

245 Cape Naturaliste Rd
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Dunsborough WA 6281

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www.ladyofcape.wa.edu.au



Parent Information 2020

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 5, and full single stream in 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 Maths, 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 are taught the recorder, while students in Year 4/5 ukulele and Year 6 are taught guitar. 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.

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

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.

Sustainability

We are steadily building our sustainability program in the school with the introduction of chickens this year. This will build on from our Waste Free Wednesdays and worm farms.

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.

OUR LADY OF THE CAPE SCHOOL STAFF 2020

| | |
|-------------------------------|---|
| Principal: | Mr Eugene Lee |
| Assistant Principal: | Mr Adrian Torrese |
| Year 6R: | Mrs Sandy Ricciardone / Mrs Alison Martin |
| Year 5H: | Ms Kathy Holt / Mr Adrian Torrese |
| Year 5J: | Mr Nicholas Jones |
| Year 4DAN: | Mr Ben Danaher |
| Year 4DEL: | Mrs Caitlin Delane |
| Year 3MC: | Mr Sean McSevich |
| Year 3MU | Mrs Paula Murphy |
| Year 2M: | Miss Amy McFarlane |
| Year 1/2K: | Mrs Penny King / Mrs Gemma Sorgiovanni |
| Year 1P: | Miss Monique Prowse |
| Pre Primary (PPB) | Mrs Julie Birch (Early Childhood Coordinator) |
| Pre Primary (PPL) | Mrs Kristy Leahy |
| Kindergarten (KGR/KGB) | Miss Katie Horrocks |

Teacher Assistants

Mrs Letitia Jackson, Mrs Jodie Spencer, Mrs Rachel Sweeny
Ms Mel Kent, Mrs Letitia Jackson,
Mrs Lindè Millett-Beatty & Mrs Lisa Annert
Mrs Debbie Young, Mrs Lisa Annert
Mrs Michelle Hughes
Ms Mel Kent, Mrs Lynn Peacock, Mrs Chris Derickx,
Mrs Annette Keast

| | |
|--|---|
| Music (KG – Y2) | Mrs Maureen Horrocks (Mon – Tue) |
| Music (Y3 – Y6) | Mrs Amy Sherborne |
| Learning Support | Mrs Brigid Bradley (Mon – Weds) |
| Sport / PE and Health | Mrs Mandy Sinclair (Tues – Thurs) |
| Indonesian / Maclit | Mrs Melinda Kartana |
| Library/ HASS & Religious Education Coordinator | Mrs Amie Meyer |
| Maths Support | Mr Eugene Lee |
| Library Technician | Mrs Mary-Lee Kemp |
| IT Technician | Mrs Janine Johnston |
| Administration | Mrs Sandra O'Leary (Finance – Mon to Thurs) |

Grounds / Handyman
Canteen Manager

Mrs Fran Marrell (Admin)
Mrs Kaya Jecks ((Admin/Finance) Weds, 2nd
Thu or Fri
Mr Rod Williams / MrJohn Hogan
Mrs Sara Drmota

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: KG

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

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 Thursday of term 8.30am – 9.00am (for fittings and sale items)
Ordering Permapleat (via website)
<https://www.ladyofcape.wa.edu.au/uniform.html>
Second hand uniforms (Ask at office)

SCHOOL ADDRESS

245 Cape Naturaliste Road
PO Box 562
Dunsborough WA 6281
Phone: (08) 9781 3200
Absent Line: (08) 9781 3201

Email: admin@ladyofcape.wa.edu.au
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 2020 (NOTE ELECTIONS AT AGM COMMENCE 2020)

| | | |
|----------------------|---|------------------------|
| Chairperson | - | Louis De Chiera |
| Vice Chairperson | - | Eloise Jennings |
| Treasurer | - | Nadia Murphy |
| Secretary/P&F Rep | - | Sasha North |
| Principal | - | Eugene Lee |
| Assistant Principal | - | Adrian Torrese |
| Parish Priest | - | Fr Francis Constantino |
| Parish Council Rep | - | Vacant |
| School Board Members | - | Damon Eastaugh |
| | - | Matt Polain |
| Co-opted Marketing | - | Lizzy Pepper |

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 or Term 1 each year.

OLC PARENTS & FRIENDS EXECUTIVE 2020

- | | | |
|--------------------------|---|-----------------------------|
| President | - | Garry Hodge |
| Vice President | - | Dana Gianoncelli |
| Secretary | - | Shantell McClenaughan |
| Treasurer | - | Sarah Gatty |
| School Board Rep | - | Sasha North/Eloise Jennings |
| Pastoral Care | - | Deb Brice/Leah Reilly |
| Food Garden Coordinator- | | Vacant |

PP Playground Improvement Committee:

- Ashleigh McLaren, Julia Thompson, Kristie Leahy, Julie Birch

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 Maths, 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 are taught the recorder, while students in Year 4/5 ukulele and Year 6 are taught guitar. Involvement in the Bunbury Eisteddfod provides an opportunity for choirs to participate at an elite level.

