

# Our Lady of Good Counsel School



*THY KINGDOM COME*

## VISION STATEMENT

*Our Lady of Good Counsel educates and inspires our children  
within a Catholic family environment.*

## Parent Handbook

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*Please refer to the school website for school policies.*

## INTRODUCTION

### MESSAGE FROM THE PRINCIPAL

Our Lady of Good Counsel School was established by the Sisters of the Holy Family of Nazareth in 1965. It is a Catholic school which follows the guidelines and policies set down by the Catholic Education Commission of Western Australia. Enrolments currently extend from Kindergarten to Year 6. A Three Year Old Play Session is also held on site.

The School is part of the combined parish of Our Lady of Good Counsel, Karrinyup and St Dominic's, Innaloo, and the OLG C church is contained within the school site. We are located approximately eight kilometres from Perth and two kilometres inland from the coast.

OLGC is situated on Noongar land which has a high elevation overlooking the ocean. The name Karrinyup was originally derived from the word 'Careniup', a Noongar name for a nearby swamp which means, "the place where bush kangaroo graze", and 'up' meaning near water.

## SCHOOL GOALS

At Our Lady of Good Counsel we strive to:

- Lead children to know and follow Jesus so that they can share His love with others.
- Affirm, respect and develop the dignity, self-worth and uniqueness of each member of the school community.
- Provide opportunities for the children to discover the truth that the love of God and the Holy Family is experienced through the love and acceptance of self, and the use of individual gifts in the service of others.
- Provide a tolerant and just environment where the qualities of responsibility and sensitivity are developed in a spirit of love.
- Provide a balanced curriculum in a caring atmosphere where children are encouraged to develop to their full potential; spiritual, intellectual, social, physical and emotional.
- Provide rich and varied opportunities so that the children enjoy and value learning and develop their creativity, skills and talents.

## SCHOOL CULTURE

### SCHOOL NAME

The school name evolved through prayer and reflection amongst the Parish priest and the Sisters of the Holy Family of Nazareth. This praying to Our Lady led to the selection of the name 'Our Lady of Good Counsel' for the parish and school as they sought advice, direction and guidance.

### SCHOOL MOTTO

**"THY KINGDOM COME"**

*Through the love we show to one another in our school, we reflect Christ's love and help to bring about the coming of God's Kingdom of Love on earth.*

### SCHOOL CREST



**THY KINGDOM COME**

*The Central symbol in our shield is the large "M" which signifies our dedication to Mary. The early founders of the school chose the name "Our Lady of Good Counsel" and prayed to Mary for help in making wise decisions for the good of the whole school community. We continue in that same spirit.*

## SCHOOL PRAYER

Mary our mother, bless Our Lady of Good Counsel School and each one of us.

Help us to become more like you and your Son, Jesus.

May we reflect your Holy Family through the love, care and respect we show to each other.

Encourage us to always try our best in all we do at work and play.

Through your guidance and example, may we always behave and live as your faithful children so that God's Kingdom can grow in our hearts.

We pray that one day we can enjoy His presence forever in Heaven.

Amen

Our Lady of Good Counsel, pray for us.

## SCHOOL SONG

In 1996, students, teachers and parents combined their efforts to produce and professionally record a school song. The words to this song are as follows:

### **CHORUS**

This is our school, Our Lady of Good Counsel  
Our Spirit - filled community  
Where there is sharing and praying  
Learning and playing  
There is no place like O.L.G.C.

### **VERSE**

Here we stand, beside each other  
All united in God's kingdom of love  
Joined as one, we are His family  
We thank our God for all He has done

### **CHORUS**

It's our school, Our Lady of Good Counsel...

### **VERSE**

As we journey toward our future  
May God's plan unfold anew  
As we take this road together  
Mary our Mother will walk with us too

### **CHORUS**

It's our school, Our lady of Good Counsel...

© D.G. Davies.

## **CURRICULUM**

Our Lady of Good Counsel School offers a broadly based curriculum with emphasis given to the care and development of the child as an individual and as a contributing member of the community. We recognise the vital importance of faith in the lives of the students and we are concerned with the awakening, nourishing and developing of this faith within a sound general education. Our educational programme is currently encompassing the government's mandated Australian Curriculum.

