

Our Lady of Lourdes Catholic School Information Booklet 2024



Updated 31/1/2024



Our Lady of Lourdes Catholic School



Our Vision

At OLOL we are moved by the life and love of Jesus Christ and the Sisters of St Joseph to give of ourselves to ensure the flourishing of each member of our community.

Our Mission

At OLOL we are a Christ centered, child focused learning community that lives out our Josephite Charism in all that we do.

Our Josephite Charism

Compassion, Humility, Simplicity,
Dignity, Justice, Trust in God

We live Jesus' message through our Charism

Principal's Report

On behalf of our school community, I welcome you to Our Lady of Lourdes Catholic School, Devonport.

Our Lady of Lourdes is a two-stream school with classes from Kindergarten to Grade 6. We are a welcoming and inclusive school community where we believe all students have the right to grow to their full potential in a safe and engaging environment.

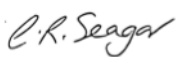
Our staff are enthusiastic, highly dedicated and committed to the spiritual, emotional, physical, intellectual and social needs of our students through life long learning. We help our students to feel secure and experience success so they learn to view themselves as valued members of a community regardless of their level of ability.

At Our Lady of Lourdes Catholic School we offer a diverse and dynamic curriculum that caters for all learning styles. We provide a range of development opportunities including student leadership, extension, learning support, perceptual motor and swimming programs, camps, community projects and specialist subjects in PE and The Performing Arts, and Health and Well Being.

We develop our students to become active and responsible citizens through supporting community organisation and involvement in community events.

We value and support partnerships with parents/carers in the daily education of their children, and believe that this should be founded on a spirit of mutual respect, cooperation, communication and involvement. It is a privilege to work with families in the education of their child/ren and opinions and enquiries are valued and welcomed at any time.

Please feel free to explore our website and contact the school for further information or to arrange a tour of the facilities, so you can experience our warm and engaging environment first hand.



Mrs Carol Seagar
Principal



School Community

Leadership Team	
Principal	<i>Mrs Carol Seagar</i>
Deputy Principal	<i>Mrs Eve Gratton</i>
Student Support Coordinator	<i>Miss Meg Wootton</i>

PRINCIPAL

The Principal is responsible for the overall management of the school. In this task, assistance is provided by the School's Leadership Team, as listed above.

Religious Education Coordinator

The REC is responsible, in liaison with the Leadership Team, for the coordination and development of our whole school Religious Education program; including Masses, WSP, Liturgies and key aspects of teaching and learning.

STAFF

Our Lady of Lourdes Catholic School endeavour to provide the best possible educational environment for the students in their care, taking seriously their responsibility to nurture the faith-life of the students in a Christian environment.

PARENTS

It is the aim of the Principal and staff of Our Lady of Lourdes Catholic School to support parents in their role as prime educators of their children. Parents are encouraged to actively participate in their children's education.

SCHOOL BOARD

The Board of Our Lady of Lourdes Catholic School works collaboratively in an advisory and supportive role with the Principal within the board parameters established by the Governing Council and TCEO. The Board meets twice a term on a Thursday.

Board members are appointed by Archbishop Julian Porteous.

Elections for Board positions occurs at the AGM in March of each year.

The Board consists of: Principal, Parish Priest, minimum of 4 to a maximum of 12 ordinary members.

Board Members		
Carol Seagar Principal	Fr Jaison Kuzhiyil Parish Priest	Adam Sirkel
Emily Turner Board Chairperson	Lydia Lane Secretary	Trent Baxter
Lisa Fagan Board Deputy Chair	Katie Lowther	

2024 School Fees and Costs

SCHEDULE OF FEES 2024

Capital levy	\$290.00	per family per year
<u>Tuition fees and levies</u>		
Kindergarten	\$1,960.00	per student per year
Prep to Grade 6	\$2,090.00	per student per year
Uniform costs		See website
Book Packs (Prep- Grade 6)		Paid direct to Supplier
Extra-Curricular Sports		Charged through Compass - Events
Lost/Damaged Library books		Invoiced Separately
Interest on overdue fees	5.00%	per annum where applicable

Tuition fees and levies above, are inclusive of swimming (Prep – Grade 6) and camps/excursions (Grade 3 – 6) costs.

E.g. The minimum cost of enrolling one child in grade 1 for one year is \$2,380 (\$2,090 + \$290).

