

245 Cape Naturaliste Rd
PO Box 562
Dunsborough WA 6281

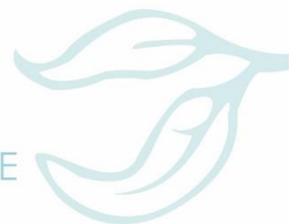
t: (08) 9781 3200
e: admin@ladyofcape.wa.edu.au

www.ladyofcape.wa.edu.au



Parent Information 2024

MANY HEARTS, ONE VOICE



OUR LADY OF THE CAPE SCHOOL STAFF

Principal: Mrs Angela Hegney
Assistant Principals: Mr Adrian Torrese
Mrs Amie Meyer

TEACHING STAFF

Y6D	Mrs Caitlin Delane	
Y6J	Mr Nick Jones	
Y5D	Mr Ben Danaher	
Y5M	Miss Tenille Lamotte (M/T)/Mr Sean McSevich (W-F)	
Y4K	Mrs Penny King	
Y4L	Mrs Annie Lord (M-W) & Mrs Megan Zanetti (T/F)	
Y3C	Miss Millie Charlton	
Y3R	Mrs Sandy Ricciardone (M-W)/Mrs Gemma Sorgiovanni (T/F)	
Y2Mc	Miss Amy McFarlane	
Y2M	Miss Natalie Matthews	
Y1K	Mrs Sheree Knezevic	
Y1N	Mrs Tarma Neal	
PPA	Miss Grace Anderson	
PPT	Mrs Kristie Turner	
KGH	Miss Katie Horrocks	
KGW	Mrs Monique Wendelin	
PKH	Miss Katie Horrocks	
PKB	Mrs Michelle Blythman	
Challenge Academy		Mr Adrian Torrese
Dance		Mrs Ellie Haines
Fundamental Movement Skills & Health		Mrs Alison Martin
Indonesian/ Student Support		Mrs Melinda Kartana
Music		Mrs Amy Sherborne/Mrs Jessica Graham
Religious Education Coordinator		Mrs Amie Meyer
Sport		Mrs Mandy Sinclair (Tue – Thur)
Science		Mr Sean McSevich (Y3-6) & Mrs Alison Martin (Y1-2)
Reading Support Coordinator		Mrs Kathy Holt

TEACHER ASSISTANTS

Mrs Letitia Jackson, Mrs Jodie Spencer, Mrs Rachel Sweeny
Ms Mel Kent, Mrs Letitia Jackson, Ms MaryLee Edwards
Mrs Lindè Millett-Beatty, Mrs Debbie Young, Ms Abby McFadden
Mrs Lisa Annert, Ms Nikki Butterly, Ms Alice Huxtable, Mrs Lynn Peacock,
Miss Phoebe Linwood, Mrs Lauren King, Mrs Tina Hayward
Mrs Prisca Glaskin, Ms Joni Beeston, Mrs Bron Byrne, Ms Tenille Lamotte;
Mrs Leanne Gibbons, Mrs Misty Hearne

ADMINISTRATION

Administration

Mrs Fran Marrell (Admin) (M-F)
Mrs Jodie Spencer (Admin) (M)
Ms Leah Reilly (Admin) (F am)
Mrs Kaya Jecks (Finance) (M,W,T)
Mrs Sandra O'Leary (Finance (W,F)
Mrs Sara Wielgus (Finance)
Mrs Pippa Walsh (M,T,F)
Mr Robert Wielgus (Mon - Thu)
Mrs Janine Johnston (T, T)
Mrs Mary-Lee Kemp / Leah Reilly

Canteen Manager

Grounds / Handyman

IT Technician

Library Technician

SCHOOL OFFICE HOURS

Monday to Friday 8.30am – 4.00pm

SCHOOL TIMETABLE: PRE-PRIMARY TO YEAR 6

8.30am to 8.40am	-	Gathering Time
8.40am	-	School commences
10.40am to 11.00am	-	Recess
1.00pm – 1.40pm	-	Lunch
3.00pm	-	School finishes

SCHOOL TIMETABLE: Kindy

8.45am to 3.00pm Tuesday, Thursday, Friday (Monday – optional extra day)

SCHOOL TIMETABLE: PRE KINDY

8.45am – 9am	Gathering time
9am	PK commences
3pm	PK Finishes

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

Every Wednesday of term	8.20am – 8.50am (for fittings and sale items)
Ordering	Permapleat (via website) https://www.ladyofcape.wa.edu.au/uniform.html
Second hand uniforms	(Ask at office – cash preferred)