The teaching staff are regularly involved in ongoing Professional Development courses in all learning areas. Current research into effective teaching strategies and student learning styles is incorporated into our curriculum, after careful consideration of the value of such innovations and evaluation of the needs of our students.

### **RELIGIOUS EDUCATION**

At Our Lady of Good Counsel, the Religious Education Programme aims to share the Catholic faith by promoting knowledge and understanding of the Gospel, as it is handed on by the Catholic Church, and of how those who follow Christ are called to live this Gospel.

Our Religious Education programme is based on the Perth Archdiocesan Religious Education Units set down by the Catholic Education Office. To further faith development, students participate in Christian life and are encouraged to be involved in Christian life and service where they can express their faith through the celebration of prayer, liturgy and the sacraments.

Our Lady of Good Counsel provides the opportunity for students to participate in Parish Masses, and Class Masses. Whole School Masses are held on special days of commemoration.

#### **Sacramental Preparation**

The proper preparation of children who are to receive the sacraments for the first time has rightly been an important issue for parents, parish priests and religious educators. At Our Lady of Good Counsel children are prepared for the Sacrament of Penance in Year Three, the Sacrament of Eucharist in Year 4 and for Sacrament of Confirmation in Year Six.



## **PASTORAL CARE**

A central component of our relationship with God is expressed through our attitude and approach towards others, our environment and ourselves. This belief in striving for genuine care is often referred to as Pastoral Care.

At Our Lady of Good Counsel we are concerned for the welfare of each child. We have a policy specifically related to Pastoral Care available on our website.

We encourage our parents to liaise with the school on any matters which may be influencing the child's performance or behaviour.

## **JAPANESE**

Our Lady of Good Counsel offers an exciting Japanese program which is taught from Pre Primary to Year 6. Our aim is to develop both language and cultural awareness.

In the lower primary, students enjoy learning this language through songs and games and also start to learn to read Hiragana writing script.

Our middle and upper grade students tackle writing of Hiragana. Language games and activities are used to introduce and reinforce Japanese language acquisition.

## **MUSIC**

Our Music Specialist teaches students from 3 Year Old Play Session to Year 6 in music lessons. The Music Specialist also trains the liturgical choir and a school band. There is a whole school choir available for students in Years 1 - 6.

Each year the school participates in the Catholic Schools *Performing Arts Festival* with a focus on involving students from Years Four to Six in a variety of choir, band and instrumental solo performances.

Private music tuition is available in piano, guitar and other instruments to students from Years Four to Six. Students in Years 2 and 3 who are particularly keen to learn a musical instrument may do so upon liaison with their classroom teacher and the music specialist. This tuition is coordinated through the Specialist Music teacher.

Students who learn a musical instrument have the opportunity to participate in the Band Programme, playing keyboard, drums, flute, clarinet, saxophone, trumpet or trombone.

## **ENRICHMENT**

Our Lady of Good Counsel Enrichment Programme provides challenging and highly motivating learning opportunities to children in Pre Primary to 6 with exceptional academic capacity or creative talent. A combination of measures is used to identify the gifted or talented student. These can range from a formal assessment, conducted late in Year Four, achievement tests and teacher observation.

All students are extended at their own particular level within classrooms through differentiated learning opportunities. Class teachers provide work at varying levels of ability, within their literacy and numeracy planning, to accommodate the variety of student ability.

## **SUPPORT**

A number of support processes are implemented for students with disabilities or those experiencing learning difficulties. These processes include individual, small group and whole class support through extra teacher and Education Assistant time in classrooms.

Our Learning Support Coordinator Teacher, in consultation with classroom teachers, parents and the principal, facilitates the formation of Individual Education Plans and Curriculum Adjustment Plans.

The Reading Recovery programme assists children in Years 1 and 2 through one on one support where specific reading strategies are reinforced.

## **INFORMATION & COMMUNICATION TECHNOLOGY**

Our Lady of Good Counsel presents a range of technologies to support student learning. These technologies encompass a range of devices and resources.

Students in Years 4 - 6 have their own one-to-one device. Students in the junior years have access to a range of devices at a shared and one-to-one level.