Early Payment Discount

An early payment discount of 5% on Tuition Fees & levies only is offered to families who pay their School Fees in full within 30 days of issue date. **This discount is not automatically applied. You must request discount from the school.**

E.g. The minimum cost of tuition fees & levies for one child in grade 1 for one year is \$2,090 – 5% = \$1,985.50. Total cost would be \$1,985.50 + \$290 (capital levy) = \$2,275.50

Family Discount

A family discount can be claimed by families with multiple children at Tasmanian Catholic schools or colleges, in accordance with the Catholic Education Commission Tasmania School Fees Assistance Policy.

The discount rate is:

3 children	10% discount on tuition fees for each child
4 children	20% discount on tuition fees for each child
5+ children	30% discount on tuition fees for each child

If claiming the family discount, please provide details of siblings at Tasmanian Catholic schools or colleges **other than** OLOL. Enrolment may be verified with the named school or college.

Concession Card Discount (Health Care or Pensioner Concession Cards)

Concession card discount is available to valid cards & card holders. If you hold a concession card and would like to apply for this discount or are unsure if you qualify, please contact the school finance office olol.accounts@catholic.tas.edu.au.

2024 School Fees and Costs

Fee Assistance

Fee assistance may be available for families experiencing financial difficulty, who do not hold a concession card or a valid concession card. Please contact the finance office for further information regarding the assistance available.

Invoice Terms

Invoices will be issued to you at the commencement of the new school year. Full payment is due 30 days from the date of the invoice, unless you have made alternative payment arrangements using a payment arrangement form.

Please note that any payment arrangement entered into is purely administrative. Notwithstanding the amount invoiced, in the event of default on payment arrangements the total amount outstanding will become immediately due. The school reserves its right to take steps to recover payment in full.

If your family may have difficulty in meeting your Fee Payments, please do not hesitate to contact our Finance Office to discuss the different options available to our families.

Yours faithfully

Carol Seagar
Principal



General Information

The school grounds are supervised and open to students at 8:30 a.m. Outside supervision is provided from 8.30 to 8.55am. Classroom supervision commences at 8:40am. Students are not permitted to be in the school grounds before 8:30a.m or after 3:30pm. Unless they are involved in a supervised activity.

Students are supervised at the Steele Street pick up zone and Stewart Street bus area from 2:55 pm. Parents need to contact the office to inform them if their child will be catching the bus either regularly or occasionally so they can be included as part of the bus list. Teachers record if children have or have not caught the bus each night.

All students are expected to arrive on time for 8:55am for commencement of classes.

SCHOOL OFFICE

Opening Hours 8:30am to 3:30pm

WHOLE SCHOOL PRAYER AND ASSEMBLIES

Whole School Prayer is held each Monday 8.55am - 9:10am at the OLOL Parish Church
Assemblies are held every second Friday 2:00pm - 2:45pm in the McCarthy Centre.

PARENT / SCHOOL COMMUNICATION

Parents are welcomed and encouraged to keep in constant communication with classroom teachers through the use of school diaries, email and formal conversations with teachers along with other appropriate means of communication. Staff have commitments to school meetings, during the week, therefore please contact your class teacher to make appointments. Teachers are responsible for supervision of classrooms from 8:40am.

NEWSLETTER

A weekly newsletter can be found on the Parent Compass Portal and OLOL Website.

STUDENT ABSENCE

Parents need to contact the School Office by 8:55am if their child is absent or late for any reason. If your child is/will be absent for 5 or more days, a written letter is to be provided to the school office stating why your child is/will be absent.

CHANGE OF ADDRESS or PHONE NUMBER

The School Office should be notified of changes of address, phone number and updated medical information. In case of emergencies, it is necessary that contact names are up to date. Necessary forms are available at the office and can be found on Parent Compass Portal.

HEALTH

Parents are contacted if students are unwell or if an injury has occurred at school. In the case of contagious illnesses, parents are required to ensure that students remain at home for the length of time advised by a doctor.

COLLECTION OF STUDENTS DURING SCHOOL HOURS

Parents/Carers who need to collect their child/ren during school hours should advise their classroom teacher, or contact the school office via phone/email.

Parents/Carers are asked to call at the office and record the date/time and sign the student out via the iPad. If the student is returning to the school they must sign them back in.

General Information

LITTLE TREASURES

Our Lady of Lourdes Catholic School offers the **Setup for Success with Our Lady of Lourdes Catholic School, Little Treasures Program** for members of the community with children from Birth to 4 years of age.