- A Literacy Support Program 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 program 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 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, 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.

- 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.
- The school has a facebook page:

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 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 or Term 1 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.

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 collect a pass to hand to the class teacher.

SICKNESS

If your child is ill, please **DO NOT SEND 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. 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* be completed as soon as your child returns to school. 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 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. 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 three way interviews will be held with the teachers, parents and students in Term 2 discuss the student's academic achievement.
- Student Learning Journeys/Opening Evening (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.

The Uniform Shop is open on Thursdays from 8.30am – 9.00am 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 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 jumper.
- 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
- Predominantly black, 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.
- Predominantly black, 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).
- 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 designated class sport days (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 under cover 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.

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 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.

BIRTHDAYS

Birthdays are recognised with a certificate, as this is a special day for each child. Holiday birthdays certificates 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. 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.
- 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:

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

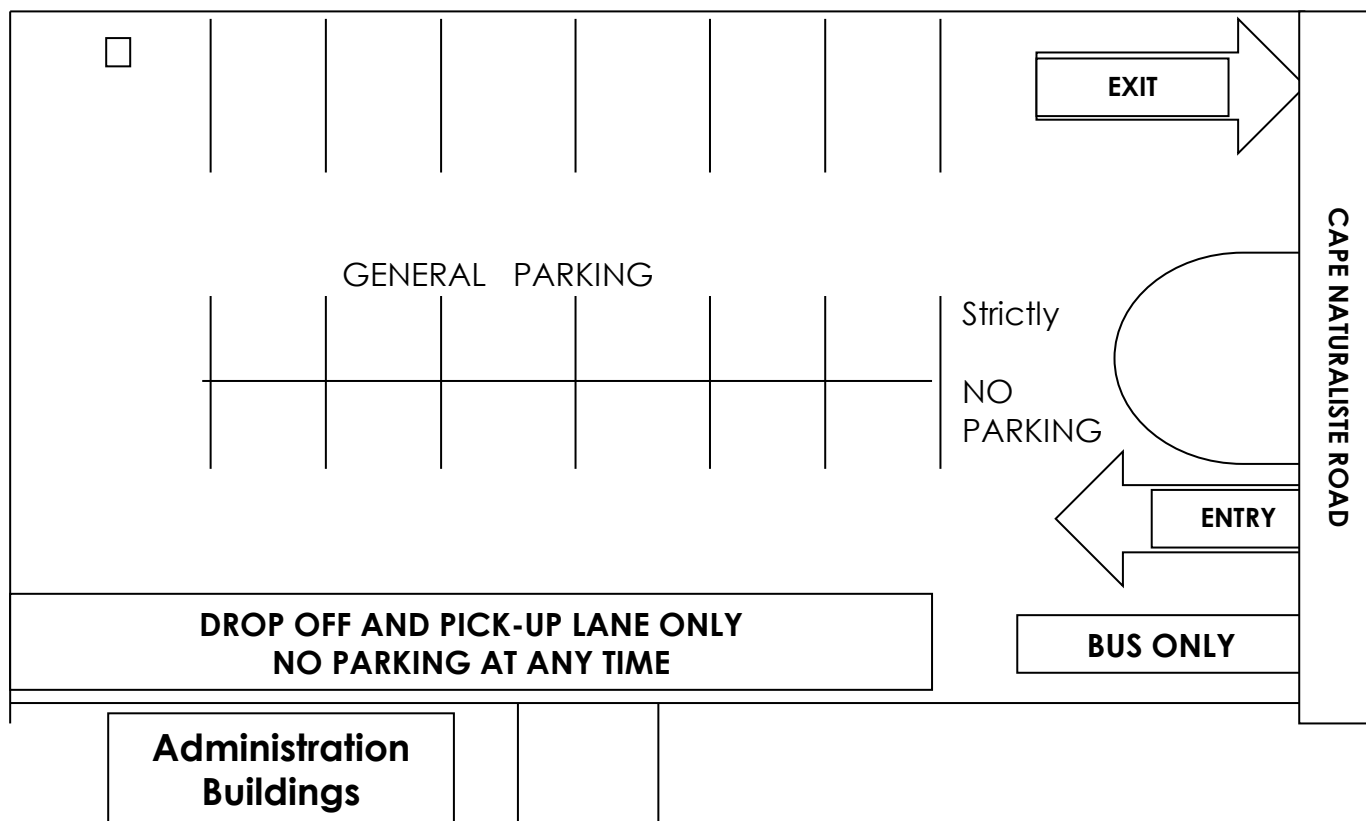
your family name can be printed out to be attached to your car visor to assist with easy identification of parents.

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 **3.10pm (not before to allow for buses to enter and leave) 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.

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 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.

