of information in these discussions allows the school and home to confer to determine "How we are doing?" and "How can we do better?", so that individual student goals can be continually adjusted.

SCHOOL UNIFORM

All students attending Our Lady of the Cape are expected to wear the correct school uniform. The purpose of a school uniform is to:

1. Promote pride and loyalty in the school.
2. Remove competition in dress, and
3. Develop neat grooming habits.

Order forms are available from the school office. Payment needs to be made when order forms are lodged.

Should a student be out of uniform, a note must be sent to school. The situation should then be rectified as soon as possible. Students are expected to wear their uniform in a neat and tidy manner even when outside the school grounds.

IMPLEMENTATION

The school uniform is to be worn as seasonally indicated. Summer uniform to be worn by all students during Term 1 and 4. Winter uniform to be worn by all students during Term 2 and 3. On certain days, e.g. School Photos, School Sports specific uniform may be designated at the Principal's discretion.

- All items of uniform should be purchased from the uniform shop at Our Lady of the Cape Primary School.
- Students are also required to supply an art smock and library bag.
- Free Dress Days will be approved as appropriate by the Principal. On these days students need to wear appropriate clothing to participate safely and appropriately in the school day.

BOYS SCHOOL UNIFORM

Summer:

- Grey shorts.
- White school shirt.
- Brown sandals (no socks) or black lace up school shoes and short grey socks (socks available from uniform shop).

Winter:

- Grey melange trousers.
- White school shirt.
- Teal school jumper.
- Black lace up school shoes and grey socks.

Sports:

- Teal polo t-shirt (Tuesdays).
- Faction polo t-shirt (Fridays).
- Black rugby style shorts.
- White or light grey sports joggers. The joggers must be at least 75% white/light grey and please avoid particularly colourful markings. Brightly coloured laces will need to be replaced.
- White sport socks (above the ankle).
- School rugby top.
- Black track pants.

GIRLS SCHOOL UNIFORM

Summer:

- Teal 'summer' dress.
- Brown sandals (no socks) or black lace up school shoes and white socks (above the ankle) – available from the uniform shop.

Winter:

- Teal tunic.
- White school shirt.
- Teal school jumper.
- Black lace up school shoes.
- White ankle socks (above the ankle) / black tights optional.

Sports:

- Teal polo t-shirt (Tuesdays).
- Faction polo t-shirt (Fridays).
- Black rugby style shorts.
- White or light grey sports joggers. The joggers must be at least 75% white/light grey and please avoid particularly colourful markings. Brightly coloured laces will need to be replaced.
- White sport socks (above the ankle).
- School rugby top.
- Black track pants.

PRE PRIMARY SCHOOL UNIFORM

Summer:

- Teal polo t-shirt (Mon - Thurs).
- Faction polo t-shirt (Fridays).
- Black rugby style shorts.
- Brown Sandals (no socks)
- Or white or grey sports joggers. The joggers must be at least 75% white/light grey and please avoid particularly colourful markings. Brightly coloured laces will need to be replaced. White sport socks (above the ankle).

Winter:

- Teal polo t-shirt (Mon - Thurs).
 - Faction polo t-shirt (Fridays).
 - Black track pants or black rugby style shorts.
 - White or light grey sports joggers. The joggers must be at least 75% white/light grey and please avoid particularly colourful markings. Brightly coloured laces will need to be replaced.
 - White sport socks (above the ankle).
 - School rugby top.
- School hats must be worn out to play for Term 1, 2, 3 & 4. Our Lady of the Cape Primary School has a 'No Hat, No Play' rule for all students.
 - All clothing is to be labelled in LARGE DARK LETTERS with a proper marking pen. This applies especially to HATS, TRACKSUITS & JUMPERS.
 - There should be no mixing of the regulation uniform and sports uniform.

- Children are allowed to wear approved school jackets to school during Terms 2 and 3. *The school jumper MUST be worn under the jacket. The jacket is not in place of the school jumper.*
- All items of uniform must be purchased from the uniform shop excluding footwear. School socks and tights need to be purchased from the uniform shop so that colour and style remains constant.
- Sports socks (above ankle high, no low cut) are not to have coloured bands or logos.
- Boots are not part of the school uniform.