The **Creative Children Program** provides opportunities for children to explore a range of educational learning centres and creative activities designed to encourage learning through play.

Little Treasures - Monday's 9am - 10.30am and 1.00pm - 2.30pm



SCHOOL CANTEEN - Tuesday - Friday

Our Lady of Lourdes Catholic School works in partnership with the Tasmanian Canteen Association and is proudly a Silver accredited facility, providing healthy and nutritious lunch items, snacks and drinks for our students. Our canteen offers a standard menu and regular specials that are only available on certain days, such as spaghetti bolognese, curries, pasta bakes and more.

Lunch orders and special day orders are available online through school24.net.au

Students are able to buy snacks over the counter at first lunch. There is a small cost involved for parents using the school24 order system. If you choose to repay onto your account using a credit card it will incur a processing fee. Alternatively you can pay by cash directly to the canteen and the manager Mrs Linda Mulley, will top up your account for no extra charge. **To setup an account go to school24.net.au and register using the OLOL registration ID: 25374963**

Parent Help

All volunteers are required to complete a food safety course and hold a current "Working with Vulnerable Person's card. Further information will be provided upon completion of the canteen help form.

Menu

Our menu and canteen news can be viewed upon registration at school24.net.au

Feedback

We aim to deliver quality food and efficient service to our students, your feedback is valuable and we welcome any suggestions.

Please forward enquires to linda.mulley@catholic.tas.edu.au



Uniform Policy

By wearing a school uniform students can readily identify with, and feel pride in their school.

The purposes for wearing a uniform are

- to develop a sense of belonging
- to promote pride in the school
- to promote the image of the school
- to ensure that students feel equal with each other
- to provide effective and practical clothing

SUMMER (TERMS 1&4)

Grades 3-6

BOYS

Jumper Maroon
Shirts Light blue, short sleeved, open neck
Socks Grey, short above the ankles - no logos
Shoes Black leather - which can be polished.
No sneakers or suede.
Shorts Grey - no cargo shorts or logos



GIRLS

Jumper Maroon (cardigan optional)
Dress Blue check
Socks Light blue, short *above the ankles – no logos*
Shoes Black leather - which can be polished, *not sneakers or suede*

Sports briefs Optional - plain blue or maroon briefs, *not boxer shorts under dresses*

WINTER (TERMS 2&3)

Grades 3-6

BOYS

Jumper Maroon
Shirt Light blue, long sleeved
Tie Blue
Socks Grey, long or short *above the ankles - no logos*
Shoes Black leather - which can be polished
No sneakers or suede
Trousers Grey, tailored or grey shorts - no cargo, no Logos



GIRLS

Jumper Maroon (cardigan optional)
Shirt Light blue, long sleeved
Tie Blue
Skirt Blue and grey check
Socks Grey, long or grey tights
Shoes Black leather - which can be polished, *not sneakers or suede*
Sports briefs - Optional - plain blue or maroon briefs, not boxer shorts under skirts

SPORTS UNIFORM (to be worn on PE days)

Grades 3-6

BOYS & GIRLS

Polo Top School design, Navy/Maroon with logo
Shorts School design, with sky stripe
Rugby Top School design with logo
Track pants Navy blue, no stripes, or logos
Sneakers Kept to a minimum of colour with plain laces
Recognised sports footwear, not to draw unnecessary attention to the student.
Socks Navy, *above the ankles - no logos*

Kindergarten, Prep, Grade 1 and Grade 2 students wear Sports Uniform

Hats/Caps

These are part of the school uniform worn in Term 1 and 4. Students are also encouraged to wear them on sunny days throughout Term 2 and 3. Both are available from the uniform shop.

Jackets

The jacket can be worn in summer or winter with academic or sports uniform.

UNIFORM EXPECTATIONS

- It is expected that all students wear the correct uniform.
- If, for some reason, a student is not in uniform on a particular day, a note of explanation is required.
- All items of clothing should be clearly labelled with the student's name.
- Shirts should be kept tucked in.
- Hats are to be worn in Term 1 and 4 - before school when playing outside, at first and second lunches, on excursions, after school in bus lines, and at school sports training. Students are also encouraged to wear their hat on sunny days throughout Term 2 and 3.
- Jewellery should be kept to a minimum - a watch, bangle, signet ring, and small, plain sleepers or stud earrings – only gold or silver (but not in any other part of the face or body) may be worn - no necklaces. The wearing of nail polish is not permitted.
- Hair should be of reasonable length and, if longer than shoulder length, must be tied back with a ribbon, headband or scrunchie in school colours. If clips are needed they are to be in school colours.

