

Our Lady of Mount Carmel, Mullewa

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PARENT HANDBOOK



Evacuation Procedures for Whole School

In keeping with the Mullewa Town Plan of Emergencies, we are to follow the LEMAC (Local Emergency Management Advisory Committee) Plan so that safety procedures can be co-operative in nature with the community.

Procedure

- The alarm will ring.
- Classes will be advised where to congregate, if different from the designated area.
- Students and Staff will walk to the Mullewa Recreation Centre.
- Parents will be phoned to collect their children from this area.
- In case of evacuation, Family & Children's Services will assist us.

Fire

- The alarm will sound.
- Classes will congregate in the designated area.
- All students and staff will walk to the Mullewa Recreation Centre.
- Parents will be contacted by phone to collect their children from this area.

Buses en Route to School

If the children are travelling to school they will not to be delivered to the school during an emergency. The following will occur.

- The Bus Company is notified, either on arrival or by Two Way Radio.
- Students will be taken to the Mullewa Recreation Centre, by the bus.
- Parents will be phoned to collect their children from this area.

MISSION STATEMENT

We believe this school will promote the development of each individual in a holistic way.

GOAL STATEMENT

Children are encouraged to be guided by the values of:

Spirituality

by learning about the Gospel and the implementation of these values on personal, local and global levels.

Creativity

by using their talents expressively in their daily activities.

Responsibility

through being honest, caring for others and by making choices and accepting the consequence.

Respect

by displaying their pride and concern of their surroundings, self, other people and the environment.

Initiative

through the ability to learn independently and collaboratively using creative and problem solving skills.

Participation

by becoming involved in local and global issues through a variety of media and social structures.

Cultural Awareness and Acceptance

of differences and similarities, respecting the values that these have by becoming informed citizens.

Environment

by actively participating in school projects relating to the local and global environment.

SCHOOL HISTORY

Our Lady of Mt Carmel School was established in 1914 by the Presentation Sisters. The first school was in the church hall on the corner of Gray and Thomas Streets.

The school catered for farming and towns folk, of Aboriginal and non Aboriginal decent. Many children travelled to school by horseback and horse and dray.

1915 saw the opening and blessing of the new convent, the school and church, moving to it's present site. The original convent is now the administration building of the school.

The school's crest is the original design with the three parts of the crest symbolizing

- The Presentation Sisters,
- The Church designed and built by Monsignor Hawes.
- The agricultural and wildflower history of the area.

The symbol of the Presentation Sisters is the acorn;

*'From the tiny acorn seed to the big strong oak tree,
May the gift of faith enable us to grow in health, strength and beauty,
Reflecting the God who made us.'*

The school's crest envelopes the mission statement set by the Presentation Sisters;

*'With a pioneering spirit,
Our Lady of Mt Carmel Mullewa,
aspires to foster Christian community
living in harmony with each other
and the environment.'*

In keeping with the Mission Statement of Our Lady of Mt Carmel School, and the symbol of the founders of the school, student enrolment principles and procedures are established to provide equity, justice and nurturing of spirit to all families who are considering to be members of our community.

Love One Another As I Have Loved You.

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- **Rubella signs** - German Measles, has sore throat and similar rash. **Exclude** until Medical Certificate or after symptoms disappear. Please ring school about Rubella.
 - **Ringworm signs** - Circular red area. **Exclude** from school. Readmitted on a Medical Certificate stating that child is no longer likely to convey infection.
 - **Impetigo signs - (School sores)** Red weeping sores. **Exclude** from school until effective treatment has been carried out. Sores should be treated with an anti-bacterial cream after the scab has been removed. Sores must be covered.
 - **Conjunctivitis signs** - this very infectious eye disease has signs of soreness and creamy discharge, caused by bacteria. **Exclude** from school until treated and cleared by a doctor.

MEDICATION WILL ONLY BE ADMINISTERED TO STUDENTS IF PARENTS HAVE SUPPLIED A MEDICAL FORM SIGNED BY THE APPROPRIATE DOCTOR.

EVACUATION PROCEDURES

An evacuation procedure is carried out regularly. The procedure is clearly displayed in the classroom and Administration area. The siren switch is located above the light switch in the spare classroom and is not to be operated by the students. Another switch is located in the Administration Building next to the power box in the office. These switches are labelled : **EMERGENCY EVACUATION SIREN.**

Teacher's Role

Each teacher is to remain calm and move children quickly, quietly and orderly.

Stay with their class.

Take Register of Attendance.

Check children at safety area and stay with students.

HEALTH/ACCIDENT PROCEDURES

Accidents And Medication

It is important that teachers are made aware of particular medical conditions including allergies. Physical disabilities with sight or hearing affect learning and must be mentioned. Other conditions such as Epilepsy should also be discussed. Where appropriate, students should wear Medic Alert Bracelets. Should your child change teachers during the year, discuss the problem fully with the new teacher. Medical conditions must also be noted on the Enrolment form.

