



PARENT INFORMATION BOOKLET

GENERAL INFORMATION

Address	Our Lady of Victories 15 Lovell Parade Shortland 2307
Telephone	School 4951 1003 Presbytery 4955 9575
E-Mail	admin@shortland.catholic.edu.au
Web	shortland.catholic.edu.au
Motto	Veritas (Truth)
Office Hours	Monday - Friday 8:30am – 3.30pm

Phone calls cannot be put through to teachers or students during class times, although messages will be passed on as soon as possible.

Vision And Mission Statement

OLV Vision Statement

Love, Serve and Live the truth of
Jesus.

OLV Mission Statement

In truth we **LOVE** empowering all
to flourish and reach their full
potential.

In truth we **SERVE**, acting always
for the good at all.

In truth we **LIVE** learning and
growing together in Christ

School Organisation

Admission to Kindergarten

In line with Diocesan Policy there is one general admission to Kindergarten each year at the beginning of first term. Children wishing to be enrolled in Kindergarten must be 5 years old by 31 May.

School Commencement Dates - 2025

All Staff	Wednesday 29 January 2025
Years 1 to 6	Friday 31 January 2025
Kindergarten	Tuesday 4 February 2025

2024 School Terms

Term 1	Tuesday 30 January 2024 Friday 12 April 2024
Term 2	Monday 29 April 2024 Friday 5 July 2024
Term 3	Monday 22 July 2024 Friday 27 September 2024
Term 4	Monday 14 October 2024 Friday 20 December 2024

2025 School Terms

Term 1	Wednesday 29 January 2025 Friday 11 April 2025
Term 2	Monday 28 April 2025 Friday 4 July 2025
Term 3	Monday 21 July 2025 Friday 26 September 2025
Term 4	Monday 13 October 2025 Friday 19 December 2025

School Routines

To assist in the smooth operation of Our Lady of Victories Primary School it is important that you be aware of the following:

School Hours

School commences 8:50am Assembly (The bell rings at 8.45am)

Break A	10:30-10.50am	Break B	10:50am-11:00am
Break C	1:10 – 1.30pm	Break D	1.30-1.50pm

Dismissal 2:55 pm

Legally, the school does not accept responsibility for the supervision of children prior to 8.30am. No teacher will be on duty before this time nor after 3:15pm

Parents collecting children early from class at times other than normal hours are required to sign them out on the compass kiosk located in the office, please wait for your child in the office until they are brought up. The same is effective for late arrivals.

School Fees

School Fees are an integral part of our Catholic School system. The school forwards a portion of the fees to the Catholic Schools Office to subsidise the allowance granted by the Government each year to help cover teacher's wages. The remainder is used to cover running costs. The annual fees are divided equally across 3 terms.

An account will be sent home at the beginning of each term. This account may be paid weekly, fortnightly, monthly or in one lump sum. We have a Direct Debit and BPay option available. Please contact the office if you require a direct debit form. EFTPOS is also available at the office for your convenience. If paying by cash or cheque please forward the payment with your account to school. A receipt will be issued and sent home with your child. Families experiencing genuine financial difficulties are asked to contact the Principal to discuss the matter.

School fees in the diocese are made up of a number of charges.

Tuition Fee (billed over three terms)

<u>2021</u>	<i>Per Year</i>	<i>Per Term</i>
1 st Child	\$1312.00	\$437.00
2 nd Child	15% Discount on each child	
3 rd Child	25% Discount on each child	
4 th Child	50% Discount on each child	

(These fees are based on current information supplied by Catholic Schools Office and are subject to change we have provided the fee structure for 2022 as a guide)

Resource Fee, Grounds Levy and Sport Fee (billed once only per year) Next Year our Sport Fee will be separated and sent as an event with payment.

The resource fee is charged at the commencement of each year for each student. The Sport Fee will be charged at the commencement of each Term.

The resource fee assists in providing textbooks, copy paper, Technology and stationery needs for each student and the Sport fee covers the cost of sporting activities throughout the year.

The Resource Fee is **\$650.00 per student per year**.

The Grounds Levy Fee is **\$150 per family per year**

All fees are billed yearly on each family account.

Diocesan Family School Building Levy (billed over three terms)

The Family School Building Levy of **\$1455 per family per year** is billed to the eldest child in the family. If you have an older child at a Diocesan High School, he or she will be billed by their school. The levy will be divided into payments of \$485.00 for Term 1, Term 2 & 3.