Items stocked by the Uniform shop are the correct style

Parents are asked to check that items purchased elsewhere conform to school expectations (30/10/2023)

Midford School Uniform

Midford *Regular trading Hours*

Monday

8.30am - 12.30pm

Wednesday

1.30pm - 4.30pm

Friday

8.30am - 12.30pm

Saturday

10.00am - 1.00pm

Contact:

Store Manager: Ro Briggs

Email: devonport@midford.com.au

Phone: 0461 300 125

Address: 1/59 Wright Street
East Devonport 7310



Volunteering at OLOL

Volunteer Overview

Our Lady of Lourdes Catholic School values and supports partnerships with parents/careers in the daily education of their children, and believe that this should be founded on a spirit of mutual respect, cooperation, communication and involvement.

Volunteering at Our Lady of Lourdes Catholic School is one of the ways in which we encourage the partnership between the school and parents/careers.

Volunteering makes a significant contribution to our school and our students.

Volunteering provides parents with an opportunity to become an active member of the school community, develop relationships with other parents, it is a rewarding experience,

Volunteer Opportunities

There are a number of ways parents can offer their time to support the students at Our Lady of Lourdes Catholic School.

Classroom Help commences in Week 5, Term 1 this enables students time to settle into school routine. Volunteers provide extra support for students under the supervision of the classroom teacher.

Sports Coaches are not required to have knowledge of the sport but to provide students with a positive, fun and enjoyable experience.

School Canteen provides healthy and nutritious lunch items, snacks and drinks five days a week. Parent helpers assist in preparing and serving food to our students.

Other Volunteering opportunities include, school excursions, camps, swimming program.

Expectations of Volunteers

- Volunteers are asked not to bring other children with them when they are volunteering.
- Volunteers are counted as part of the staff/student ratios on excursions and camps and need to be available for the whole activity.
- Volunteering is not just working one-to-one with your child. Volunteers will be asked to assist all students in the class.
- Volunteers must follow the instructions and directions of teachers or group leaders at all times. This includes adhering to all Work, Health & Safety information provided to you by the school.
- All information you see, hear, or have access to, as a Volunteer is confidential.
- If you have any concerns about things you see or hear in the classroom, please talk to the teacher or group leader.
- Volunteers must uphold the values of the school and ensure they protect the privacy of students at all times.
- Volunteers are required to report any near misses, incidents/accidents or injuries.
- Volunteers will be required to read/sign a Tasmanian Catholic Education Office, Child Safety Compliance Agreement which can be obtained via the school office.

Volunteering at OLOL

How to become an Volunteer

In July 2014 Tasmanian State Government legislation for Working With Vulnerable People was enacted and all schools must comply. Under the new legislation employees and volunteers must apply for their own check once every three years.

If you do not hold this certificate you cannot volunteer at the school

The WWVP check takes up to five weeks to be completed and for you to be issued with a Card.

Process for applying for Registration

There are two steps to applying. The first step is an online application form, the second step is to be completed at a Service Tasmania shop.

STEP 1 – Fill in online application form

- Go to the Working with Children Registration website at

www.justice.tas.gov.au/working_with_children/application

and fill in the online application form. If you don't have access to the internet, please call 1300 13 55 13 for assistance or come to the school office

- Please ensure that the details you provide to us are exactly the same as the details on your identity documents. If you make a mistake, please re-do the form to avoid problems at the next step – establishing your proof of identity.
- Once you have submitted the form, you will receive an application receipt. This receipt is important for the next step. If you cannot print the receipt for any reason, write down the application 'reference number'.

