

# OUR LADY OF MOUNT CARMEL SCHOOL MULLEWA



## PARENT HANDBOOK

# TABLE OF CONTENTS

- OUR LADY OF MOUNT CARMEL MISSION STATEMENT, OUR LADY OF MOUNT CARMEL HISTORY
- THE SCHOOL PRAYER, THE PARISH, THE SCHOOL BOARD, PARENTS AND FRIENDS ASSOCIATION
- SCHOOL HOURS, SUPERVISION OF STUDENTS, STUDENT TRAVEL,
- ADMINISTRATION, BOOKLISTS, COMMUNICATION, NEWSLETTER, ASSEMBLIES, SMOKE FREE
- ABSENCES, TRUANCY, LEAVING SCHOOL GROUNDS, CUSTODY MATTERS,
- TREATS AND BIRTHDAY FOOD, TUCKSHOP, MONEY MATTERS, FEES, HEALTH CARE CARDS
- UNIFORM REQUIREMENTS
- PARENT CODE OF CONDUCT
- STUDENT CODE OF CONDUCT
- POSITIVE BEHAVIOUR EXPECTATIONS
- HEALTH AND ACCIDENT PROCEDURES, COMMUNICABLE DISEASES, EMERGENCY CONTACT DETAILS
- EXCURSIONS AND CAMPS, EVACUATION AND LOCKDOWN DRILLS
- DISPUTES AND COMPLAINTS

## OUR MISSION

With a pioneering spirit, our Lady of Mount Carmel School, Mullewa aspires to foster a Christian community living in harmony with each other and the environment.

## OUR 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 townfolk, of Aboriginal and non-Aboriginal descent. 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 its 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.*

## **OUR 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 what is 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.

## **THE PARISH**

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 ADVISORY COUNCIL**

The School Advisory Council is the body responsible for advising and assisting the principal with the financial management and capital planning of the school. The Council 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, 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 workload. 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. however a Working with Children Check is required as well as completion of annual Mandatory Reporting training.

## **SCHOOL HOURS**

**8.50am to 3.10pm**

**Recess            10.30am - 10.50am.            Lunch            12.40pm - 1.20pm**

Teachers cannot 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 three days per week 8.50am to 3.10pm

Children attend Pre-Primary for five full days per week.

## **SUPERVISION OF STUDENTS**

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.

## **STUDENTS TRAVELLING TO SCHOOL**

Students are brought to school by either car or bus. In the best interests of safety for all children, please keep the double gates entrance clear to allow for 'good visibility' of students and vehicles. The bus stop is at the path next to K/PP/1 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.

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.

## **ADMINISTRATION**

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.

## **BOOKLISTS**

Booklists are given out in Term 4 each year. 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.

## **COMMUNICATION**

There are several ways for parents and teachers to have open communication regarding the physical, emotional, mental and spiritual development of your child/ren.

- 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 in Term One and again in third term.
- Formal Reporting at the end of Term Two for Semester One and at the end of Term 4 for Semester Two.

Text messages are also sent to parents to communicate about upcoming events, letters being sent home and any information relevant at that given time.

## **NEWSLETTER**

A newsletter gets emailed to each family or sent home as a paper copy if preferred. The newsletter 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. It is important that time be taken to read the newsletter.

## **ASSEMBLIES**

Three assemblies are held per term. Parents and Friends are most welcome to attend the assembly that their child is presenting or receiving a certificate at. The schedule will be advised on the Term Calendar which is sent home with the Newsletter. If there are unforeseen changes to Assembly times, parents will be notified by SMS.

## **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.

## ABSENCES

It is a requirement by law and one of a school's Registration Standards requirements that our school notes and records daily attendance, for all students. Please ensure you inform the school whenever your child will be away. This needs to be done through a phone call or email to the front office and not through individual staff members. Please forward all email absentees to [admin@olmc.wa.edu.au](mailto:admin@olmc.wa.edu.au). Alternatively download the Skoolbag app and fill in the Eform - Absentee Form. Whenever a child is picked up during a school day, their exit from the school needs to be recorded in the Sign Out book at the front office.