The levies collected are used for building projects in all schools within the Diocese according to maintenance needs and building priorities developed by the FSBL committee administering the funds.

Diocesan Pastoral Contribution (billed over three terms)

A voluntary contribution of \$300 per family (\$100 per term) is being sought as a diocesan pastoral contribution. Funds support the ongoing pastoral works of the diocese which include, amongst many initiatives:

- The diocesan pastoral ministries office and the activities of its many advisory councils – the diocesan pastoral Council, the Adult Faith Formation Council, the Liturgy Council, the Ecumenical and Interfaith Council, the Social Justice Council and the Diocesan Council of Ministry with Young People.
- The provision of chaplains ministering in the following areas – Newcastle University, Newcastle Port, Prisons, Hospitals and Catholic Care Social Services.
- Family Community Faith Coordinators who work to reach out to and connect families with their local parish and school.
- Pastoral Coordinators who work in those parishes without a resident Parish Priest.

Enrolment Fee

This fee is payable upon confirmation of enrolment. This fee is non-refundable and is payable before the student commences school. The enrolment fee covers all administrative work involved in processing the application.

Discipline

We believe that self-discipline by the child, based on the child's own reasoning, is the best discipline and should be our aim. Honesty in action and thought and the sense of responsibility are very much encouraged.

Discipline is vitally important to the smooth running of the school and is seen as an integral part of all areas of education. Behaviour, which causes disruption to others, demands specific measures, which must be consistent, firm, just, impartial and kind. We believe that reward and encouragement are far more effective than punishment, but, at times, some forms of imposed discipline have to be used. Please refer to the schools Discipline Policy.

These include: Teacher - Pupil interview
 Loss of minor privileges
 Principal - Pupil interview
 Detention
 In serious cases of misbehaviour, Principal - Parent interviews.

Corporal punishment is not practised at OLV. Our Lady of Victories does not promote the use of corporal punishment by parents in relation to school discipline.

School Regulations

As our aim is for Christ's Spirit to be at the heart of all we say and do, children learn to live as Christian community of the school.

This requires development of self-discipline, courtesy, punctuality, resourcefulness and responsibility.

At Our Lady of Victories children:

- Keep the classrooms and playground neat and tidy
- Wear the school uniform
- Play in areas designated only for that purpose.
- Walk bikes in the playground.
- Answer bells promptly.
- Speak and behave with courtesy and respect to all.
- Do not leave the school grounds without permission.
- Do not throw stones, sticks etc. which may cause injury.
- Do not chew gum at school.

Hair

Hair should always be neat and tidy. Long hair below the collar, should be tied back for health and safety reasons. A red or blue ribbon, head band, scrunchie or hair tie is permitted for hair.

Jewellery

For safety reasons, no jewellery should be worn to school. Sleepers and studs only, should be worn in pierced ears. Nail polish and make-up are not to be worn at school.

School Uniform

Girls

Summer

A-line check tunic or
Short sleeved blue shirt with navy drill
material shorts
short white socks
black leather shoes
school hat

Winter

box pleat navy tunic Or
Navy Slacks
long sleeve white shirt
navy tights or white socks
navy blue knitted jumper
school tie
school hat

Sport

navy shorts with logo
school polo T-shirts with crest
white socks
joggers
navy tracksuit with crest
school hat with crest

Boys

grey drill material shorts - no corduroy
short sleeved blue shirt with crest
grey socks with school stripes
black shoes
school hat

long grey trousers
long sleeve blue shirt with crest
grey socks with stripes
black shoes
school tie
navy blue knitted jumper
school hat

navy shorts with logo
school polo T-shirts with crest
white socks
joggers
navy tracksuit with crest
school hat with crest

The school uniform can be purchased new from Lowes at Jesmond. Limited stock is kept on hand and some articles of both uniforms may be available at the school uniform pool. Please enquire at the office to access the uniform pool.

Please ensure that all items of clothing are marked clearly with your child's name.

Sun Protection

It is the policy of the school that all children wear a hat whilst outside the classroom all year round. It is advisable that sun cream is applied to children daily before school. Also when attending carnivals, excursions etc. Children without hats are directed to play under cover.

School Newsletter

A fortnightly newsletter, is circulated electronically every second Thursday on odd weeks. This is the usual means of informing parents of what's happening at school. It is also the means of publicising activities organised by other groups within our Parish community.

Special notices are issued for special events. These are issued to the children concerned, sometimes the whole school, these notices will be published on Compaass

The Newsletter is available via Schoolzine website, Email, COMPASS, and facebook, it can be downloaded via the school website <http://shortland.catholic.edu.au>.

