ADDRESS:  Shearwin Street, Sunnybank  Q  4109

POSTAL ADDRESS:  P O Box 439 Sunnybank  Q  4109

TELEPHONE:  (07) 3345 0700

E-MAIL:  psunnybank@bne.catholic.edu.au

ENROLMENTS:  dpjohnson@bne.catholic.edu.au

WEBSITE:  www.ourladyoflourdes.qld.edu.au

APP:  our lady of lourdes sunnybank

FACEBOOK:  Our Lady of Lourdes Primary School

September 2014
OUR MISSION STATEMENT

Our Lady of Lourdes Catholic Primary School fosters the values and teachings of Jesus Christ. These values are embedded in the Mary MacKillop Charism and honour our school’s patron Saint, Our Lady of Lourdes.

Our Lady of Lourdes School is an inclusive community, providing an holistic education of body, mind and spirit. We aspire to teach, challenge and transform in our welcoming and nurturing learning environment. This is achieved through active and positive partnerships between students, staff, families, parish and the wider community. In striving for excellence we aim to inspire students to be responsible for their learning and to reach their full potential as lifelong learners.

Our Lady of Lourdes School offers a Catholic perspective within the community. We acknowledge the importance of justice, demonstrated through compassion and are committed to being a positive influence in the lives of all.

HISTORY OF OUR LADY OF LOURDES SCHOOL

Our Lady of Lourdes Primary School was established in Sunnybank in 1952 by Fr Brosnan and a committee of parishioners who helped build the first church and three room school.

The Sisters of St Joseph, who administered the school, travelled from Moorooka by train until the Convent was built in March 1957.

The first lay principal was appointed in 1983. The school today is administered by the Brisbane Catholic Education Office.
GENERAL INFORMATION

THE SCHOOL YEAR - 2015
The school year is conducted in two semesters. Each semester is further broken into two terms.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Term 1</th>
<th>Wednesday 28 January to Thursday 2 April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Term 2</td>
<td>Monday 20 April to Friday 26 June</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Term 3</th>
<th>Monday 13 July to Friday 18 September</th>
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<tbody>
<tr>
<td></td>
<td>Term 4</td>
<td>Tuesday 6 October to Friday 4 December *</td>
</tr>
</tbody>
</table>

*School finishes at 12.00pm on Friday 4 December 2015.

THE SCHOOL DAY
The school day is structured as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.25am</td>
<td>First bell</td>
</tr>
<tr>
<td></td>
<td>Children go to classes</td>
</tr>
<tr>
<td>8.30am</td>
<td>Second bell</td>
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<tr>
<td></td>
<td>Classes begin</td>
</tr>
<tr>
<td>10.30 – 11.15am</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.15 – 1.45pm</td>
<td>Afternoon Tea</td>
</tr>
<tr>
<td>2.55pm</td>
<td>Classes dismissed</td>
</tr>
</tbody>
</table>

The children are to go to the top courtyard area or the Penola Centre ONLY as they arrive at school. The remainder of the school grounds is out of bounds at all times before school.

Teacher supervision is available in Prep Place for Preps and the Penola Centre and The Green for Years 1 to 6 from 8.10am. Early arrival is discouraged (unless children go to Outside School Hours Care). This is for the safety of your children.

Teachers supervise the bus stop until 3.20pm and the car pick-up areas until 3.30pm. All children should have left the school premises by 3.30pm. Please refer to the “Late Pick up Policy” in the Appendix at the back of this handbook. No responsibility can be taken for any child on the premises outside of these times, apart from those participating in Our Lady of Lourdes Outside School Hours Care Program.

Outside School Hours Care (OSHC), operated by Centacare Child Care Services, is available for those who have need of this facility. For further information, please contact 3344 3064. The facility is also operated during vacation periods.
**FINANCIAL INFORMATION – (ENQUIRIES – SCHOOL OFFICE 3345 0700)**
Accounts for school fees are issued quarterly and are sent home by email at the beginning of each term unless other arrangements are made. Your assistance in keeping payments up to date is greatly appreciated. We accept Cash, Cheque, EFTPOS, Credit Card and BPAY.

Should you have any difficulties in this regard, the matter can be discussed confidentially with the School Fees Collection Officer.