STEP 2 – Present your Proof of Identity at Service Tasmania

Go to a Service Tasmania shop with your:

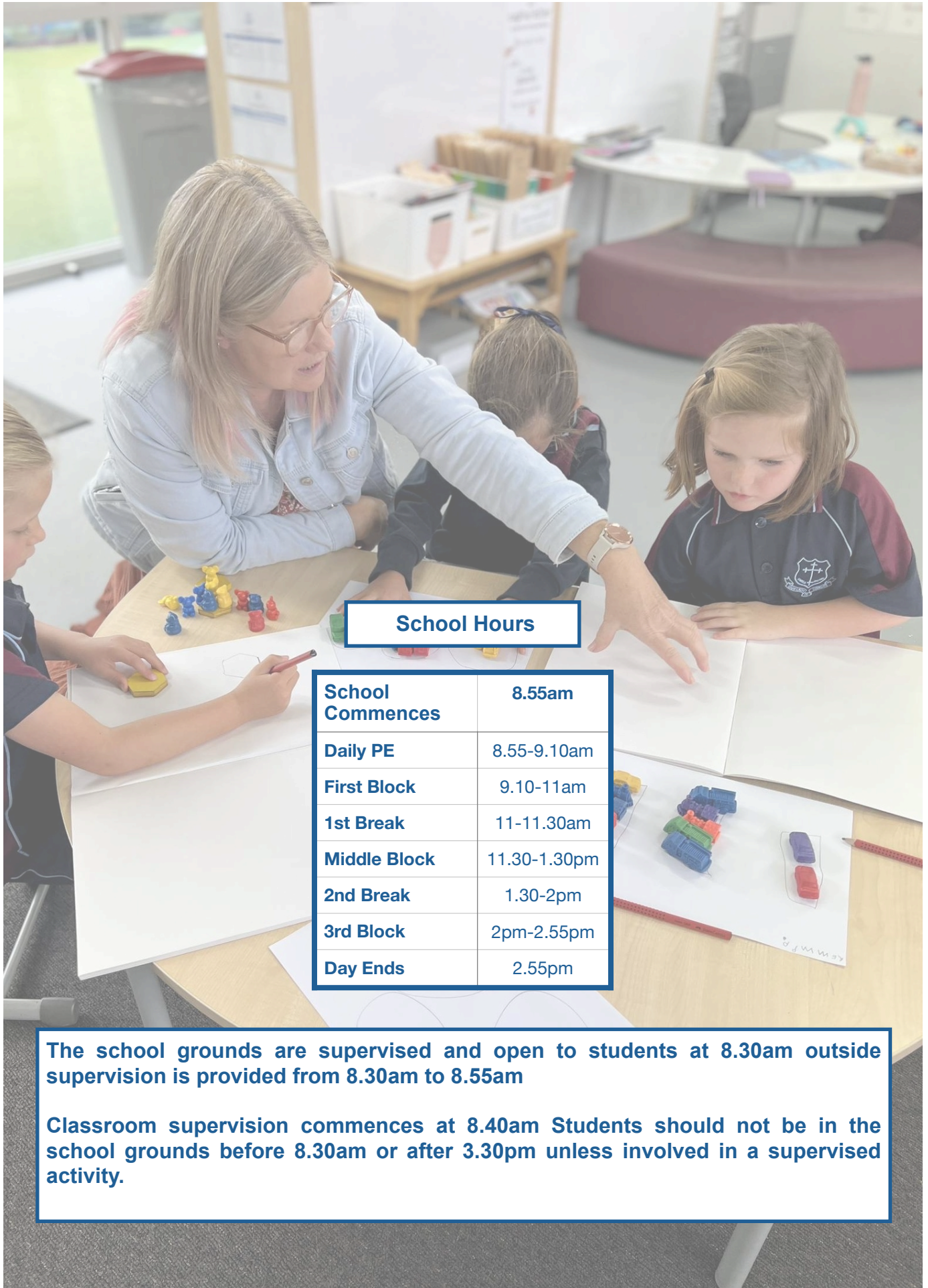
- application receipt or reference number
- proof of identity (see below)
- payment

NOTE: You require all three of these items for your application to proceed.

When you received your WWVP please bring it to the school office for verification and recording purposes. The school maintains a list of all people who hold a WWVP check and class teachers are notified of parents who have clearance to volunteer.

You will be asked to keep your WWVP Card with you at all times.

