



Our Lady Queen of Peace
CATHOLIC PRIMARY SCHOOL GLADESVILLE

Parent Information Handbook

2025

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Learning at OLQP

Our Vision: *Strength to Stand and Shine*

Our Mission: *Together in Faith,
We Ignite and Inspire Hearts and Minds*

At Our Lady Queen of Peace we:

ENGAGE members of our school community through the provision of authentic, meaningful and relevant learning experiences;

EMPOWER each individual with the skills, knowledge and values to fulfil their learning potential so they may...

EVOLVE as life-long learners who will strive to make a difference.

Our **Core Learning Values** are centred around:

BELONGING – We value an inclusive, safe environment where students feel ownership over their learning and are confident to take risks.

RESPECT – We value open and positive communication which builds strong and life-giving relationships.

SUCCESS – We value and acknowledge the success of all individuals.

THE INDIVIDUAL – We value each person's differences and acknowledge that, because we are created in the image of God, we all have something to offer.

Our school is a place where Jesus is our model and inspiration.

'... Everything is possible for he who believes.' Mark 9:3

The Future is in our hands



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Principal's Message



Welcome to Our Lady Queen of Peace Catholic Primary School (OLQP). Our Lady Queen of Peace School was founded in 1925 when Fr Edward Gell, the parish priest, invited the Sisters of Mercy from the Parramatta Congregation, to staff the school which they then continued to do for the next 50 years. Just as the early sisters of our school did, we too follow in their tradition and strive to live by, and learn from, the values of Catherine McAuley, the founder of the Order of Sisters of Mercy. These values of **mercy, human dignity, justice, service and consideration for the poor** pervade our school community and help us to deepen our relationship with Jesus.

At OLQP we offer a learning program enriched by our Catholic faith and a curriculum that is both challenging and designed to meet the learning needs of individuals. We place our emphasis on developing the whole child through Religious Education, Literacy, Numeracy, History and Geography, Science and Technology, Personal Development, Health and Physical Education and through the Creative Arts developing skills and talents in the areas of art, music, dance and drama.

We provide learning environments that encourage the development of students' knowledge, skills and values in order to actively and justly contribute to society. Our learning environments provide support for students in the construction of knowledge; in ways suited to their own learning styles and needs, and which include the use of digital tools. We endeavour to provide learning opportunities that encourage the connection and collaboration of all learners.

We are a well-equipped school with interactive technology, iPads and/or laptops in all our classrooms. Our teachers are highly competent educators who embrace educational research and work in close partnership with parents. We strive to create classrooms that engage our students through collaboration, exploring flexible learning spaces and connecting students with current technologies in their digital world.

We also offer a wide range of extra-curricular opportunities. Students can become involved in activities such as art, drama, chess, coding, dance and music. These are run by professionals in each field for those students who wish to further develop individual interests and talents. We also provide specialist teachers for Sport, Music, Library and students with diverse learning needs.

Parents have the opportunity to be involved in the Parents and Friends Association, various activities with our Family Educator including prayer, meditation and outreach programs, as well as being involved as classroom helpers, contributors to parent forums and assisting with community celebrations.

I look forward to getting to know you and your child and see it as a privilege to share your child's education journey with you, here at OLQP.

Frank Cohen
Executive Principal

School Information

School Telephone Number: (02) 9817 4230
School Website: www.olqpgladesville.catholic.edu.au
School Email: info@olqpgladesville.catholic.edu.au

Presbytery Telephone Number: (02) 9817 3098
Presbytery Fax Number: (02) 9816 5045
Parish Priest : Fr Greg Morgan

OLQP Staff

OLQP School is staffed by:

<ul style="list-style-type: none">● Executive Principal● Assistant Principal● Classroom Teachers● Diverse Learning Teacher● EAL/D (English as an Additional Language/Dialect) Teacher● Sports Teacher	<ul style="list-style-type: none">● Religious Education Coordinator● Learning Support Officers● Teacher Librarian● School Administration Officers● Music Teacher
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School Calendar 2025