Sports uniform is to be worn on Wednesdays (Y3 – Y6) and Thursdays (PP – Y2) and Fridays (PP - Y6) (faction shirt should be worn on Fridays only).

PLEASE ENSURE ALL ITEMS OF UNIFORM ARE CLEARLY NAMED

KINDERGARTEN SCHOOL UNIFORM

The only item of school uniform is the polo shirt (optional).

Kindergarten students should wear comfortable, practical and safe clothing suitable for a very active day. Each student should bring in his/her own hat.

HAIRSTYLES

In keeping with uniform standards, hairstyles should be conservative and neat. Fashion styles involving colour, very short cuts, undercuts, etc, are not acceptable.

Hairstyles need to conform to the following standards:

- Hair is to be clean, off the face and appropriately groomed and combed.
- Hair (for boys) is to be cut to collar length.
- For hygiene reasons, hair below collar length must be tied up with a school scrunchy or a black elastic band. No coloured hair accessories please.

LOST PROPERTY

Unmarked lost property will be kept for one month and then sold through the uniform shop. Lost property will be stored in the ECC area.

HAIRSTYLES

Hairstyles, in keeping with the concept of uniform, should be natural and conservative. Student's personal appearance at primary school level should be totally natural. School is not a fashion show and individual styles if allowed, through peer pressure, place demands on other families to provide similar experiences for their children.

Hairstyles should therefore conform to the following standards:

- Hair is to be clean, off the face and appropriately groomed and combed.
- Hair is not to be coloured or styled in an unnatural way.
- For hygiene reasons hair below collar length must be tied back with a school 'scrunchy'. Fashion or fad hairclips are not part of the uniform.
- Only matching sleeper earrings or studs to be worn. One earring or stud of a matching pair to be worn in each ear. An earring in one ear only is not to be worn. No other body piercing is permitted.

JEWELLERY

The wearing of jewellery is not encouraged at Our Lady of the Cape for safety reasons. A watch and/or necklace with a Christian symbol may be worn. Girls may wear one pair of small studs or sleepers.

No nail polish or makeup is allowed during school hours.

ANAPHALAXIS – ALLERGIES

Many products contain hidden allergens and therefore, banning one product or a range of products may not totally eliminate the risk, thereby creating a false sense of security. Our Lady of the Cape in recognising the severity and the life threatening nature of these allergens has put into place that the school grounds of Our Lady of the Cape is a nut free area.

It is very important that students, parents, staff and visitors comply with school policy and do not enter the school with products that contain nuts.

ASSEMBLIES AND SCHOOL MASSES

Assemblies are held on most Friday's and Class Masses most Wednesday's. Notification of dates will be given to parents via the newsletter and term calendar. All parents, relatives and friends are encouraged to attend. Masses held at Our Lady of the Southern Cross Church and school assemblies are held in the school's undercover area/multi-purpose Hall.

SCHOOL BUS

Two bus services operate for students attending Our Lady of the Cape. Swan Transit operate a fare charging service for students who live within 4.5 km of school. A school bus service, free of charge, operates for students who live more than 4.5 km from school. Please ask at the office for further information.

There is a form on the parents' notice board in the Early Childhood Centre that must be filled in at the beginning of each week so that young children travelling on the bus can be accounted for. Only children named on this form will be placed on a bus. In the best interests of all students, no verbal instructions from students will be deemed valid. The school supports the bus driver's right to refuse to transport students who misbehave on the bus. Misbehaviour reported on the bus is treated as a serious matter.

MEDICATION

The school's policy on the administering of medication has been developed with the students' well being in mind, in accordance with the directions from the Catholic Education Office. It is preferred that all medication is given by parents or guardians or by the students themselves. In the case of an extraordinary situation regarding the distribution of medication, please obtain a policy document and form from the office.

SCHOOL CAMPS AND EXCURSIONS

Parents will be notified in advance of all details relating to camps and excursions. Every camp and excursion is organised so that it enhances the school curriculum and full safety precautions are adhered to. As these activities form an integral part of your child's education, attendance is compulsory.