Injuries

Minor injuries will be treated at school. In the event of a major injury, if parents can not be contacted quickly, the school will seek medical assistance and continue to make contact with the parent/guardian.

Communicable Diseases

These are the most common ones. Parents are asked to keep their children away from school if they are ill **and notify the School** if their children become sick with any infectious disease.

- **Pediculosis signs (Head Lice) - *It is school policy that students be excluded*** from school until treated by a medicated preparation. Students may return when all eggs and lice have gone. Because of potential widespread problems, we require parents to notify the office if they find their child has lice. It is also worth treating bike/sports helmets and hats too. Students should not share hats.
- **Chicken Pox signs** - Clear blisters becoming dry scabs. *Exclude* until Medical Certificate or after seven days if well.
- **Whooping Cough signs** - Runny nose, irritating cough in violent spasms (can be followed with a 'whoop'). *Exclude* for two weeks or five days after starting antibiotic treatment.
- **Measles signs** - A cold type set of symptoms. Then red blot spots on face/hands and spreading. *Exclude* until Medical Certificate or after seven days from rash onset, if well.
- **Mumps signs** - Pain/swollen salivary gland on one or both sides around neck/ear. *Exclude* until Medical Certificate or after fourteen days from onset if well.

SCHOOL PRAYER

Our Lady of Mt Carmel,
Keep watch over us and protect us from danger.
Help us to live in peace and harmony
And to be loving and kind to each other.

Give us the courage to change what is wrong to right,
Guide our teachers who teach us God's word,
Keep us loyal to God, our school and our friends.

Our Lady of Mt Carmel, Pray for us. Amen.

PARISH - OUR LADY OF MT CARMEL

Parish Priest: Father Robert O'Bryan
Sunday Mass: 8.30am
Weekday Mass: As advertised in the Church Bulletin
Confession/Reconciliation: Prior to Sunday mass or by appointment.

SCHOOL BOARD

The School Board is the body responsible for advising and assisting the Principal with the financial management and capital planning of the school. The Board consists of the Parish Priest, the Principal, a nominee from the Parish, a nominee from the School's P & F Association and a minimum of four and a maximum of six other elected persons. Members are elected at the Annual School Community Meeting held in February to fill vacancies which may exist.

PARENTS AND FRIENDS ASSOCIATION (P&F)

The Parents' and Friends' Association helps to foster community interest in education, promote closer liaison between the school and community and assist with fund raising for school amenities. Meetings are held monthly and are advertised in the school newsletter. All are welcome to attend, both to form new friendships and help share the work load. New members are elected at the Annual School Community Meeting to fill vacancies which may exist.

Parents and Friends are welcome to be involved in the daily life of the school. This can be achieved through classroom activities such as listening to children read, being involved in hands on activities, cooking or art lessons etc.

SCHOOL HOURS

8.50am to 3.10pm

Recess 10.30am - 10.50am

Lunch 12.40pm - 1.20pm

Teachers can not assume responsibility for children before 8.30am or after 3.30pm.

Parents are encouraged not to take their children on extended holidays during the school term

Kindergarten sessions are on Monday, Tuesday and Friday

8.50am to 3.10pm

Children attend Pre Primary for five full days per week.

SUPERVISION OF CHILDREN

Teachers have a legal responsibility for the care and supervision of the school children. A Duty of Care Policy is laid out under the terms and conditions of the teacher's employment. Students who are marked present on the school roll are supervised in both the classroom and the playground, during school hours.

The school gates are opened at 8.30am and locked at 8.50am. Children are to have left the premises by 3.20pm, unless they are involved in extra curricula activities.

The responsibility of supervision outside of these hours remains with the parents. After school hours and during weekends, students are not permitted in the school grounds to play as this is then termed as trespassing and legal formalities can be implemented. If a student is with their parents on the school premises out of school hours, the parents are responsible for the care and safety of the child.

ON THE VERANDAH - Children will:

- keep verandahs and classrooms neat and tidy,
- line up in a quiet and orderly way when the bell goes,
- stand aside to let adults pass,
- not play ball or running games on the verandah.

BEFORE SCHOOL - Children will:

- sit quietly outside classrooms and wait for the teacher to arrive,
- refrain from using play or sport equipment,
- stay away from the playground and front of school areas.

IN THE CLASSROOM - Children will:

- wait for a teacher before entering a classroom,
- follow all class rules as set by the teacher.

IN THE PLAYGROUND - Children will:

- take care of the environment and put all rubbish in bins provided,
- follow playground rules at all times and encourage others to do the same,
- share playground equipment,
- show consideration towards those younger or less able than themselves.