Staff Return: Friday 31 January 2025
Term One: Monday 3 February - Friday 11 April
Term Two: Monday 28 April - Friday 4 July
Term Three: Monday 21 July - Friday 26 September
Term Four: Monday 1 October - Friday 19 December

Years 1 - 6 start Monday 3 February 2025
Kinder start Tuesday 4 February 2025

School Day and Supervision

School commences 8:55 am
Recess 10:55 am – 11:30 am
Lunch 1:30 pm – 2:05 pm
School finishes 3:05 pm



School supervision begins at 8:25 am until 3:30 pm each day
School Office Hours: 8:00am - 4:00pm

Students should not be left prior to, or after these times. The school office should be notified if Parents/Carers, due to an emergency, will be late to pick up children. When dropping students off please take careful note of the parking notices and crossing areas. Your child's safety and the safety of all our students will depend on this. Parking is **not available** in the Parish Carpark and it is not to be used as a drop-off zone.

Professional Development Days for staff are held throughout the year. These are pupil-free days. Parents will be notified well in advance. These are known as Staff Development Days (SDD). Care is available on these days and is operated by Alphabet, our Out Of School Hours (OOSH) Care provider.

Assemblies

School Assemblies are held on Monday afternoons at 2:45pm in the main playground (weather permitting). Assemblies are brief gatherings where we celebrate birthdays of those in our school and outline happenings for that week.

These assemblies are run by our Year 6 students and led by a different class or group each week. Merit Awards are also presented at this assembly and any significant news is shared.

Parents/carers and other family members are welcome to join us for assemblies. During the assembly we respectfully ask parents/carers to refrain from talking amongst themselves and join us in prayer and listening to what is being shared with the community.

Attendances/Absences/Permission Notes

Regular attendance at school is essential for progress in learning and for the development of social skills. If your child is absent from school on any day, **please enter an Attendance Note directly into Compass via the parent portal** (refer to Compass instructions Page 10); alternatively, please notify the School Office so the absence can be recorded. This ensures that Class Rolls, which are legal documents, are marked correctly. If your child is away for 3 days or more without notice, you will be contacted by the school.

All visitors to the school (including parents and relatives helping out in the classroom) **must** first report to the School Office to **sign in** and again on the way out they need to **remember to sign out**, to say they are off the site. These are Work Health and Safety (WHS) requirements.

Late arrivals/early departures must be signed in/out via the Compass Kiosk in the office.

When taking your child from school for a length of time greater than 5 school days (e.g. holidays), it is important that permission be obtained from the Principal by completing the 'Application for Exemption from School' form available at the school office and this **signed approval needs to be carried with you** for the duration of this absence from school.

If parents wish to collect their child/ren before 3:05pm, they must first report to the School Office. Their child/ren will be called to meet the parents in the office. **All notes** from parents/carers are **to be handed to the classroom teacher** by students at roll call first thing in the morning. These notes are then placed in the class Office Bag and the office staff will then deal with them appropriately.

Alphabeta Before and After School Care

Before and After School Care (OSHC) is run by Alphabeta and is linked to the Ryde Gladesville Parish. The centre provides care for children who attend Our Lady Queen of Peace Catholic Primary School each day both before (from 7:00am) and after school (to 6:00pm). Children must be enrolled in Our Lady Queen of Peace Before and After School Care to attend. For information regarding ALPHABETA please phone 0467 722 235 or email: basmanager@alphabeta.com.au

OSHC operates from the demountables every morning from 7:00 am - 8:45 am and every afternoon from 3:05 pm – 6:00 pm. Casual and permanent places are available. Care is offered on Staff Development Days and during school holidays. However, for this we merge with the St Charles OSHC and the program is held on the grounds of St Charles, Ryde.

Amadeus Music Education Program

The Amadeus Music Education Program introduced in 2024 will continue at Our Lady Queen of Peace in 2025. Research demonstrates that learning music can improve academic success in language and mathematical development, memory, attention span, self-discipline and coordination. The Amadeus Music Education Program will be run during school hours and consists of three parts:

1. Classroom Music

Our music teacher will continue to give music lessons in the classroom to all students from Kindergarten to Year 6.