## **STAFF PROFESSIONAL COMMITMENTS**

Regular Staff Meetings and Professional Learning Community meetings are held on alternative Tuesday afternoons from 3.20pm – 4.30pm. Staff also have six gazetted professional development days which are taken during the school year. Two occur at the

commencement of the school year. Every effort is made to inform parents/guardians of these well ahead of time where students will need supervision outside school.

## **LIBRARY RESOURCE CENTRE**

- The Library Resource Centre is central to our education programme. We employ a Teacher Librarian, who co-ordinates a programme that encourages an appreciation of literature and the development of information skills.
- There is a parent book/resource borrowing section within the centre for your benefit.
- Each class attends a literature promotion and information skills lesson weekly.
- Students borrow and return books weekly.
- The Library Resource Centre opens before and after school and at lunchtime to provide additional opportunities for students to borrow books and access facilities.

## **PHYSICAL EDUCATION**

Physical Education lessons and sporting events are an integral part of our curriculum, with the emphasis being placed upon participation by all pupils and the encouragement and development of a variety of sporting skills.

In 2005 faction team names were selected by the Student Counsellors and school community to honour the school's founders. Our sports factions are Bridget (blue), Boniface (green), Frances (gold) and Byrne (red).

Our Physical Education Specialist teaches students from Pre Primary to Year 6 once a week in addition to organising a variety of specialist sporting clinics, Intra-school and Interschool Carnivals. OLGC participates in our own school's swimming, cross country and athletics carnivals and we compete against other single stream Catholic schools in the Perth metropolitan area.

Students from Years One and Two attend swimming lessons conducted over an eight week period while the Year Six class participates in a five week surfing programme at Triggs. Years One to Three have their own Junior Swimming Carnival in Term 1 while a Faction Swimming Carnival takes place for students in Years Four to Six. Students are then selected to join the Our Lady of Good Counsel interschool team.

Our school's Faction Cross Country Carnival is held in Term Two and is followed by the Inter-School Cross Country Competition for Years 3 - 6.

Our school's Faction Athletics Carnival is held in Term Three and is followed by the Inter-School Athletics Competition for Years 3 - 6. An Inter-School Team Tabloid Sports Carnival is held early in Term 4.

Students from Pre Primary to Year 6 participate in a Dancing Programme in Term 4 each year.

## **SCHOOL ROUTINES AND PROCEDURES**

### **SCHOOL HOURS**

#### **YEARS ONE TO SIX**

Classroom teacher supervision begins at 8.25 am and concludes at 3.00 pm. Parents are asked to co-operate by bringing children to school on time and collecting them at 3.00 pm.

Classes begin	8.35am
Recess	10.30am to 10.50am
Classes resume	10.50am
Lunch	12.50pm to 1.30pm
Classes resume	1.30pm to 3.00pm

**Please Note: Students are not to arrive before 8.15am unless supervised by a parent or guardian.**

#### **PRE PRIMARY TIMES**

Class times	8.35am to 3.00pm
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#### **KINDERGARTEN TIMES**

Kindergarten sessions currently run on the following days:

Monday	8.45am to 12.15pm
Tuesday	8.45am to 2.45pm
Thursday	8.45am to 2.45pm

#### **THREE YEAR OLD PLAY SESSION**

Currently we hold one session of Three Year Olds on a Wednesday. Parents can choose to have their children attend either a half day (9am – 11.45am) or a full day session (9am – 2.45pm).

### **SCHOOL TELEPHONE AND OFFICE HOURS**

The school telephone number is (08) 9341 3148.

**The School Office is open for general enquiries from 8am until 4pm Monday to Friday.**

### **ARRIVAL, DEPARTURE AND TRANSPORT**

Parents with younger children, who live some distance from the school generally drive the children each day. The parking and set down areas are:

- **Thomas Way, west of the school.**
- **Prisk Street, beside the school oval.**

For older children, the bus transfer station is situated at the Karrinyup Shopping Centre just down the road from the school. Traffic lights ensure that the children can cross Karrinyup Road in safety.