School Sport

Our Lady of Victories School actively participates in school, regional and diocesan swimming and athletics carnivals. Whilst regional and diocesan carnivals are restricted to primary pupils, our own school carnivals are organised to allow for participation by all children - infants and primary.

As far as possible, all pupils participate in weekly organised games and skill practices on Tuesdays. It is expected that pupils will wear their correct sports uniform on that day.

All pupils are expected to undertake these and other Physical Education lessons and activities unless we are advised that it is medically or physically inadvisable.

Pupil Absences

Children are normally required to be in attendance at school on each half day that the school is open. Teachers are required to record absences for each child. When returning from absence, an explanation is required through Compass, or a notification of their absence using the COMPASS app is the preferred method.

If a child arrives late or is leaving early from school to attend medical appointment etc. then parents inform of the variation to student arrival and departure via the kiosk at reception or through the COMPASS App.

Staff Inservice Days

Each of the schools in the Maitland - Newcastle Diocese is permitted four pupil frees days per year to enable staff development either through lecturing on modern teaching methods or up-dating of school policies. On these days children **do not** attend school. We endeavour to give at least four weeks notice of these days. OOSH is usually available on these days.

Excursions

The class teachers arrange class excursions. In no case is the main purpose of the excursion simply entertainment. Excursions are designed to widen the children's experience and to stimulate interest in a theme or topic being taught. The cooperation by parents in allowing and encouraging their children to take part is appreciated.

All effort is made to keep costs to a minimum. In the case of financial hardship, cost can be subsidised by a discreet call to the Principal. From time to time, artists visit the school - again to enhance the curriculum - and usually at a modest price. All excursions and incursions are deemed to be part of the school program.

When transport is required for excursions, your online consent through Compass will be required. We do not require this for local excursions in walking distance (eg the park, shops, fire station etc.) though you will be notified of any occasions your child leaves the school. On most excursions we expect the children to be in complete school uniform. As much forward notice as possible is given and prompt return of consent forms is always appreciated.

Parental Involvement

As it is your child we are helping to educate, we want you to feel welcome at all times. There are some areas in which voluntary help is always welcome if you have the time to share. Some ways of doing this include:

library	covering books, typing, cataloguing
reading	hearing individual children read
canteen	helping to prepare and sell lunches
craft	assist teachers when required

Volunteer's Induction - Safeguarding

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

Becoming a volunteer

For those wishing to be part of the school life and be engaged with the school, volunteering is a great way to get involved. To be a volunteer at OLV parents and other close family connections can register online to be a volunteer. This will involve a police check being done as part of the process. A Working With Children Check is not required unless you wish to help out in the following instances - overnight camps, transporting children in your car, intimate care. Please follow this link <https://www.mn.catholic.org.au/people/volunteer/> and complete the steps.

All volunteers need to be double vaccinated against COVID-19.

The Children and Young Person's (Care and Protection) Act 1998

As a volunteer in the state of NSW you can report certain information to the Department of Communities and Justice (DCJ). You should discuss your concerns with a teacher, assistant principal or principal. You can report your concerns to the DCJ Child Protection Helpline (**Ph. 132 111**, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm and your concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if you are uncertain, talk to a staff member at the school.

Part 4 of the Children's Guardian Act

Part 4 of the Children's Guardian Act defines diocesan schools as a "schedule 1 entity" and as such we must have systems for preventing, reporting (to the Children's Guardian) and investigating reportable conduct.

All volunteers who hold a Working with Children Check for the purpose of their role within a diocesan school fall within the scope of Part 4 and may be investigated for alleged "reportable conduct", which includes sexual offences, misconduct, assault, ill-treatment, neglect, and behaviour that causes psychological harm to children.

As a volunteer “working” at a diocesan school, any alleged reportable conduct will be investigated. It does not matter if the conduct is alleged to have happened outside school and in your private lives.

The [Office of Safeguarding](#) is the Diocese’s specialist safeguarding and child protection service that works with the Children’s Guardian to ensure the Diocese meets its obligations under Part 4. As volunteers you should co-operate with any investigation conducted by the Office of Safeguarding.

Exemptions apply for volunteers who are a close relative of a student enrolled at the school. See “Statutory Screening Selection Tool” on page 26 of the Volunteer Induction Handbook.

Parents and Friends Association

The school appreciates the valuable contributions made by the P&F. Your participation provides you with a wonderful opportunity to be involved in the school. Meetings are held on the last Monday of each month. These dates are advised in the school newsletter.