**TEXT BOOKS AND STATIONERY LISTS**
Towards the end of each year, information about book lists for the following year will be distributed. Parents are welcome to purchase the books privately or use the book order scheme recommended by the School. It is essential **ALL** orders are placed by the due date to ensure early delivery. *There is no obligation to purchase these requirements through the supplier*, however doing so enables you to save time and money and ensures the children start the school year with the necessary supplies.

**TUCKSHOP – (DIRECT LINE - 3345 0709)**
The Tuckshop is open on **Wednesday, Thursday** and **Friday** for both morning tea and lunch.

The prices of goods vary from time to time but parents will be notified, through the school Newsletter, of any price changes. Updated tuckshop price lists are available on the school website and app, or from the office

A paper bag is required to order little lunch and big lunch for Years One, Two and Three. Years Four, Five, and Six have a paper bag for big lunch only. They come to the Tuckshop to buy their little lunch.

Only drinks and ice blocks are sold at big lunch in the Tuckshop. All extras such as chips, health bars, etc. are ordered via a paper bag. Drinks can also be ordered in the paper bag with lunch.

**HOME – SCHOOL COMMUNICATION**

I. **Parent Information nights** will be held early in the first term to enable teachers to outline classroom procedure. This is not an appropriate time for teachers to comment on individual children.

II. Throughout the year, parents are always welcome to come and discuss the progress of their child / children. Given that such interviews should be free of distraction and interruption it is necessary that a mutually convenient time be arranged beforehand. Sometimes too, teachers may request parents to come to the school.

III. Two opportunities for **Parent / Teacher Interviews** are offered each year. These are held at the end of Term 1 and the start of Term 3.

IV. A **Report Card** is issued at the end of each semester.

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Each week a newsletter will be published in an effort to communicate the day to day and future events. More importantly, it is hoped that the spirit and the life of the school will also be evident in this newsletter. This will be emailed to each family. **Please refer to the information about the School APP at the end of this handbook.**
The Principal of the school is available for interviews of a general nature at times when they are not involved in time-tabled activities. As these vary over each month, interviews can be simply arranged by telephoning, calling personally or sending an email to the school. To ensure that such an interview is fruitful, it would be helpful if a reason for the interview could be given so that any relevant information can be gathered beforehand.

Teachers are usually not available to answer telephone calls personally during class times. Usually a message will be taken and a response made as soon as possible.

Parents are invited to keep in touch with the life of the school by participating in social events as they occur, parent/teacher evenings, Parents and Friends Association, Tuckshop and other school activities as announced.

**MOBILE PHONES AT SCHOOL**
The school strongly encourages parents **not** to allow their children to bring mobile phones to school. Text messages, games and calls are a distraction to the work of the school day. For these reasons electronic toys are also banned at school. The photo capabilities of modern phones also raises issues of privacy for other students of the school.

In a primary school setting, the argument that a mobile phone enhances a student’s safety in case of an emergency gives a false sense of security. A child’s safety is enhanced through reliable drop off and pick up arrangements that are known to the child, parents and school. Should those arrangements need to be changed due to unforeseen circumstances then the responsible adults (school administration or parents) need to be informed.

The school is happy to communicate important messages to children and when it is appropriate allow children to contact their parents via the office phone. If you make the decision to allow your child to bring a mobile phone to school, then please be aware that the school requires that the phone be switched off during the school day and remains in the child’s bag. The school accepts no responsibility for the phone should it be damaged or stolen.

**PLAYGROUND BEHAVIOUR PROGRAM**
Students at Our Lady of Lourdes follow the Golden Rule – *Treat others the way you would like to be treated yourself.*

To do this
- **Great students...**
- Only speak to please
- Listen and follow directions
- Do keep hands and feet to themselves

Students spotted following the golden rules receive a gold card. When a student receives 5 gold cards, a certificate (Bronze) is awarded at Assembly. When a student receives 10 Gold Cards, a certificate (Silver) and Owl Badge is awarded at Assembly. Once a student receives 20 Gold Cards, a certificate (Gold) is awarded at Assembly along with an invitation to come to a special morning tea with the Principal.

**ATTENDANCE**
Only in the event of illness or for some other serious reason should a child be absent from school.

You are asked to phone the school on 3345 0700, email psunnybank@bne.catholic.edu.au or advise through the school app by 8.30am if your child will be absent that day. Please advise
the school if a child is to be absent for a long period of time or if the child is suffering from an infectious disease.