## 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 an explanation, the following procedure will take place.

- The family is contacted by text, telephone, or by mail to discuss the situation.
- If the child's attendance continues to be irregular or infrequent, with less than 90% attendance support will be given to assist a stronger attendance pattern.
- If a student has been absent for up to fifteen consecutive days and no contact has been received from parents or caregivers then the support of outside agencies including the Catholic Education Office and possibly the Department of Child Protection will be involved to assist the school and family to address the situation.

## LEAVING SCHOOL GROUNDS

Parents or Carers are to notify the class teacher if a child is to be taken out of school during school hours. The parent/carer is to collect their child from the front office, after signing out their child in the appropriate book in the Office.

## CUSTODY MATTERS

The parents of a child are, under Family Law, both guardians and custodians of their child. This gives both parents equal rights and responsibilities in respect of a child. Where the relationship 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.

## **TREATS, BIRTHDAY FOOD**

In order to maximize the health and safety of all students, Our Lady of Mount Carmel Mullewa has a healthy food and drink policy. Parents are requested to not bring in birthday cakes or birthday treats for students to have during the school day. The school respects the right of parents to provide food of their choice for their children. Should parents want to handout birthday treats it needs to be done at the end of the school day, after the bell, outside of the classroom. Teachers are also requested not to hand out food treats to students. All students are encouraged to bring a water bottle, with water only, to school each day to sip on during their classes. Students are also encouraged to bring in fresh fruit or vegetables to have for morning recess. Class parties may be held as a treat at the end of the school year; however, parents will be notified of this by the classroom teacher.

## **TUCKSHOP**

When possible, 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.

1. A menu is supplied by the P & F.
2. The student takes home a note.
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.

## **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.

## **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. 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.

## 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.
- Grey Skorts or shorts.
- School hat (with flaps or cricket style).
- Brown sandals or all black joggers with grey 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.
- Navy Jacket
- All black joggers with grey socks.

### *Girl's & Boy's Sport Uniform*

- Team colour polo shirt with school crest.
- Navy Sports shorts. All black joggers with grey socks.

### *Hair Styles*

- Neat and tidy – hair below collar must be tied up.
- Headbands, ribbons and scrunchies in **navy or pale blue** are 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.

« No nail polish or rings.

## PARENT CODE OF CONDUCT

At Our Lady of Mount Carmel, we are committed to child safety at all levels. The staff and parents are obliged to ensure a code of conduct is followed to guide us in our behaviours and interactions with the students. The purpose of the code is to provide an optimal level of student safety and wellbeing at all times. Upon enrolment, you agree to abide by School and CEWA policies, and the Code of Conduct described here is one of these policies.

1. You act safely and competently.
  - Specific Behaviours required: sign in and out on entry and exit to the school. Follow school policies and rules. Volunteers will require working with children documentation and require supervision at all times. Visitors will not be alone with students at any time.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
  - Specific Behaviours required: follow school rules and policies as appropriate and act in a safe manner that prioritizes all students' well-being.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
  - Specific Behaviour required: support the Catholic ethos of our school and our school rules.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
  - Specific Behaviours required: comply with all school agreements, and policies. Treat all members of the school and wider community with respect and dignity.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
  - Specific Behaviour required: share and respect the knowledge and expertise of everyone who is part of the school community.
6. You treat personal information about members of the school community as private and confidential.
  - Specific Behaviour required: confidentiality and dignity of every individual is essential and shall not be discussed with other students, staff or community members.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
  - Specific Behaviour required: liaise with staff to ensure the best possible outcome for your child/ren.
8. You support all members of the school community in making informed decisions about students.
  - Specific Behaviours required: actively share relevant information about students, with school staff to enable them to make informed decisions. Listen to everyone with courtesy and respect.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
  - Specific Behaviour required: maintain appropriate boundaries with students and to actively support other adults to do likewise, including bringing to their attention any failure to do so.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
  - Specific Behaviour required: treat all members of the school community with respect and dignity.
11. You act reflectively and ethically.
  - Specific Behaviour required: advise the Principal of any reduction in your capacity to act in the best interests of the safety and well-being of a student due to health, social or other factors.

12. You allow students to have a voice in their education, safety and well-being.

- Specific Behaviour required: encourage your child or student to inform you or the Principal of any concerns they have about their own or other students' education, safety or well-being.



O L M C

# Student Code of Conduct

At OLMC Primary School we want to feel included, welcomed, respected, confident, not judged and safe.