SCHOOL ADDRESS

245 Cape Naturaliste Road
PO Box 562

Dunsborough WA 6281

Phone: (08) 9781 3200

Email: admin@ladyofcape.wa.edu.au

Absent Line: (08) 9781 3201

OUR LADY OF THE CAPE SCHOOL ADVISORY COUNCIL

The OLC School Advisory Council 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 Council has no authority in the internal operation of the school, it is a legitimate function of the Council to provide an advisory service to the Principal and staff with respect to policy development and review. In carrying out this role, the Council is **advisory**: *it does not have an operational or administrative role. The Council's sole connection to the operation of the school is through the Principal.*

The Council 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 Advisory Council finances consist of

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

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

OLC SCHOOL ADVISORY COUNCIL MEMBERS

Chairperson	-	Craig Saunders
Vice Chairperson	-	
Treasurer	-	Amelia Hart
Secretary/P&F Rep	-	
Principal	-	Angela Hegney
Assistant Principals	-	Adrian Torrese / Amie Meyer
Parish Priest	-	Fr Archie
SAC Members	-	Ben McCarthy Judd Heitman Leah Pearson

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

OUR LADY OF THE CAPE PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends 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 Parents and Friends 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
- Canteen
- Classroom help
- Excursions
- Busy Bees
- Fundraising
- Special events
- Parent/Teacher meetings
- P&F meetings
- Library

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

OLC PARENTS & FRIENDS EXECUTIVE

Jessica Duffy
Penny Woods
Laura Paxinos

RELIGIOUS EDUCATION

Religious Education has a mandated and formal curriculum for classroom learning and teaching for Years PP -12. The curriculum is distinct from, but complements faith formation and integrates faith, life and culture.

An important focus for our Religious Education program, 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 programs.

Our school has deeply implemented the Making Jesus Real (MJR) way of life into our school community.

CO-CURRICULAR 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, volunteering at St Georges "Manna & Mercy" kitchen, 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 newsletter is sent on a Thursday fortnightly, so that parents can be informed about the activities happening at the school.
- 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.
- Seesaw (online app) allows you to access photos and announcements regarding your child's learning throughout the term.
- The school has a facebook page: <https://www.facebook.com/OLCDunsborough/>

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 chose 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 programs 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 programs.

PRE KINDERGARTEN

The school runs a Pre Kindergarten program, which operates on a Wednesday from 9am – 3pm. Children who have turned three may attend this program. Please note that a separate application needs to be completed for your child to attend Kindergarten – Year 6 at OLC.

KINDERGARTEN

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

Kindergarten days are Tuesday, Thursday and Friday.

Our Early Childhood Centre aims to foster children's learning through acknowledging and encouraging each individual's characteristics of belonging, being and becoming in a safe, happy, inviting environment that balances a play-based learning program with essential explicit teaching in literacy and numeracy.

PRE-PRIMARY

Pre-Primary operates on a full time basis (five full days). All children need to bring in their own morning tea and lunch. 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 Annual Community 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.

Student Insurance

Playing sport, riding bicycles, at home and in the playground, students are at risk from injury. Student Care provides benefits for a range of events such as death, total and permanent disablement, loss of sight and broken bones resulting from personal accident injuries. The policy also covers medical services for which a Medicare benefit is not available, such as dental and physiotherapy. If your child has a significant injury, please contact the school office for more information.

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.

Arriving Late – Leaving Early

If for any reason a child is late (or leaving early), a parent is required to come to the office to sign in/out on Ipad.

SICKNESS

If your child is ill, please **DO NOT SEND THEM TO SCHOOL**, 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.

If students are away from school please notify the school by 9.00am and complete of an *Absentee Form* as soon as possible. If the school has not been notified by 9.00am of your child's absence, you will receive a SMS text message to confirm 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.

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 at the start of Term 1.
- Formal interviews will be held with the teachers and parents discuss the student's academic achievement.
- Student Learning Journeys/Opening Evening (showing students work in class) held during Term 3 for PP – Y6.
- A written report at the end of Term's 2 and 4. (KG T4 only)

PARENT INTERVIEWS

Informal contacts between teachers and parents can be extremely valuable. Parents are encouraged to make appointments to discuss their child's learning. 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 (PP-Y6)

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.

The Uniform Shop is open on Wednesdays from 8.20am – 8.50am for fittings only. Second hand uniforms can be viewed by obtaining a key from the school office. These should be paid for in cash.

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.

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 Permapleat via our website.
- Students are also required to supply a library bag.
- No Hat No Play policy.
- 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.

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 longer than collar length needs to be tied back (boys and girls) 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 undercover area. Small or valuable items will be held in the school office.

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.

SCHOOL BUS

Two separate bus services operate for students attending Our Lady of the Cape (involving three buses). 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 (Year PP – Y2). Only children named on this form will be placed on a bus. Please also write in your class teacher's communication book. 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. Please always advise the school should your child develop a medical condition that we should be aware of. If medications are held at the school for your child, it is the responsibility of the parent to ensure that all medications are kept up to date.

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.

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

There is a **supervised** crosswalk for students who need to cross Cape Naturaliste Road.