AT SPORT - Children will:

- accept the umpires decision without complaint,
- encourage good performances from others,
- congratulate each other on good sporting attitude.

ON EXCURSION / IN PUBLIC - Children will:

- take pride in themselves and their school by wearing their uniform correctly,
- follow all safety rules when travelling on public or in private transport,
- be on their best behaviour at all times,
- respect adults, especially the elderly and disabled,
- follow the rules of the place being visited,
- always use good manners in all they do and say.

SMOKING AND ALCOHOL

Our school site is totally **smoke free** at all times - this applies to buildings and grounds. We ask parents and other visitors to support this community expectation when visiting our school - this applies both in and out of school hours.

Likewise **alcohol and other drugs are not permitted on the school site.**

TUCKSHOP

The P & F organise a tuck shop twice a term. Parents are asked to donate food items. New parents are asked to contact the P & F Secretary for more details.

Procedure.

1. A menu is supplied by the P & F.
2. The student takes home a note on the Friday before tuckshop.
3. The parents fill in their child's request.
4. The child returns the order and the correct money in an envelope to the classroom teacher.

Children bring along some small change on tuck shop day to spend on extra goodies.

Donations of food can be left in the kitchen in the Parish Hall.

STUDENTS CODE OF CONDUCT

Rules are necessary to ensure that everyone can work together, feel safe and enjoy school. At school, as in other places, all are expected to behave responsibly and to treat others with respect.

SPEECH - Children will:

- address each other politely and by name,
- allow people to have a conversation without interrupting, unless it is urgent,
- always use good manners eg. please, thank you, excuse me,
- avoid using inappropriate and unpleasant language,
- accept correction in an appropriate manner,
- treat everyone with respect.

STUDENT ENROLMENT (as set out by CEO Policy)

Enrolment priority is given to:

1. Catholic student from the Parish with a Parish Priest reference.
2. Catholic students from outside the Parish with a Parish Priest reference.
3. Other Catholic students.
4. Siblings of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students.

STUDENTS RECORDS/EMERGENCY CONTACT

Parents are asked to keep the School Office up to date with their child's current records.

This information includes

- Home address and phone number.
- Working parent's contact phone numbers.
- Family Doctor's contact phone number.
- Emergency contact phone numbers.
(other than parents)

ADMINISTRATION MATTERS

The School Office hours are Monday - Friday 8.30am to 3.30pm.

Visitors are requested to enter the front or rear door of the office.

The staffroom and office are not a thoroughfare for visitors.

STAFF MEETINGS

Staff meetings are held every Tuesday afternoon from 3.30pm to 4.30pm.

These meetings are held for reporting, discussion and workshops to plan curriculum and/or school events and provide opportunities for staff to work collaboratively.

Socialising is an important factor for staff for renewing, problem solving and celebrating together. Morning tea and lunch times at school are valued times for staff to take their break without interruption.

UNIFORM REQUIREMENTS

The correct school uniform is to be worn at all times. It is a family responsibility to ensure that students have the required items of uniform.

Family support for a high standard of uniform will also help the development of student self-discipline.

The uniform as stipulated below is compulsory. Polo shirts, tracksuits, black sports shorts, girl's shorts, hats, caps and socks are to be purchased from the school.

Wearing of the school hat (available from the Office) is compulsory.

'No hat, no play' is in operation all year round.

Wearing of all black joggers is compulsory during sporting activities.

Girl's Summer Uniform

Blue polo shirt with school crest.

Navy blue shorts.

School hat (with flaps or cricket style).

Brown sandals or all black joggers with white socks.

Boy's Summer Uniform

Blue polo shirt with school crest.

Dark grey shorts (above the knee **not cargo style**)

School hat (with flaps or cricket style).

Brown sandals or all black joggers with grey socks.

Girl's & Boy's Winter Uniform

Blue polo shirt with school crest.

Navy blue tracksuit with school crest.

All black joggers with white/grey socks.

Girl's & Boy's Sports Uniform

Team colour polo shirt with school crest.

Black shorts. All black joggers with white/grey socks.

Hair Styles

Neat and tidy – hair below collar must be tied up.

Headbands, ribbons and scrunchies in **navy or pale blue** is the only accepted headwear. (No scarves).

Parent cooperation is requested.

Jewellery

For safety reasons, only the following are permitted.

- Watch
- Earrings – studs only
- A simple crucifix or religious medal and chain may be worn under the school uniform.

EXCURSIONS/CAMPS

The children are not permitted to leave the school grounds at any time during school hours. Authorisation from a parent must be given to the class teacher in writing.

A permission slip will be sent home before each excursion.

If the permission slip is not returned after signing, a student will not be permitted to go on the excursions.

Students are to wear their school uniform on all excursions unless stated.