LIBRARY

Every student has access to the school library and from year one onwards may take books home. Any books taken home must be placed inside a waterproof library bag and need to be looked after. The cost of replacing damaged or lost books will be met by parents. Please note your child's library day and ensure they have their library book/s with them.

BIRTHDAYS

Birthdays are recognised during school assemblies as this is a special day for each child. Holiday birthdays are mentioned prior to or after vacations. You may wish to send a cake along to school to help your child's classmates share in the celebration. Children can feel left out and can become quite upset if party invitations are distributed in a classroom setting and they are not invited. Should your child be hosting a party, and only some class members are invited, please do not distribute the invitations at school.

BICYCLES

Students riding to school must wear a helmet and wheel their bikes when they are on school property. It is hoped that all students who ride have appropriate road safety skills.

ROAD SUPERVISION

Students who need to cross Cape Naturaliste Road are supervised by a teacher after school each day. Students must wait for the teacher on duty to collect them from the school grounds.

Students being collected from Sloan Drive by their parents will also be supervised.

CANTEEN

A canteen currently operates for two days per week (Tuesday and Thursday). Lunch order bags need to be filled in and placed in the class container. A menu is sent home early in the year and updated as necessary. Parents are needed to assist in the canteen on a roster basis.

SCHOOL NURSE

The school nurse visits the school on a regular basis to:

- Examine children in the different year levels as required.
- Administer vaccination as required.
- Check hearing and eyesight on request;
- Check for head lice on request;
- Advise parents on health matters.

BOOK CLUB

The Scholastic Book Club order form will be sent home twice a term and children may buy any of these books by returning the order and the money to school by the required date. Books will be distributed following delivery to the school. Cheques should be made payable to 'Scholastic Australia'.

OUR LADY OF THE CAPE PRIMARY SCHOOL, PRIVACY COLLECTION NOTICE

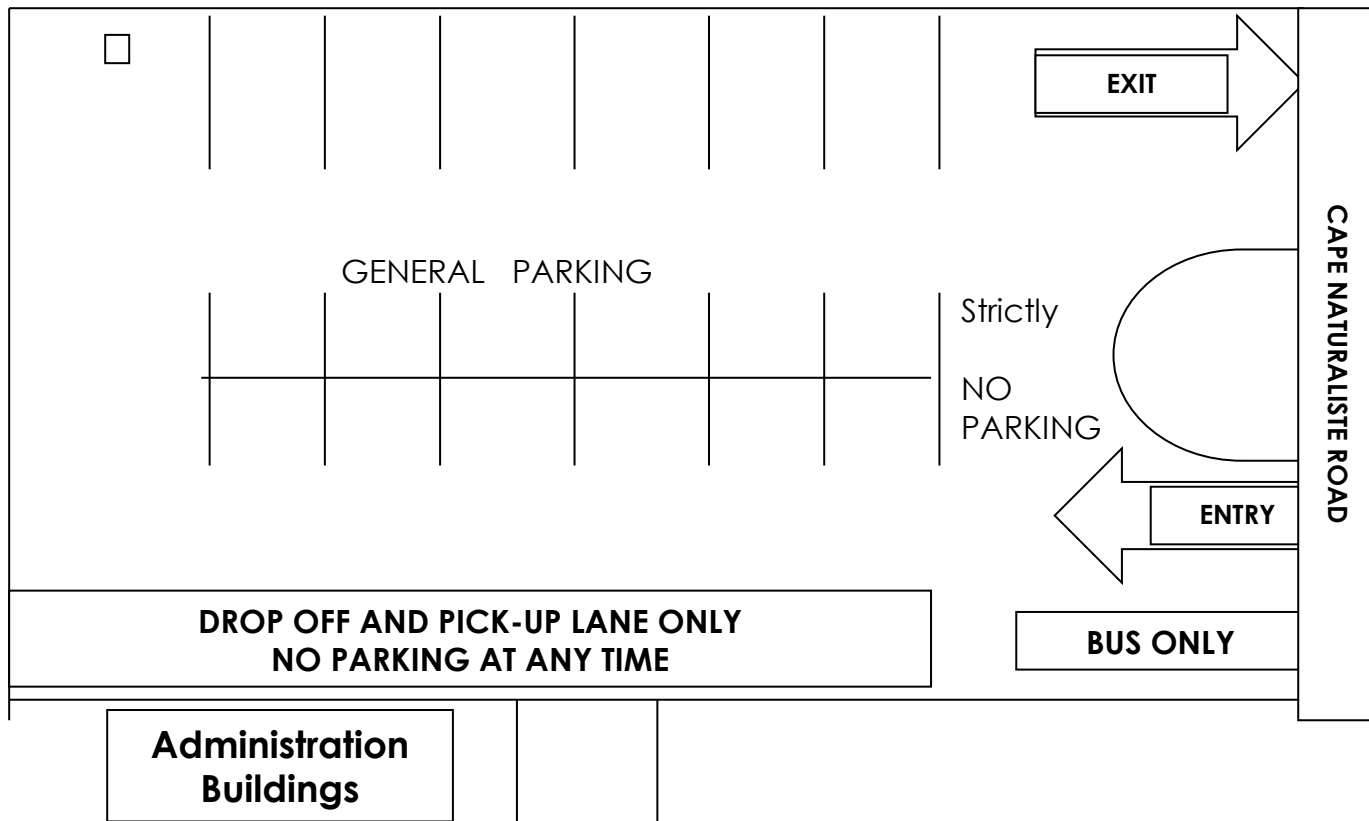
- Our Lady of the Cape Primary School collects personal information, including sensitive information about pupils, parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils.
- The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, schools within other Dioceses, medical practitioners and people providing services to Our Lady of the Cape Primary School including specialist visiting teachers, sports coaches, volunteers and counsellors.
- If Our Lady of the Cape Primary School does not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievement, pupil activities and other news is published in School newsletters and magazines.
- Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