The normal procedure to obtain permission to leave school early is by a written request from the parent or guardian. Children leaving early must be collected from the school office and signed out in the attendance record. Children arriving after 8.40am need to be signed in on the attendance record in the office.

**CUSTODY MATTERS**
When the school is given documentary proof that custody of a child rests with one parent only, the school will do all it can to ensure that parent’s rights.

**PERSONAL PROPERTY**
All clothing, text books and equipment should be clearly marked with each child’s name for easy identification. Bicycles may be brought to school provided they are an essential means of transport.

Children are requested not to bring games or toys to school, particularly electronic ones. Any toys or other valuables are brought and stored at the owner’s risk. Comics and magazines which are not in keeping with the policy and spirit of the school are not permitted.

**LIBRARY**
Children are encouraged to borrow books from the library for entertainment and research. A library bag is necessary for borrowing. Lost or damaged books would normally be replaced at the expense of the parents. Overdue notices are sent out for books outstanding for more than one month.

Library bags are available from the school shop.

**BOOK CLUB**
Parents are offered the opportunity to order books for their children. The school may participate in the Scholastic Book Club scheme from time to time and it offers excellent books for both children and parents at very reasonable prices.

Brochures outlining details of the books, their appropriateness for the child’s reading level and interests are sent home to enable choices to be made. Completed order forms and money are returned to the school. There is no obligation to purchase.

**EDUCATIONAL EXCURSIONS / INCURSIONS**
From time to time, excursions to places of educational interest are undertaken or incursions are conducted at school with specialised visiting programmes. Parents will be advised when such visits are to occur and a form of approval will be sent home for completion. Written approval of the parent must be given before the child is allowed to go on the excursion/incursion. All excursion/incursion costs will be covered by the Activity Levy that is charged on the school fee accounts.

**COMPULSORY ATTENDANCE AT PHYSICAL EDUCATION ACTIVITIES**
All children are expected to attend all Physical Educational classes (including swimming lessons). Children must bring a note from parents clearly indicating the reasons for any temporary exclusion sought from these lessons.

Continued exemption from these activities must have the administration’s approval and parents should contact the administration by letter in regard to this matter.
**SCHOOL RECORDS**

It is important to have up-to-date school records on each family represented in the school. Therefore, we ask that you contact the office and advise accordingly if there is any variation in the information we have on record, particularly change of address and emergency contact details. This information is best advised in writing or through the parent eforms on the school app. Advice of a medical condition will require a management action plan from your doctor.

**TRANSFERS FROM SCHOOL**

If your child is to move to another school, early advice would be appreciated. At least a week’s notice would greatly assist.

**LOST PROPERTY**

We stress to parents the importance of having all property (articles of clothing and school requisites) clearly marked with the child’s name. Items of lost clothing are kept at the school office. Periodically, all lost property is disposed of.

Every effort is made to return to the children any named items.

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**UNIFORM REQUIREMENTS**

**POLICY**

Given that we respect the uniqueness and individuality of children and we have committed ourselves to their growth in personal responsibility and self-discipline, the following is expected in respect of school uniform and general grooming.

**GENERAL**

Students are expected to be neatly and tidily dressed and well groomed. This includes care of such things as shoes (cleaned and polished), finger nails, hair combed or brushed and kept at such a length to ensure tidiness. When travelling to and from school and at school, children are required to wear the correct uniform. Parents’ co-operation is essential and sought in this matter. If for some reason a student is unable to wear the correct uniform, a note from the parents to the Class Teacher explaining the situation is required.

Points to note:

a) Only limited jewellery is permitted – namely a cross on a chain, and a personal signet ring. Children with pierced ears are to wear sleepers or studs to minimize accidental injury, and this is limited to one earring per ear.

b) Nail polish on finger or toenails is not permitted. Neither is make up or perfume.

c) Girls must wear a one-piece swimsuit for swimming lessons and it is compulsory that all children wear a bathing cap and sun safe shirt.

d) It is required that children who have long hair tie it back with school coloured hair ties. Both boys and girls should have conventional type haircuts.

e) All students are expected to be neatly dressed and groomed.
DRESS REQUIREMENTS

i. SPORTS UNIFORM

GIRLS:
- Royal blue sports culottes with logo
- Sports shirt with logo
- Navy blue ankle socks
- Plain black lace up sports shoes (no coloured stripes or soles)
- Navy track suit with logo or School Jacket, navy bootleg pants
- School hat
- **NOTE:** Ankle length, high cut, basketball style shoes are **unacceptable** for both sports and day wear.
- **NOTE:** For sports uniform, hair ribbon when worn should be yellow or gold or royal blue. A plain T-shirt in house colour for interhouse sport may be worn.