CANTEEN

A canteen currently operates on Monday/ Thursday and Friday. Orders can be made online only via the following link: www.quickcliq.com.au. Parents are needed to assist in the canteen on a roster basis. Please volunteer your services to keep this option available to our students. The menu and roster can be accessed by viewing our website <http://www.ladyofcape.wa.edu.au/canteen.html>.

SCHOOL NURSE

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

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

BOOK CLUB

The Scholastic Book Club order forms are sent home once per term and children may buy any of these books by ordering online by the required date. Books will be distributed following delivery to the school.

CARPARK SAFETY:

In the interests of safety for your child, please:

- **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.

Car Park Organisation

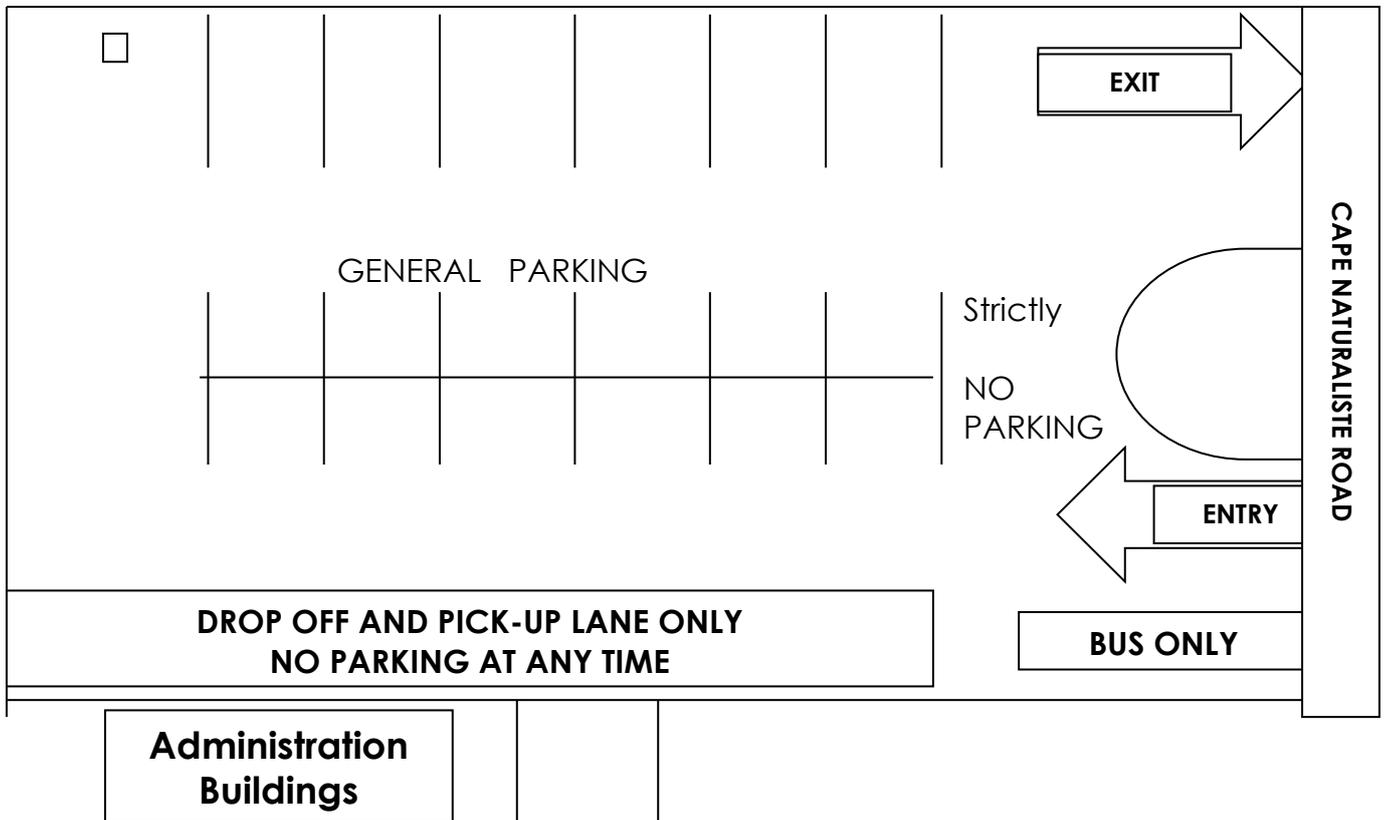
In order to relieve the pressure on our top car park, a pick – up facility, monitored by staff, operates each afternoon. If you would like your child to be picked up via this lane, please tick them off on the pick up lane form (outside ECC wet area) (PP – Y2). Y3 – Y6 children can just join the pick 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.

School Pick Up Arrangements (Cape Naturaliste Rd) (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.