- Students are not to arrive before 8.15am unless supervised by a parent or guardian. On arrival they are not allowed to play until the duty bell sounds at 8.20am, even if they are accompanied by their parents.
- The children may play four square or basketball as flying balls from cricket, soccer or football could potentially hit a parent or small child.
- As the oval is not supervised children are not to play on it before school.
- Cars must be correctly parked in the parking bays provided in Thomas Way.
- The parking bays at the Miles Street entrance to the school.
- The turning circle in front of the Church is also not to be used for dropping off and picking up of students.
- There is a turning circle provided by the Stirling Council in Thomas Way to allow for the safe turning of vehicles. Please refrain from parking in
- Parking areas are monitored by Council Rangers and Infringement notices may be issued if parking rules are not followed.
- Students must wait to be picked up by parents in the school hall from 3.00pm. Students still waiting at 3.20pm must go to the area near the front of the office. Parents expecting delays should notify the school, and wherever possible, organise alternative pick up arrangements.
- After school children who are with their parent are able to play on the oval. The parent is to ensure that they are able to see their child at all times and is not to supervise other children unless they are taking that child home.
- **Please note the School Office closes at 4pm.**

## **ASSEMBLIES**

Prayer Assemblies are held on Monday morning at 8:35am in the Our Lady of Good Counsel church. During this whole school gathering at the start of every week we offer our prayers. Parents are very welcome to attend. On Monday, at 10.50am classes meet in the hall to share pertinent information about forthcoming events for the coming week.

Student Assemblies take place on Fridays commencing at 8.35am in the school hall. Assemblies are run by the Year 6 Communications Ministry and include the presentation of Merit Awards to individual students to affirm and encourage their achievements.

Throughout the year each class (Pre Primary - 6) is rostered on once to present an item. The weekly school newsletter gives details of when class assemblies are held. Parents are most welcome to attend and are encouraged to join us in supporting the children at these assemblies.

## **HOMEWORK**

The amount of homework provided will vary from year level to year level. Parents are asked to supervise homework and sign when required. Generally, homework will not be given on weekends and holidays. Reading, spelling and the practice of times tables are typical tasks for the Years 1-6 groups.

## **EXCURSIONS/INCURSIONS**

Class excursions/incursions are held throughout the year to provide stimulation and to assist and complement the children's learning experiences.

Teachers will notify parents/guardians about forthcoming excursions and any permission notes or monies needed. Generally, costs are covered in the amenities fee paid as part of the school account. Assistance for excursions is based on the nature of the planned activity. A signed permission slip is required prior to attendance at each excursion.

## **CAMPS**

Our Year 5 class currently travel to the country for an overnight camp as part of their class Evangelisation Project that sees them planting trees in the 'fight' against salinity. Traditionally, many parents like to attend this camp to show their support for the project and model by example that 'doing' something for others and the environment is a good thing.

The Year Six camp is four days and allows children to experience and develop skills in social behaviour, physical endurance, coping with challenges and developing independence. Camps, which all children are expected to attend, are seen as an opportunity to build self-esteem in a pastoral and caring environment.

## **CANTEEN**

The canteen is open at recess and lunch time Mondays and Fridays, except when there is a long weekend. Following a Monday holiday the canteen will be open on Tuesday. Ordering is done on the day. Orders can be written on a paper bag stating the child's name, grade and order. Correct money is to be included in the bag. Orders can also be done online. The online link is attached to the school website.

It is Canteen Policy to serve healthy and nutritious food, therefore no confectionery or soft drinks will be sold.

Parent help is greatly appreciated to run the canteen and a form is included in the newsletter at the beginning of each term for you to nominate when you can help.

## **PARENT TEACHER COMMUNICATION**

Ongoing communication between parents and teachers is essential in providing the best education for our children. We value parents as the first and ongoing teachers of their children.

A **Parent-Teacher Information Night** is held early in Term One. We ask every family to be represented or to make an alternative arrangement with the class teacher to find out the class routines, homework expectations....

### **Assessment and Reporting:**

- Assessment is ongoing and takes the form of teacher observations, anecdotal records, checklists, and tests where appropriate.
- Late in Term One a Three Way Interview is held whereby each stakeholder - parent, teacher and student discuss the achievements of the students and the areas needing development.
- Detailed written reports are given at the end of Terms Two and Four. The mid-year report (Term 2) is followed by a parent-teacher interview for those wishing to speak to the teacher and with those to whom the teacher wishes to speak about student progress.