2. Small Group Tuition

An Instrumental Tutor will teach students in Years 3 - 6 to read music and play their instrument in groups of 5 - 8 students. Students will move in small groups to and from the classroom to attend their small group tuition.

3. Ensemble Rehearsal

A conductor will lead students in Years 3 - 6 in an ensemble. There will be teacher supervision for the ensemble.

All students in Years 3 - 6 are expected to participate in the Amadeus Music Education Program. Students will be provided with their own instrument, which will be on loan to them from the school and is theirs to take home. It is imperative that students care for their instrument and remember to bring it on the day of their small group tuition and ensemble rehearsal. The total cost is \$200 per year, which covers the hire of the instrument, maintenance/servicing, book hire and participation in

ensembles and tutorials and will be part of your school fees.

Behaviour

We help students to realise what effect their behaviours have on others, and assist them in restoring their relationships. Positive Behaviour for Learning practices are also implemented to encourage the desired behaviours in our children and to acknowledge when they have acted appropriately. At times, the issuing of consequences is also part of the behaviour management practices within our school. Parents are encouraged to support the school in the implementation of our policy and if there are ever any concerns, to voice them with your child's teacher or the Principal, rather than with your child. *It is important that school and home are seen as a partnership.*

Please refer to the OLQP School Behaviours chart – Appendix A

Birthdays

We enjoy celebrating your children's birthdays in a simple manner. It is acceptable to send in something with your child for them to share with their classmates. We ask that what you send in is easy to distribute and does not require cutting. Individual cupcakes or pre-cut cakes (without nuts, sesame seeds or nut derivatives – including Nutella) are acceptable as are items such as donuts, ice blocks or lollipops. These need to be given to the class teacher before the start of the school day. If you send in any containers that you wish to be returned please ensure that they are clearly labelled.

If your child is celebrating their birthday with a party and they are inviting classmates, invitations must not be given out in class time and if all their classmates are not being invited, your child needs to be prepared how to sensitively manage this.

Book Club

Students receive title lists of inexpensive paperbacks, which may be purchased through the school, 2 - 3 times per year. This is offered as a service for those interested, and is not a profit-making or fundraising exercise.

Byron Library

The Byron Library is central to our school curriculum. Regular use of the library is encouraged through class lessons, borrowing times and open-time during lunch. Parent help is always welcomed to shelve and cover books.



Students participate in The Premier's Reading Challenge and Book Week each year.

Canteen

OLQP has a great online ordering system called Flexischools. This service operates on Wednesdays. Go to flexischools.com.au to Login/Register. Please see the flyer in your pack for instructions on how to download the App and set up your account.

Change of Address and Contact Details

The school must be **notified immediately of any change** of address. Parents can enter change of email address or contact phone numbers (including work and mobile

phone numbers) directly into Compass or advise the school office. This will enable records to be accurate in case of an emergency.

Class Parents

Each class has 'Class Parents'. Class parents help new parents settle into the OLQP 'way of life' and are the 'go to' people for clarifying school based queries such as, "Which day is Library?" or "What do they need to take on the excursion?" They also organise social gatherings to help those in our community connect and network with others. Your class parents' details will be sent home to you each year for ease of communication.

Communication/Interviews

Teachers on duty are there for the safety of the children, whether on Playground Duty or Gate Duty. Parents are respectfully asked to understand that this is not the best time to address a specific concern.

Should you require an interview with the Principal or a class teacher, please phone the School Office to arrange a suitable date and time. When requesting an interview please inform the office staff what it is regarding so if any documentation is needed for the meeting, the staff are able to come prepared to assist you with your concerns. Interviews with class teachers can only be made outside teaching hours.

For further information about communicating with school staff we encourage you to read the SCS information sheet – Appendix B.