Naturaliste Pick Up Lane:

- 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 **3.00pm (not before to allow for buses to enter and leave) and 3.15pm.**
- 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.

Sloan Drive Pick Up Lane

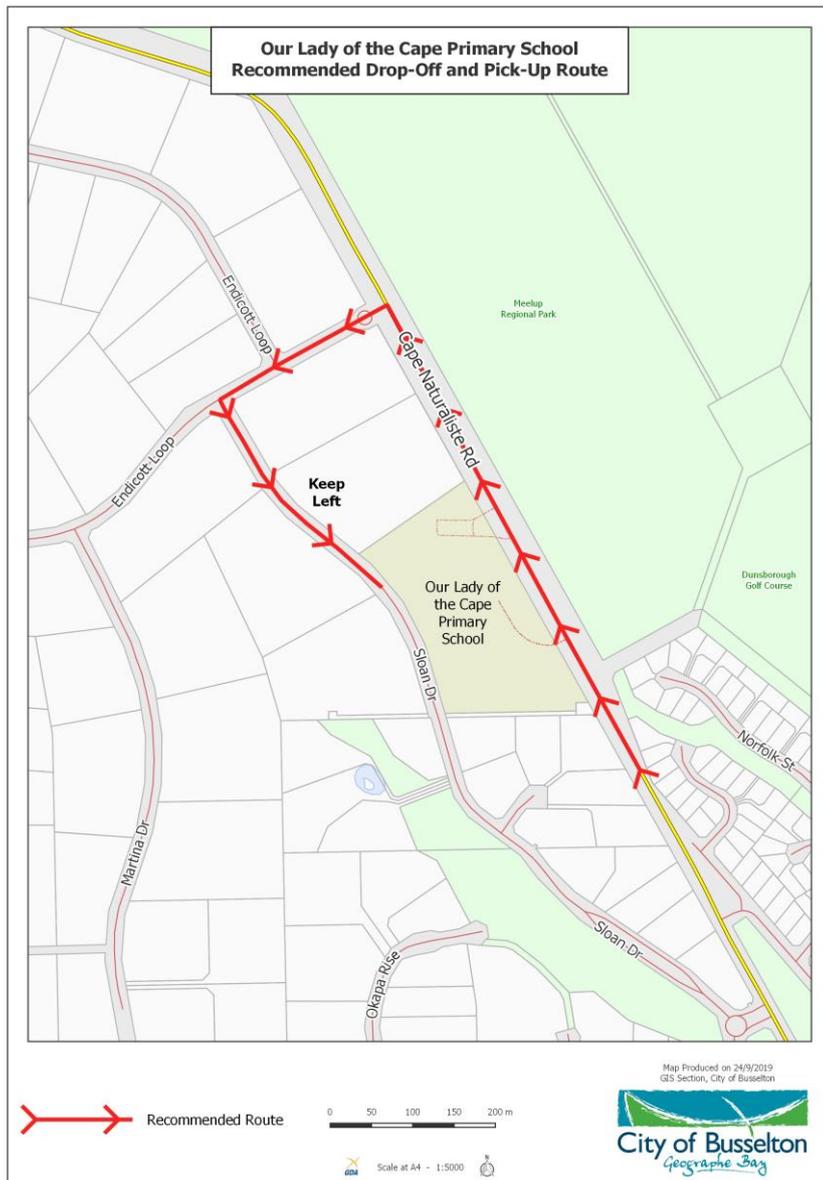
- Parents are welcome to use this lane to drop their students in the morning. The children should enter the school via the steps beside the year 6 classroom.
- A reminder that the after school pick up lane off Sloan Drive is for students in years 4, 5 and 6 and their younger siblings.
- There are six designated parking bays. Please park in these bays and the staff will supervise the children to your car.
- If parents would like their younger siblings (up to year 2) to be collected by his/her older siblings (from years 4, 5 and 6), they should write the student's name and grade on the list outside the entry to the ECC (Early Childhood Centre).
- Our Education Assistant's will assemble the children on the list and line them up in this area for their older siblings to collect on the 3.00pm bell and take them down to the assembly area adjacent to the undercroft of the new classrooms.
- Please note it is important that parents **DO NOT park and leave their cars** in the pick up lane – either in the morning for drop off or in the afternoon for pick up.

Please Note Year 3 children, who are eldest in the family, must use the existing arrangements for pick up from the Cape Naturaliste Drive pick up lane.

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

In the interests of pedestrian and driver safety, it is requested that you please observe the following map instructions (entering the Sloan Drive pick up via Endicott Loop, ensuring, if you are in the queue to turn into the Sloan Drive school carpark, you display your left turn indicator.

This recommended route allows through traffic (not in the queue) to safely overtake on Sloan Drive, with excellent line of sight visibility.



Our Lady of the Cape Primary School Drop-off and Pick-up Route - 70058.qgz