BOYS:
- Sports shirt with logo
- Royal blue sports shorts with logo
- Navy blue ankle socks
- Plain black sports shoes (no coloured stripes or soles)
- **NOTE:** Ankle length, high cut, basketball style shoes are **unacceptable** for both sports and day wear
- Navy track suit with logo or School Jacket
- School hat
- A plain T-shirt in house colour for interhouse sport may be worn.

ii. DAY UNIFORM

GIRLS:
- School dress with school badge
- Navy blue socks
- Plain black leather shoes or sports shoes (no coloured stripes or soles)
- School jumper or School Jacket with logo
- **NOTE:** Girls may wear navy tights/stockings under their dress in colder months
- Hair ribbon when worn is to be royal blue or in the fabric of the school uniform. No other obvious hair decorations are permitted.
- Only limited jewellery is permitted – namely a cross on a chain, and a personal signet ring. Children with pierced ears are to wear sleepers or studs to minimize accidental injury, and this is limited to one earring per ear.
- Navy track suit with logo or School Jacket, navy bootleg pants
- School hat

BOYS:
- School shirt with logo on pocket
- Navy school shorts with logo
- Navy blue ankle socks
- Plain black leather shoes or sports shoes (no coloured stripes or soles)
- Navy track suit with logo or School Jacket
- School hat
SCHOOL SHOP (DIRECT LINE – 3345 0710)
The school uniform shop is the only place where uniforms can be purchased. In addition to stocking uniform items, we also offer a large range of stationery and miscellaneous items.

The uniform shop is located in the Holy Family Building, beside the walkway. This is the building opposite the office. Please check the school newsletter, app or website for opening hours. Order forms with full payment can be left at the office if you are unable to visit personally. Your order will then be delivered to your child’s class, or left at the office for collection. Email orders are also accepted.

The full uniform range is stocked all year round (with the exception of winter uniforms, and other specialty items). Refunds or exchanges can be granted if the item is returned unworn and unwashed with no labels removed and no name labels attached.

As a service to parents, second-hand uniforms are sold. These are at very reasonable prices and you are welcome to browse through them as often as you like. Uniforms that you no longer require can be placed in the shop to be sold on consignment. When all the items have been sold, you will receive the proceeds less our consignment fee of 20%. Upon request, payments can be made before the sale of all items. Alternatively, your uniforms can be donated to the school.

Mastercard, Visa and debit card are accepted. Layby can also be arranged.

A large range of stationery is stocked. Any specials or additions to the range are advertised in the school newsletter. Swimming caps in a variety of colours, swim bags and sunscreen are available.

Small and large backpacks bearing the school logo are available for purchase. They have a 3 year warranty and are extremely durable.

**Winter uniforms** - Due to storage constraints we carry very limited stock of these. An order can be placed during Term 1 with delivery early in Term 2. It is essential that an order be placed to ensure that you can secure the correct size garment for your child.

Please refer to the school website or app for more information and pricelist.

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HEALTH AND SAFETY

**ILLNESS – ACCIDENTS**
Parents are informed as soon as possible in all cases of illness or injury at school.

In cases of serious illness or accident, every effort will be made to contact either parent so that the course of action to be taken may be discussed. In the event that neither parent can be contacted quickly, an ambulance will be summoned and the child transported to a hospital. Minor first aid cases, such as bruises, abrasions, scratches etc, will be dealt with by a teacher on duty or the school office.

Sick children should be kept at home.
ADMINISTRATION OF MEDICINE AT SCHOOL
Brisbane Catholic Education has issued a number of guidelines for schools with regard to administering medication to students during school hours. Please refer to the school office if you require this information.

HEAD LICE
Periodically the problem of Head Lice appears in all schools. It is the parent’s responsibility to detect and treat head-lice infestations. If a child is found to have head-lice, the school will notify all parents of children in that class. It is the parents’ responsibility to take appropriate action.

INFECTIOUS DISEASES – RECOMMENDED EXCLUSION PERIODS
Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children, as prescribed by the Queensland Health Department. Reference to the information on the recommended minimum exclusion periods for infectious conditions will assist medical practitioners and schools to meet the requirements of the Public Health Act 2005. This information can be found on the school app.