The Compass App is used to communicate information to parents, particularly reminders and changes to events. To download the App, please see instructions below.

Compass

Compass is a web-based system allowing 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
- Communicate with your child's teachers, and update your family contact details
- View the school calendar
- Download and view your child's semester reports
- Book parent-teacher conferences

Compass 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.

Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.

Every parent has a separate login to Compass. Your log-in details will come home in a sealed envelope. Your details are confidential. Should the envelope be unsealed, please contact the school to have your log-in details reset.

Complaints

Should you wish to voice a complaint, please view the Resolution of Complaints Policy which can be found on the Sydney Catholic Schools website. Further to this policy, a 'Resolution of Complaints Parents Brochure' is also listed on the SCS website which contains a detailed flowchart. In short, your first port of call is the class teacher, followed by a member of the school's Leadership Team and then Sydney Catholic Schools.

Corporal Punishment

No corporal punishment is to be carried out by any member of OLQP Community. This includes teachers and other staff members, students, parents, tutors, volunteers, contractors or visitors to the school.

Curriculum

The Australian Curriculum, Assessment and Reporting Authority (ACARA), in collaboration with states and territories, has developed an agreed Australian curriculum for English, Mathematics, Science, History and Geography. Each of these learning areas includes content statements that represent essential learning for all Australian students.

In NSW, teachers and key education stakeholders have developed syllabuses that include the Australian curriculum content and further detail that clarifies learning. The syllabuses identify the knowledge, understanding, skills, values and attitudes that students are expected to develop in each learning area. They are designed to provide flexibility for teachers to develop their teaching and learning programs to meet the needs of their students.

In addition to subject-based content, all syllabuses address important contemporary themes and general capabilities as students prepare to live and work successfully in this century.

In delivering these syllabuses, we strive to recognise the learning needs of each student and aim to implement programs that foster the spiritual, social, emotional, intellectual and physical aspects of each individual.

We aim to create an environment that is innovative, responsive and dynamic where students are challenged to become critical thinkers, problem solvers and collaborative workers.

At Our Lady Queen of Peace we believe that children learn best when they are:

- secure, happy and non-threatened
- motivated and interested to learn
- challenged and extended
- actively involved
- successful and affirmed

There are seven Key Learning Areas in the Primary Curriculum:

- Religious Education
- English
- Mathematics



- History & Geography
- Science & Technology
- Creative Arts (Music, Drama and Visual Arts)
- Personal Development, Health and Physical Education

Students are challenged to develop their individual gifts and talents. There are opportunities for acceleration, remediation and enrichment within class through the use of grouping, open-ended tasks, contracts, research, independent studies and creative and critical thinking challenges. The development of higher-order thinking skills is facilitated through all teaching programs.

Students with specific learning difficulties and their class teachers are assisted in their learning and teaching with the support of our Diverse Learning teacher, Learning Support Officers, EAL/D teacher and Instructional Specialist.

All students in Year 3 and Year 5 participate in the National Assessment Program Literacy and Numeracy (NAPLAN) Tests and Year 6 students in the Archdiocesan Religious Education Test. Students from Year 1 - Year 6 also sit online standardised English and Maths tests annually to help inform teachers of students' needs and to plan accordingly.

Students in Years 3 - 6 are offered the opportunity to participate in the English, Maths and Science Competitions organised through the University of NSW. The children are encouraged to enter various competitions in Visual Arts, Poetry and Creative Writing as they become available during the year.

Enrolment

The official period for Kindergarten enrolments starts in the month of March. Kindergarten students need to have reached their fifth birthday by 31 July in the year they commence school.

Enrolments for all classes are considered throughout the year.

An Enrolment Committee acts to interpret Archdiocesan Enrolment Policy. Each enrolment application is considered individually and confidentially.

Excursions

Excursions and incursions are organised to further enhance and develop the skills and concepts taught in the classroom. The purpose of all excursions will be communicated to you and it is mandatory that written consent be given prior to an excursion. Excursions are more than a 'nice day out'. They are a vital part of the teaching and learning program and not only enhance what has been taught but are often the foundation from which many other learning experiences stem.