1

In order to feel **included**, we will include others in games and groups, we will have fun with everyone and when there is conflict, we will try to sort things out with each other.

2

In order to feel **welcomed**, we will be kind, we will praise and encourage others, be fair, look after each other, encourage others to do their best and try not to snap back at others.

3

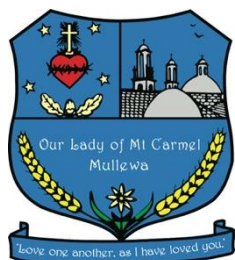
In order to feel **respected**, we will be polite, treat others the way we want to be treated, not touch other people or their property, and respect their privacy.

4

In order to feel **confident**, we will celebrate differences, stand up for friends, be role models, and we will give our best effort.

5

In order to feel **not judged and safe**, we will follow the positive behaviours for learning, we will not make rude comments about others or compare others.



O

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M

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Opportunity for all

Love one another

Masters of Learning

Cooperate as a community

Learning Areas

In play areas

Using ICT

All Locations

L

Learning

Strive for excellence  
Participate positively

Follow the rules of the game  
Use the equipment and facilities appropriately

Use ICT as a learning resource  
Follow teachers' instructions on the use of ICT

Use good manners  
Take responsibility for your actions  
Respect all staff instructions

O

Opportunity

Let others learn  
Listen to others

Include others  
Share with others

Report any inappropriate use or content

Contribute to a clean and tidy environment (Put rubbish in the bin)  
Ask for help

V

Values

Show pride in everything you do  
Respect yourself and others

Play fairly and safely  
Solve problems together

Value and take care of all ICT equipment

Represent the school with pride  
Tell an adult or a trusted person if you or someone else feels unsafe

# E

Everyone

Work cooperatively

Be organised

Be sun smart

Stay in the designated areas

Protect personal information

Ask permission before sharing

Respect personal space, privacy and property

## Positive Behaviour Expectations

At Our Lady of Mount Carmel, we see these values reflected in the Fruit of the Holy Spirit program. The students are ultimately learning to be in control of their behaviour and recognise the effect their actions have on others, and individuals within a group, and as important contributors to community. Therefore, our rewards program to reinforce our Positive Behaviour Expectations and Code of Conduct is based on the nine Fruit of the Spirit and include individual and whole school rewards.

### HEALTH/ACCIDENT PROCEDURES

It is important that teachers are made aware of particular medical conditions of a student. Physical disabilities with sight or hearing affect learning and must be mentioned. 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 and an Emergency Action Plan (completed by a doctor) must be provided. Minor injuries will be treated at school. In the event of a major injury, parents will be contacted, the school will seek medical assistance and if necessary, take the student to the Mullewa Hospital. **Medication will only be administered to a student if parents have supplied the necessary forms.**

### COMMUNICABLE DISEASES

If a student presents with the following communicable and infectious diseases parents are required to follow the appropriate procedures and notify the school administration

- **Pediculosis signs (Head Lice) – Itchy head, live lice, shiny grey oval shaped eggs attached to the hair follicle. *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 school if their child has lice. It is also worth treating bike/sports helmets and hats too. Students should not share hats.
- **Chicken Pox signs** - Clear water-blobs becoming dry scabs. Children are infectious in the early stages from 2 days before the rash appears until all blisters have crusted. ***Exclude*** until the blisters have dried and become scabs, which will be approximately 5 days after the eruption first appears.
- **Whooping Cough signs** - Runny nose, irritating cough in violent spasms (can be followed with a ‘whoop’). ***Exclude*** until a medical certificate is produced or the whoop has ceased, (often 4 weeks from onset or for two weeks or five days after starting antibiotic treatment).
- **Measles & Rubella signs** - A cold type set of symptoms. Then red blot spots develop on face/hands and spread. ***Exclude*** until Medical Certificate is produced or after at least 4 days from rash onset.
- **Mumps signs** - Pain/swollen salivary gland on one or both sides around neck/ear. ***Exclude*** until Medical Certificate or for at least 5 days after the onset of symptoms.
- **Ringworm signs** - Circular red area. ***Exclude*** from school until treatment has been carried out for 24 hours. All affected areas must be covered.