Homework

Homework is usually set to give parents an insight into the class program and reinforce work already done in the classroom. Homework would not normally take the form of new work, nor should it involve tasks that are dependent on the teacher’s guidance.

Reporting to Parents

Electronic, graded reports will be sent home at the end of Terms 2 and 4 via COMPASS, with an opportunity for interviews at both times. You are most welcome to discuss your child’s progress with the class teacher at any stage during the year by contacting the class teacher and making an appointment.

Accidents

We hope that your child will be happy at school and free from serious accident. However, when an accident does occur, we will try to render simple first aid and, if thought serious enough advise the nominated contact person.

In the case of the rare serious accident, we will call the ambulance and then try to contact you. The school subscribes to the Ambulance Service so there is no cost to parents for a callout or transportation. For more information please see the link:

<https://www.ccinsurance.org.au/Insurance/Pages/Student-care-information.aspx>.

Illness at School

If your child becomes ill at school, the teacher and/or Principal will make a judgement whether to contact you, the parent. We are reluctant to call parents, especially from work, for what appears to be a minor indisposition. However if the sickness persists or seems serious, we will invite you, if you can, to collect your sick child.

Library

Our library is computerised allowing the children to use the latest researching techniques. It is also connected to the Internet to which children have supervised access. Children must have a library bag to enable them to borrow. Bags are available for purchase from the P & F Association.

Lost Property

No responsibility is taken by the school for lost articles. Parents are most welcome to inquire at the school about lost belongings. We make every effort to return lost/found articles to the children. Your assistance in labelling all garments would help immensely. Unclaimed items will eventually be sent to the clothing pool.

Canteen

This is a service operated by parents who volunteer to help. You are encouraged to assist if time permits. A price list is sent home and notices of periodic changes. We discourage children from having large amounts of money at school.

Lunch orders are available when the canteen is open. Orders should be written clearly on a paper bag with **name, class, order & amount of money enclosed**. Orders are placed in the class lunch baskets before the assembly bell in the mornings.

School Luggage

For good posture during the rapid growth of childhood, parents are advised to consider a school bag that can be placed on the back with weight evenly distributed on both shoulders.

Buses

There are two buses that service our school. A State Transit bus picks up children from Birmingham Gardens and Shortland. A Hunter Valley bus picks up children from Maryland. For bus travel students are now required to have a student opal card. You can apply for a student opal card online at <https://apps.transport.nsw.gov.au/ssts/applyNow> . If you require assistance with applying for an opal card please see the school office.

Dropping Off and Picking Up

Due to the busy nature of Sandgate Rd, parents are encouraged to use Lovell Pde entrance when dropping children off in the morning and picking them up in the afternoon. The teacher on duty escorts all children who need to cross Sandgate Rd to the lights. Parents are asked to help reinforce this, by crossing Sandgate Rd at the lights also.

SAFEGUARDING IN DIOCESAN SCHOOLS

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our Bishop, Bill Wright, articulated his expectations of all those who work for the Diocese. “I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our Church,” he said.

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop’s Office and is charged to oversee the whole of the Diocese’s safeguarding of children, including the students in our system of schools.

As a parent sending your child to a diocesan school, you are expected to be an active participant in safeguarding your child’s wellbeing. To do so, it’s important that you have the best information available to you. The [Office of Safeguarding website](#) offers comprehensive details of the Diocese’s approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school you are able to:
 - discuss your concerns with a teacher, assistant principal or principal
 - talk to an investigator at the Office of Safeguarding (ph **4979 1390**, during office hours)
 - report your concerns to the Department of Communities and Justice’s (DCJ) Child Protection Helpline (ph **132 111**, 24 hrs/7 days) if your concerns constitute a risk of significant harm
 - report to NSW Police if you believe a crime has been committed.

Privacy Policy

1. The School (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupils enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. 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.
3. Certain laws governing or relating to the operation of the schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. 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 from time to time.
5. The school from time to time discloses personal information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Schools Office, the Catholic Education Commission, your local diocese and the parish, schools within our Dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines.
8. 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 them. 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.
9. As you may know the school from time to time engages in fundraising activities. Information received by 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.
10. We may include your contact details in a class list and school directory
11. 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 and why, that they can access the information if they wish and that the school does not usually disclose the information to third parties.

The school community of Our Lady of Victories Primary School, Shortland, trust that you and your family enjoy happy times at our school.