Fees

The school fees for Parish Schools in the Archdiocese of Sydney are determined by the Catholic Building and Finance Committee. Although some Government financial assistance is given to children attending non-government schools, this is well short of the financial needs. The running costs of schools, salaries of staff and the administration of a Catholic Education System require that a School Building Levy is charged. This is used to maintain existing buildings, to pay for the new buildings and

to refurbish existing facilities. Additional levies include Book/Resource Fee (includes student stationery), Excursion Levy, Cleaning Levy, Technology Levy and Specialist Teachers' Levy.

School Fees are invoiced annually and may be paid in full at the beginning of the year, by Term over the first three terms, monthly or fortnightly. Fee statements are issued by Sydney Catholic Schools. Payments can be made electronically via credit card, EFT or BPay or in person and it is possible to work out a planned arrangement that is suitable for your financial situation.

If you ever experience difficulty with meeting your school fees commitments please do not hesitate to contact the Principal or Finance Secretary, where your details will remain confidential.

As a guide these are the estimated fees for 2025

Annual Fees 2025	Kinder – Year 6	Student Fee
*Tuition Fee K-2	Per Child	\$1,730.00
*Tuition Fee 3-6	Per Child	\$1,970.00
School Building Levy	Per Family**	\$857.00
Resource – K-6	Per Child	\$581.00
ICT Levy – K-6	Per Child	\$276.00
Sports Levy – K-6 (PE Levy)	Per Child	\$266.00
Administration Fee (Cleaning & Maintenance) – K-6	Per Child	\$230.00
Excursion/Incursion Levy - K-6	Per Child	\$131.00
TOTAL		\$3,943.00 / \$4,180.00
Additional Charges		
2023 Camp Fee - Yrs 5-6	Yrs 5 & 6	\$533.00 (estimated)
End of Year T-shirt – Yr 6	Yr 6	\$45.00
Swimming Program - K-4	K-Yr 4	\$158.00
Surf Awareness Program –Yrs 5-6	Yrs 5-6	\$90.00
Swimming Carnival – Yrs 3-6	Yrs 3-6	Included in Sport Levy

*Currently discounts of 10%, 35% and 100% apply to second, third and subsequent children attending any Sydney Archdiocesan Catholic Systemic School.

**Billed to the eldest child in a systemic school

Health

Children should not be sent to school if they are unwell. They become distressed when this occurs and it also often leads to the spread of illness throughout the community.

Children need to be checked regularly for head lice and treated immediately as it can quickly spread through a class and/or the whole school. Remember, not only does the hair need to be treated but also any bedding, hair accessories etc. Long hair is to always be tied back for school.

Homework

Homework activities are given to children to reinforce skills learnt at school and to establish a 'homework' pattern, developing independent work habits and self-discipline. Children from Kindergarten to Year 6 are encouraged to read every evening and complete set tasks.

Guidelines are as follows:

The approximate time expected to spend on homework per night:

Kindergarten	10 - 20 minutes	Year Four	40 minutes
Year One	20 minutes	Year Five	1 hour
Year Two	20 minutes	Year Six	1 hour
Year Three	30 minutes		

If your child's homework is not completed, a brief signed note or email to explain why is requested. It may be that they spent the time productively but just did not complete everything or it could indicate that they experienced difficulty with some aspect or, alternatively, that there was a family event on restricting the time that was available for completing homework.

Lost Property

- **All items** belonging to students should be clearly **labelled**, with **first and last names**.
- Lost property is stored in a plastic tub located outside the Office.
- Children **need to be** taught to be responsible for their own belongings.
- At the end of each term, school apparel without names and other suitable unclaimed items are cleaned and donated to the second hand clothing pool.



Manners

All members of our OLQP community are expected to demonstrate good manners at all times. Our children are encouraged to say 'please' and 'thank you', excuse themselves when interrupting others and practices such as stepping aside to let others pass or open doors for them.