SECURITY AND SAFETY OF STUDENTS
For the security and safety of the students of Our Lady of Lourdes:-

1) All staff are to be identified by a name badge  
2) All visitors must report to the School Office  
3) Visiting teachers are to register at the School Office  
4) All volunteers (including parents) are to register at the School Office  
   - This DOES NOT apply to parents who are delivering or collecting children at the normal times  
   - This DOES apply to parents visiting the school at unusual times.  
5) All volunteers who are not parents of a child at the school are required to hold a Blue card before they can volunteer. This applies to Grandparents also. Application forms can be obtained from the office.  
6) All volunteers (including parents) are to have completed the Student Protection training that can be found on the school website. The sign off sheet for this training and the school volunteer register sheet need to be submitted to the school office.

PARENTS AND FRIENDS ASSOCIATION
Our Lady of Lourdes Parents and Friends Association welcomes all new parents and caregivers to our school.

Our Association has one main goal – to enrich and strengthen our school community through our active support of school staff and students and through our participation in school life.

The P & F is involved in a variety of activities. These include –

- organising social/community activities
- assisting in the classroom
- offering Parent Education Nights on a variety of topical issues
The Associations activities are co-ordinated by an executive committee. These people are volunteers who are voted in at the Annual General Meeting of the Association in October each year.

P & F Meetings are advertised on the school calendar and in the newsletter. Everyone is welcome to attend. They provide an excellent opportunity for networking with other parents and for gaining useful information about what is happening in our school.

We hope you will enjoy your years as an Our Lady of Lourdes parent and we look forward to working with you.

**SCHOOL BOARD**

In 2013, the inaugural school board was launched. The purpose of the board is to provide policy advice to the Principal.

**TRAFFIC RULES FOR THE SHEARWIN STREET CARPARK**

1. No drop off or pick up in Shearwin Street - please enter the carpark to drop off or pick up children.
2. No right turn into the carpark from Shearwin Street from 7.45am – 8.45am and 2.30pm – 3.30pm.
3. No right turn when exiting the carpark during peak times.
4. Don’t jump the queue when exiting. Please wait for vehicles ahead to move off.
5. Please Note: Traffic flow is one way as per signs.
6. Please queue as directed by staff.
7. If parked in the carpark please be patient when trying to exit at the busy pick up and drop off times.
8. The use of the carpark during school hours is specifically for parents and visitors who are visiting or helping in the school.
9. Please do not queue before 2.50pm. Before this time please park in the parking bays.

**TRAFFIC AND PARKING**

**COLLECTION OF CHILDREN / PARKING AROUND THE SCHOOL**

2 minute passenger set down/pick up zones are located in the school grounds off Shearwin and Trudgian Streets between 8.00 am – 9.00 am and 3.00 pm – 3.30 pm. The physical location of the school does not provide for off-street parking immediately outside the school during those hours, however off-street parking within walking distance is available in surrounding streets.

The main parking regulations are as follows:-

**(Passenger) Zones** – 2 minute passenger pick up/set down zones allow for pick up or set down of passengers in the designated zones. If your vehicle is stopped in one spot for more than 2 minutes, you are required to move on and “do a lap”.

**No Parking Zones** – allows for vehicles queuing, but not stopping or parking, while engaged in the pick up/set down of passengers.
No Standing Zones – as compared to “No Parking”, this means absolutely no stopping, standing or queuing is allowed.

WARNING: Brisbane City Council regularly enforce the traffic restrictions around the school. There are fines for non-compliance.

ACTIVE SCHOOL TRAVEL
In 2010, Our Lady of Lourdes was selected to join the Brisbane City Council’s Active School Travel program. Active School Travel promotes clean and green, active and healthy school travel modes such as walking, cycling, carpooling and public transport. By leaving your car at home, at least one day a week on “Walking Wheeling Wednesday”, we can reduce traffic congestion at the school gate, improve road safety, create a cleaner environment, save money and improve our health and fitness! How can you lose?
SCHOOL APP – SKOOLBAG
All school communication is available on the school’s app. This app can be downloaded onto an apple or android device and is also accessible on the school website through the Skoolbag Communication Centre on the front page.

We strongly encourage all parents to download and use this app where possible as it is a very effective and efficient way to remind parents of upcoming events and to send alerts. Please refer to the instructions below for installation. Search – our lady of lourdes sunnybank.