## **STUDENT BEHAVIOUR**

In working towards achieving our school goals, Our Lady of Good Counsel School has developed a set of expectations concerning the behaviour of students toward each other and adults.

All discipline is founded upon respect for self and others. The school has a well developed *Whole School Discipline Policy*. As part of our *Pastoral Care* within the school, clear articulation of what it is to be a good friend to others and what bullying behaviours look like, sound like and feel like are identified in the school *Bullying Policy*.

Parental support in developing responsible and acceptable behaviour is essential, and as such it is most important that parents and teachers work co-operatively where and when behavioural concerns are raised.

In addition to our Whole School Discipline Policy and Bullying Policy, each class teacher from Years 1-6 maintains a pro active discipline policy that rewards positive classroom behaviour. This is a successful behavioural management programme that involves all the class students in formulating, with the teacher, the class rules as well as the appropriate rewards and consequences.

## **STUDENT ATTENDANCE**

To ensure your child's safety and for legal reasons:

- If a student is to be absent on a particular day, parents are asked to notify the school by 9.30am. A note needs to be sent to the classroom teacher explaining a child's absence including visits to the dentist, illness and/or personal reasons when the child returns to class/school.
- Students are not permitted to leave the school grounds during school hours without the written consent of parents/guardians and permission from the class teacher and/or the principal.
- Parents/carers dropping off their child/children after 9.00am need to go to the school office to complete a late slip and then take their child/children to their respective classroom/s.
- If for some reason you need to pick your child up prior to 3.00pm, you will need to go to the school office to sign in and receive a leave slip. This slip is then taken to your child's class and handed to your child's teacher before your child is permitted to leave.
- If a child is to be away for an extended period of time, e.g., holidays or hospital stays, a Leave of Absence Form which is available from the office, needs to be completed.

## **MEDICAL**

If your child is unwell please do not send him/her to school. **It is important that home and emergency contact telephone numbers and email addresses are kept up to date** in case your child becomes ill or injured at school and we need to contact you. Please send any changes into school in writing.

**It is important that you understand that in the event of your child requiring transport by ambulance to hospital, you are responsible for all costs.**

The office has copies of Medication forms and one must be completed if your child is to have medications administered at school.

Any asthmatics, students with allergies and reactions to substances such as bee's stings, egg, nuts... require a medically prepared Action Plan from the student's doctor or



specialist. Parents are required to inform the school of any allergies. A website with generic Action Plans is available on the website [www.allergy.org.au](http://www.allergy.org.au)

## **DENTAL**

Children at Our Lady of Good Counsel attend the Deanmore Dental Clinic. Parents are required to take their children to the clinic for appointments. A written note must be presented to the classroom teacher or a Temporary Leave Form must be completed by the parent/guardian.

## **SCHOOL UNIFORM**

Our uniform is a representation of our school community. Wearing the correct uniform with pride is a sign of respect and parents/guardians commit to this when enrolling their child/children at Our Lady of Good Counsel Primary School. Correct school uniform is compulsory and attention should be paid to encouraging boys to tuck their shirts in on the way to and from school.

**All articles of school clothing should be clearly marked with your child's name.**

The summer uniform is worn in Terms 1 and 4, and the winter uniform in Terms 2 and 3.

### **Three Year Olds, Kindergarten and Pre Primary:**

Students wear their own clothing choices in recognition of the non formal status of these years. Kindergarten means 'garden of children' and as such we endeavour to encourage the freedom of creative expression and

### **Years 1 – 6**

#### **GIRLS**

##### **Summer**

School check dress

Navy School Hat with school crest

Footwear - black school shoes, lace up or buckle, with white ankle socks or blue sandals, no socks

Navy blue hair accessories

##### **Winter**

Black-watch Tartan Tunic

White blouse - short or long sleeves  
Navy Tie  
Navy (with gold stripes on neckline) School Jumper with school crest  
Navy School Hat  
Footwear - black school shoes, lace-up or buckle, with white ankle socks or black tights