2024 School Times and Term Dates



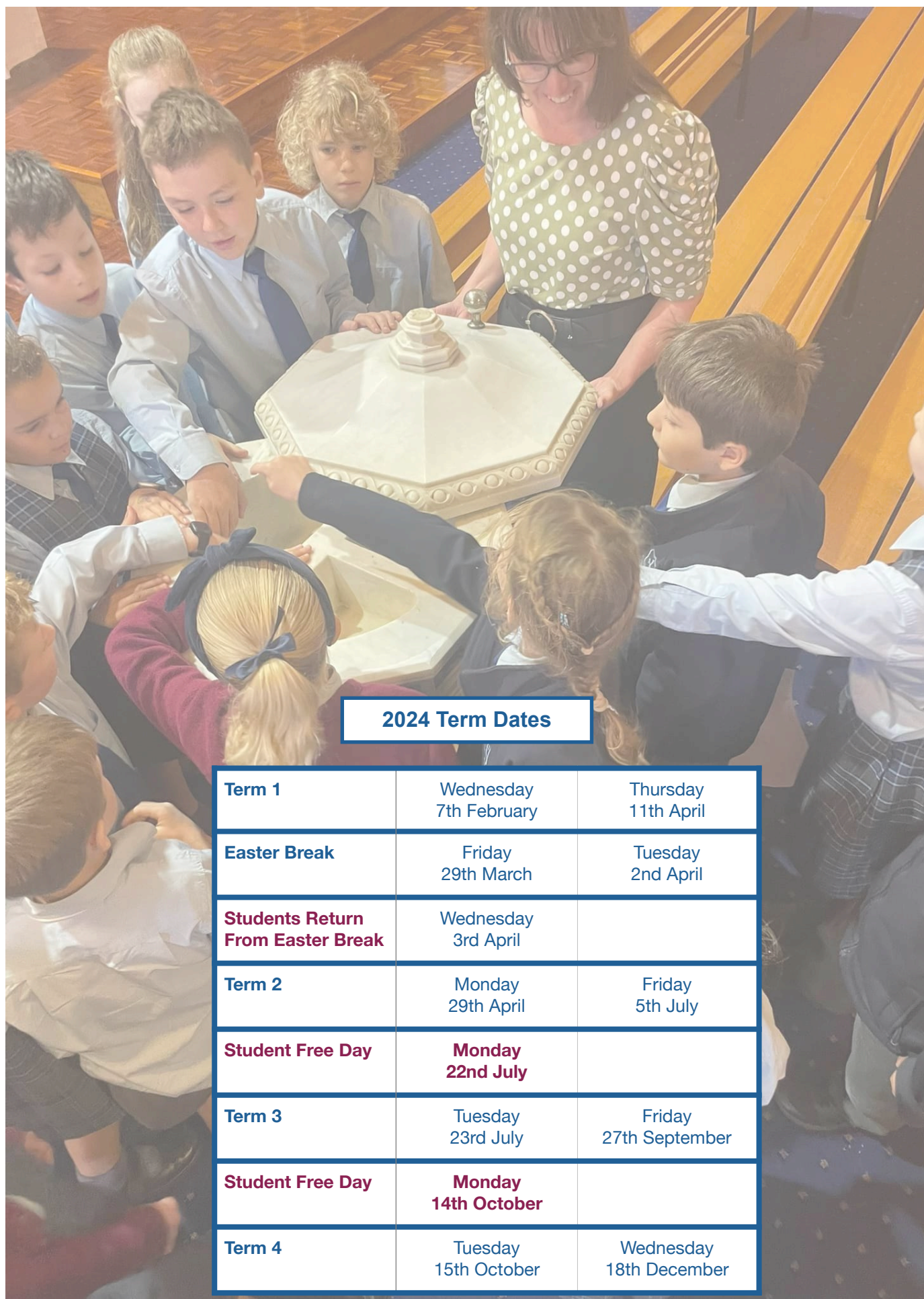
School Hours

School Commences	8.55am
Daily PE	8.55-9.10am
First Block	9.10-11am
1st Break	11-11.30am
Middle Block	11.30-1.30pm
2nd Break	1.30-2pm
3rd Block	2pm-2.55pm
Day Ends	2.55pm

The school grounds are supervised and open to students at 8.30am outside supervision is provided from 8.30am to 8.55am

Classroom supervision commences at 8.40am Students should not be in the school grounds before 8.30am or after 3.30pm unless involved in a supervised activity.