- **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** - has signs of soreness and creamy discharge, caused by bacteria. *Exclude* from school until treated and discharge from eyes has ceased (this is a very infectious eye disease).
- **Scabies signs** – bumps, redness and an intense itching where the mites burrow. *Exclude* from school until antifungae treatment has been used for 24 hours.
- **Diarrhoea** – *Exclude* until diarrhoea has ceased for 24 hours or for high risk groups 48 hours.
- **Hand, Foot and Mouth Disease signs** – fever, sore throat, blisters in mouth, on palms and soles of the feet, rashes or red spots. *Exclude* until feeling well (can last 7 to 10 days) or blisters have crusted and are dry.

### EMERGENCY CONTACT DETAILS

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).

### EXCURSIONS

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 afield. 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 correct school uniform on all excursions unless stated.

### CAMPS

Camps are held at the principal's and class teacher's discretion, for the Year 5/6 students. They are usually held every second year. They are conducted at a location of educational value with acceptable standards of accommodation.

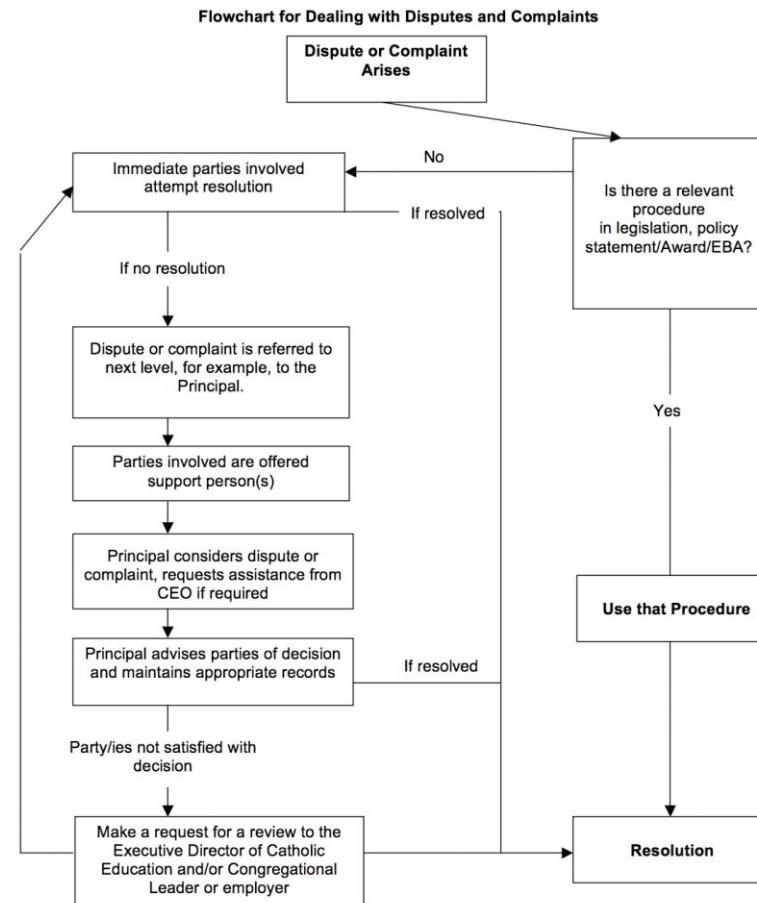
Planning and permission forms will be distributed well in advance. Cost structures are expected to be acceptable and within reason for a family budget. The class also arranges some fund raising, and the P & F may donate some funds to help alleviate pressure on family finances.

### EVACUATION AND SHELTER IN PLACE (LOCKDOWN) DRILLS

Our Lady of Mount Carmel School recognises the importance of the four key elements of an effective Crisis Management Plan: Prevention, Preparedness, Response and Recovery. To help all students and staff prepare for evacuations and lockdowns, the school will conduct drills in order to practice what is required in such situations. Staff, students and parents will be notified of a drill occurring and a follow up review of the drill will be completed.

### **DISPUTES AND COMPLAINTS**

On occasions there may be a disagreement with a decision and a dispute or complaint may arise. Our Lady of Mount Carmel is committed to ensuring that disputes and complaints are dealt with fairly, objectively and in a timely manner, and that processes reflect the principles of participation, co- responsibility and subsidiarity. The following process will be followed when there is a Dispute or Complaint.



**Note:** *“The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, she does not have power to intervene in a complaint or override the school’s decision.”*