Excursions are a valuable learning experience and all children should be encouraged to attend. They are often within the local area, but there are times when the students go further a field.

School Camps

Camps are held at the class teacher's discretion in the upper classes and are conducted at a location of educational value with acceptable standards of accommodation. Planning and permission forms will be distributed well in advance. Cost structures are expected to be acceptable and within reason for the family budget. The class generally arranges some fund raising events and the P & F donate some funds, this helps to alleviate pressure on family finances.

ASSEMBLIES

Assemblies are generally held at 2.40pm in the Parish Hall on every third Friday and organised by individual classrooms. Parents and Friends are most welcome to attend. The schedule will be advised on the Term Calendar which is sent home with the Newsletter.

SCHOOL TRAVEL

Students are brought to school by either car or bus.

The bus stop is at the path next to K-PP Centre. Parents who require the bus service must complete an application online at <http://www.schoolbuses.wa.gov.au/>

Car travel: Parents are to deliver and pick up their children at the school gates in Doney Street.

Walking to school: the entrance is Doney Street.

BICYCLES

Racks are provided within the grounds for students' bikes. Bicycles are not to be ridden in the school grounds. Children walk their bicycles into the school yard from Doney Street.

BOOKLIST REQUIREMENTS

Booklists are given out at the end of Term 4 each year. The items can be purchased at the local newsagency or any place that suits the family. Throughout the year, there may be minor items to be brought along for art and craft as well as, replacing the necessary working tools, such as: pencils, glue, ruler, coloured pencils and erasers.

FEES

The School Board, in consultation with the Catholic Education Commission, set the fee structures for families attending the school. The fees assist in the operations of the school and support the State and Commonwealth funding we receive.

Individual and family fee structures are in place, these include compulsory yearly tuition fees, amenity fees and a building levy. There is a voluntary P & F levy which is collected by the P & F Association at the commencement of a new year.

Fee accounts are issued each term. They can be paid in a number of ways, yearly, each term or by direct debit. Parents experiencing financial difficulties are urged to make an appointment with the Principal.

The current fee structure will be discussed at the time of Parent interview with the Principal.

All fee arrangements must be re-negotiated at the start of each year and at other times as circumstances change.

HEALTH CARE CARDS

Health Care Card holders must show their card at the beginning of every school year in order to receive the discount of the tuition fees.

The facility has been set up to have school fees deducted from Centrelink payments on a fortnightly basis. Forms are available from the Office

MONEY MATTERS

In the event of children bringing money to school for fees and other costs, it is essential that such money be placed in an envelope labelled with the child's name, class, the amount enclosed, the purpose of the money and given to the classroom teacher.

STUDENTS LEAVING SCHOOL GROUNDS

Parents are to notify the class teacher if a child is to be taken out of school during school hours. The parent is to collect their child from the classroom after signing the appropriate book in the Office.

ABSENTEE NOTES

Children in Years Pre-Primary - 6 are required by law to attend school every day. In case of illness the School must be notified by 9.00am. On return to school a written note must accompany the child stating the date/s of absence including reasons for the absence.

TRUANCY

Each child's attendance is documented on a daily basis in the classroom. If attendance becomes irregular or if a child is often away without a note being handed to the class teacher, the following procedure will take place.

- The family is contacted by telephone, or by mail to discuss the situation.
- If the child's attendance continues to be irregular or infrequent, the appropriate legal service will be contacted.
- Family and Children's Services will be contacted if a parental situation causes truancy or poor attendance.
- The Truancy Officer based in Geraldton will be contacted if the child is making the decision not to attend school.

CUSTODY MATTERS

The parents of a child of a marriage are, under Family Law, both guardians and custodians of their child. This gives both parents equal rights and responsibilities in respect of a child of a marriage. Where the marriage has ended, but there is no court issued parenting order in respect to the child, both parents remain guardians and custodians of their child, though in reality the child may only be living with one of the parents. Where there is an operative parenting order, there may be separate guardianship and custodial roles for the parents. Parents are to inform the Principal if special circumstances exist pertaining to the guardianship of their children. Copies of all parenting orders should be made available to the Principal.

PARENT/TEACHER COMMUNICATION

There are several ways for parents and teachers to have open communication regarding the physical, emotional, mental and spiritual development of their children.

- Each child has a communication book in which both teachers and parents can communicate in writing.
- Teacher-Parent meetings by appointment at a mutual convenient time.
- Parent /Teacher Meetings at the commencement of a new year.
- Student Portfolios containing work samples from across the nine Learning Areas.

NEWSLETTER

A newsletter goes home with the eldest child in each family on alternative Fridays. This is the main line of communication between school and home. Parents are informed of all coming events and any recent decisions regarding you and the school. Please ask your child for the newsletter on Fridays, and it is important that time be taken to read the newsletter.