2024 School Times and Term Dates



2024 Term Dates

Term 1	Wednesday 7th February	Thursday 11th April
Easter Break	Friday 29th March	Tuesday 2nd April
Students Return From Easter Break	Wednesday 3rd April	
Term 2	Monday 29th April	Friday 5th July
Student Free Day	Monday 22nd July	
Term 3	Tuesday 23rd July	Friday 27th September
Student Free Day	Monday 14th October	
Term 4	Tuesday 15th October	Wednesday 18th December

Our Lady of Lourdes OSHC

Stewart Street
Devonport 7310
Bookings and enquiries: 64246747
Site contact: 0476404681 (open hours only)

6.30am - 8.45am Before School Care
2.30pm - 6.00pm After School Care

Contact Persons

Nominated Supervisor/Director: Nicole Cannan 0429110333
Educational Leader: Tammy Munday
Executive Director: Mick Clarke



Introduction

Welcome to Our Lady of Lourdes OSHC. Finding a new education and care Service for your child can be a daunting task. At Our Lady of Lourdes OSHC our aim is to provide a secure and happy environment where children can develop their intellectual, social, emotional, physical, aesthetic skills to become competent and confident individuals. Our OSHC room is located in the Performing Arts room at the back of the gym. Entry is via Stewart St gate. Follow along the side of the school and turn left, entering through the glass doors under the veranda.

Student free days/ School Holidays

OLOL student free day's and school holiday's that don't coincide with public school holidays care will be run on site at Our Lady of Lourdes outside school hours care building, the remaining days that do coincide will be run out of Spreyton Primary School at our holiday program. All Devonport Childcare Centre services close for 2 weeks at Christmas time, all families will be notified of the closer dates each year.

Communication

We use Storypark and family noticeboards as our primary forms of communication with parents however if you require extra time with any of our educators or our director please let us know and we will organise a time to meet that suits you best. If your child is booked in to after school care and they do not arrive, we will call you regarding their whereabouts. If you are planning on picking your child up on their booked day, please let us know to avoid any confusion.

Arrival and Departure

It is a legal requirement that all children must be signed in on arrival and signed out on departure. This can be done using the tablet set up inside the entrance. Children may only leave the service with persons who are stated on the enrolment form as nominees unless prior arrangements have been made.

Anyone arriving to pick up a child who is not known to staff will be asked to provide identification.

After School Care children from Prep and Grade 1 will be collected from their teacher on the top cement by our OSHC staff and Kindergarten will be collected from their gate. Kindergarten and Prep children who are booked into Before School Care will also be escorted to their classrooms in the morning. It is the responsibility of families to let their child's teacher know they are booked into ASC or of any changes to child care arrangements.

Outside School Hours Care

Illness

Children will not be accepted into care with any obvious signs of contagious illness or infection. If your child becomes unwell during a care session, you will be called to collect them as soon as possible. If we cannot contact you, another nominee will be called.

Using our service safely

There is street parking available as well as a car park at the front of the building. Young children are not to be left in cars or on the playground outside whilst you are in any of our services

Feedback and Suggestions

Families are always welcome to visit our service. If you have any suggestions or ideas on how we can best work together or ideas for improvement, please speak to any of our educators, our director or send a private conversation via Storypark. Positive feedback is also welcomed and greatly appreciated



Devonport Child Care Centres Inc

for the best care when you can't be there

The outside school hours care service at our school is provided by Devonport Child Care Centres.

For all information regarding availability, enrolment and fees you can contact them on 6424 6747 or drop into either Elanora or Malangenna Children's Centres.



Welcome to Compass

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Download and view your child's semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Each parent/legal guardian receives a separate login to Compass. Go to <http://schools.compass.edu.au> where you can search for your school. Or click the + button in the app



Compass School Manager 4+

JDLF International Pty Ltd

#1 in Education

★★★★★ 2.3, 12K Ratings

Free

Communication

All correspondence after your child is enrolled will be via the **Compass Parent Portal**. **Parents can** email or phone as required. Please do not hesitate to contact the school.
PH: 64241744

FACEBOOK: [Our Lady of Lourdes Catholic School Devonport](#)

- Live Feeds: School Assemblies (fortnightly) and Whole School Prayer every Monday morning 8.55am - 9.15am
- Information concerning up and coming events.
- Classroom happenings posted through out the day.
- Excursions, sport information etc.

WEBPAGE: olol.tas.edu.au

Explore key aspects of Our Lady of Lourdes Catholic School,

- Welcome
- History
- Parent Compass Portal
- Parent teacher online
- Enrolment information, etc
- Sport/Community News

At Our Lady of Lourdes Catholic School

We Live Jesus' message through
Our Josephine Charism

Compassion
Humility
Dignity
Simplicity
Justice



59-61 Stewart St, Devonport TAS 7310

P. (03) 6424 1744

E. olol.school@catholic.tas.edu.au

W. olol.tas.edu.au