How To Install Skoolbag On Your Smartphone

iPhone & iPad Users
1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open".
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

Android Users
You must first have signed up with a Google Account before installing the app.
1. Click the "Play Store" button on your Android Device.
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

Absences can be advised through the skoolbag app
Parent eForms > Absentee Note
This can be done any time of the day or night.

Forms and documents can be printed from the app if you access it from the school website – Skoolbag Communication Centre at the bottom of the main page.

Add events directly to your personal calendar from our events or calendar.

If you do not have a smart phone, you can choose to receive any alerts that we send out, by email instead. Go to our school website – www.ourladyoflourdes.qld.edu.au
The skoolbag communication centre is at the bottom of the page. Click “subscribe for email” and then you will be registered to receive any reminders by email. Of course you can access all the content from this centre as well. Forms and documents can be printed from this also through your printer.
APPENDIX 1 – SUNSMART POLICY

Rationale
Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. With this in mind Our Lady of Lourdes School realises the need to protect children’s skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Aims
The SunSmart Procedures aim to:
- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices

Procedures
Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year. The purpose of the SunSmart Procedures is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

Our commitment
Our Lady of Lourdes School will:
- inform parents of the SunSmart Procedures when they enrol their child
- include the SunSmart Procedures statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart Procedures and its implementation, through newsletters, parent meetings etc.
- ensure that all students and staff wear hats that protect the face, neck and ears, and SPF 15 or higher, broad-spectrum, water-resistant sunscreen, when involved in outdoor activities
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- ensure that, wherever practicable, outdoor activities take place before 10am or after 2pm (Australian Eastern Standard Time [AEST])
- ensure that adequate shade is provided at sporting carnivals and other outdoor events
- review the SunSmart Procedures annually

Our expectations
Parents/carers will:
- provide a SunSmart hat for their child and ensure that they wear it to and from school
- ensure that their child applies SPF15 or higher, broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- act as positive role models by practicing SunSmart behaviour
- support the school’s SunSmart Procedures and help to design and regularly update the Procedures

Students will:
- be aware of the school’s SunSmart Procedures
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing and sunscreen
- apply SPF 15 broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- act as positive role models for other students in all aspects of SunSmart behaviour
- help to design and regularly update the SunSmart Procedures
- participate in SunSmart education programs

Approved by School Board July 2014
APPENDIX 2 - POLICY FOR LATE PICK-UP OF STUDENTS

In light of the School Mission Statement the procedure to be followed for late collection of students after school is to be:

- School Staff will supervise students each afternoon at the Pick Up points from 2:55pm - 3:20pm
  Pick-Up Points which are supervised by School Staff and are to be used by students and parents/care givers are:
  - Pick-Up Point 1: Trudgian Street Pick Up Area – located behind the Prep area.
  - Pick-Up Point 2: Shearwin Street Car Park Pick Up Area – Prep to Year 3 seated outside the School Office
  - Pick-Up Point 3: Shearwin Street Car Park Pick Up Area – Year 4 to Year 7 seated on seats at the front of the Administration Building.

- At 3:20pm the duty for the teacher has finished – teachers on duty at Points 1 and 3 will walk remaining students to Pick-Up Point 2 outside School Office.
- From 3:20pm to 3:30pm remaining students will be supervised outside the School Office by a member of the Administration team (or deputising teacher)
- After 3:30pm a member of the School Administration Team (or deputising teacher) will accompany any student who has not been collected by their parent to Outside School Hours Care.
- Parents/care givers who arrive after 3:30pm will collect their child from Outside School Hours Care and pay fees to Outside School Hours Care (Fixed rate of $18)
- Parents/care givers will receive a letter explaining the Late Pick-Up Policy before the policy is implemented.
- The Principal will advise the policy in the newsletter advising parents/care givers of the policy before implementation.
- The Administration team will advise parents/care givers of students who are late being collected from school before the policy is to be implemented.
- In unforeseen circumstances which cause parents/care givers to be delayed please call the School Office. Regular unforeseen circumstances would mean the child/children should go to OSHC.
- The school will advise all incoming parents/care givers of the policy at the Enrolment Interview and advise all incoming parents/care givers of the need to register with Outside School Hours Care provider for Our Lady of Lourdes School. (CentaCare).

Approved by School Board August 2014