### **Sports**

1 Sky Blue School Polo Shirt with school crest  
1 Faction School Polo Shirt with school crest  
Navy Knit shorts or Navy Blue pleated Netball skirts  
Navy Sports Briefs  
Navy Track Suit Jacket with school crest  
Navy Track Suit Pants  
Navy School Hat with school crest  
Footwear - plain white runners, no stripes or other colours, with white sport socks

## **BOYS**

### **Summer**

Blue Shirt - short sleeve with school crest  
Navy Junior elasticised Shorts - Years 1 and 2  
Navy Viscose Pleated and with Fly Shorts - Years 3 to 6  
Navy School Hat  
Footwear - black lace up school shoes with navy ankle socks or blue sandals

### **Winter**

Blue Shirt - short or long sleeve with school crest  
Navy Junior elasticised shorts or Junior Navy Trousers. - Years 1 and 2.  
Viscose Navy shorts or Viscose Navy trousers - Years 3 to 6  
Navy School Tie  
Navy (with gold stripes on neckline) School Jumper with school crest  
Navy School Hat  
Footwear - black lace-up school shoes with navy ankle socks.

### **Sports**

1 Sky Blue School Polo Shirt with school crest  
1 Faction School Polo Shirt with school crest  
Navy Knit Shorts  
Navy School Hat  
Track Suit Jacket with school crest  
Navy Track Suit Pants

Footwear – plain white runners, no stripes or other colours, with white sport socks

#### **Extras - Optional**

Our Lady of Good Counsel School Bag

Library bags are available in school colours

Reading book bags

### **SCHOOL HATS**

School hats are to be worn by all children throughout the year. The school operates a 'no school hat – no play' policy. Pre primary through to Year 6 students wear the school hat and the Kindergarten and Three Year Old children wear a hat of their own choice.

### **HAIR**

Children's hair should not restrict their vision while working and this applies to both girls and boys. Hair of shoulder length or longer must be tied back in the interest of safety and hygiene. Students must wear navy hair accessories - navy hair band, navy ribbons, navy scrunchies or navy elastics and clips only.

### **JEWELLERY**

Students may wear a watch and a religious chain around the neck. Students may wear plain studs or sleeper earrings. Only one earring in each ear is permitted at school.

**The Uniform Shop Manageress is Mrs Terri Benedetti. Phone: 9446 7891.**

The Uniform Shop is generally open from 8.30 until 9:15 every Tuesday morning. Any additional times are advertised in the Weekly Newsletter.

### **SCHOOL BOARD**

OLGC has an effectively functioning School Board that meets once a month, generally on the 4<sup>th</sup> Tuesday. Members are elected on a two year term and may remain on the Board as long as six years at which time they are required to retire. The school boards in Catholic schools within WA are responsible for overseeing the finances of the school. It is the Board's main purpose for being. The Board members are also able to provide the

Principal with advice when and where required drawn from the expertise in their professional fields and life in general. A productive School Board Finance Sub Committee meets once a month consisting of the treasurer, school Bursar and the Principal and the Board Chair is also automatically a member of this committee.

## **PARENTS AND FRIENDS ASSOCIATION**

OLGC has a very active and productive parents and friends group. This committee meets on the evening of the second Tuesday of the month. All parents are welcome to attend.

## **FEES & CHARGES**

Fee information is given out at the AGM in November of each year, to take effect in the following year. Fee increase parameters are set by the Catholic Education Office of WA and then the School Board while determining the next year's school budget.

Fees are charged annually at the beginning of each year. There are various methods for payment of fees throughout the year.

To encourage prompt payment of fees the School Board makes available one prize of \$100 to all those who pay up front or return completed Fee Payment forms on time.

In cases of extreme financial difficulty, parents are asked to contact the school office and make an appointment to see the principal to discuss alternative and appropriate arrangements for the payment of fees. All parents who are on a Health Care Card are able to present this to the office for fee reduction.

Fees are to be handed into the school office or it may be given to the students to place in their classroom tray for delivery to the office. Please attach the payment slip with your fees to ensure your payment is accurately recorded.

If school fees are not paid, and no explanation is given, the matter is placed in the hands of an outside agency.