- As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- We may include your contact details in a class list and school directory.
- If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school.

CARPARK SAFETY

- **DO NOT** let your child/ren leave the car and enter the school grounds while you remain in the car. You need to walk your child/ren from the carpark onto the school grounds.
- **DO NOT** wait in your car after school and have your child/ren come to you. You need to collect your child/ren and walk them to the car.
- **DO NOT** let your child/ren run around the carpark.
- **YOU** need to supervise your child/ren at all times while in the carpark.
- **YOU** are responsible for the safety of your child/ren once you have collected your child from the classroom.
- When entering and leaving the school carpark **PLEASE DRIVE SLOWLY** and be constantly **ON THE LOOKOUT** for any children in the carpark.

School Car Park Arrangements (5 km speed limit at all times)



There is an overflow car park next to the oval that can be used when the car park is full or if it is preferred by parents.

Car Park Organisation

In order to relieve the pressure on our top car park, a pick – up facility, monitored by staff, operates each afternoon. If you would like your child to be picked up via this lane, please tick them off on the pick up lane form (outside ECC wet area) (PP – Y2). Y3 – Y6 children can just join the pick up lane queue after the bell rings at the end of the day. If you are using the pick up lane for the first time, please advise the office so two copies of your family name can be printed out to be attached to your car visor to assist with easy identification of parents.

In order for this to operate effectively you are asked to remember:

- **No cars are to park anywhere along the Drop Off/ Pick Up Lane. This includes the very end of the lane.**
- **No parking anywhere that is not a marked parking bay.**

All parents are encouraged to use the pick up facility that is provided after school.

- Please notify the office if you wish to use the pick up lane and some cards which can be attached to your visor identifying the family name will be created for you.
- If your child is in PP – Y2, please note which days they will be on pick up lane on the board outside the ECC area and note in the class communication booklet.
- Enter the pick up lane between **3.10pm and 3.20pm.**
- When your car reaches the most western point of the lane your children will be taken to the car by the teacher on duty and allowed to enter through the passenger side.
- Please be patient in wet weather.
- Promptly leave the pick up lane.

Your patience and cooperation is always appreciated when student safety needs to be considered.

Bus Service

A town (paid) and rural (free) bus service operates in Dunsborough. Please contact the school office for more information.