Medical Information

Medical history relevant to your child should be discussed with the Principal and Class Teachers. If your child needs to take medication at school it is essential that the mandatory medication forms be completed and updated where necessary. These can be obtained from the School Office.

In special, short term cases, if medication needs to be administered to a child and a parent is unable to come to the school at the required time, an 'Authority to Administer Medication' form needs to be completed with the medication and dosage details along with reason for medication and doctor details. No medication is to be kept in classrooms or students' bags.

If your child is asthmatic, anaphylactic or has any other serious medical condition you will need to annually provide the school with a Medical Action Plan and make arrangements to meet with staff and discuss the plan.

Children should not be sent to school if they are sick. The school must be notified if a student contracts an infectious disease.

Illness:

- If a child is obviously sick, parents will be contacted as a matter of course. Teachers and school support staff are not expected to be specialists in diagnostics and cannot be held accountable if they fail to identify major emergencies and illness on the basis of minor and ordinary symptoms.
- It is quite reasonable for a staff member to monitor a student with an apparently minor injury or illness. However, if the student's condition does not improve during the period of observation, then it becomes important to notify the parents and suggest that medical care be sought. If their condition does improve they will be sent back to class with the understanding that if they begin to feel unwell they need to inform their teacher who will then send them back to sick bay and a phone call to the parents will occur.

First Aid:

- First Aid is the initial administration of treatment in the case of accidents which may precede the involvement of a doctor or full medical care being obtained. Generally, First Aid will be administered by a qualified person in the Office.
- In the event of a serious accident or illness, the school will contact the child's parents. If we are unable to contact a parent, the nominated contact person will be contacted. If deemed necessary, an Ambulance will be called.
- Unless the student is unable to move, all first aid and dispensing of medication is undertaken in the school sick bay. Children are directed to come to the office to be assessed and treated by a member of staff with first aid training.

Music

The school employs a specialist Music teacher who takes classes each week and follows the NSW Education Standards Authority (NESA) Creative Arts syllabus. At different times throughout the year various classes present musical/drama items they have been working on. Our school choir leads the singing at school Masses and parish Sacramental liturgies.

Bennelong Music, an external provider, who has been associated with our school for over 10 years, offers both private and small group lessons where children can learn a variety of musical instruments. They can also participate in Band Tuition and be part of the local Catholic schools precinct band. Gavin or Rachel Darby of Bennelong Music can be contacted on 0402 471 248 or 8013 1400.

Students have the opportunity to perform on various occasions throughout the year.

Newsletter

OLQP's newsletter is distributed to all families fortnightly via the Compass App. This is an integral form of communication between school and home. It includes upcoming dates and events, important notices, school activities and curriculum items. You are strongly encouraged to take the time to read the newsletter in order to connect with what is going on at the school. Not only does it keep you informed but it shows your children that you care and are interested in their schooling. Research has shown that when children sense this about their parents, student engagement and often, their learning outcomes, are higher.

Parent Participation



Parents are the prime educators of their children and we work in partnership with you. We therefore encourage your participation at school. Parent information sessions, workshops and consultative forums are held throughout the year.

At the start of the year a **mandatory** Volunteers' Induction is held for all those who wish to contribute their time to our school community. e.g. assisting in classes, carnivals, excursions, etc.

Parents and Friends Association (P&F)

This Association is an integral part of the total school community. All existing and incoming parents and the staff of OLQP are members of the Parent Association. The Association is set up so that parents may become actively involved in the school. The function of this organisation is to provide an opportunity for parents to discuss relevant educational issues, to organise social activities and fundraising opportunities and to promote a sense of community among parents, students and staff. Meetings are held once each term and advance notice is given prior to each meeting. All parents are very welcome and encouraged to attend.

Playground

The school is fortunate in having an adventure playground, both artificial turf and hard-surface play areas as well as access to the Parish hall and the use of Monash Oval.

In accordance with Sun Protection recommendations, students are required to wear the school hat for all outside activities. The school has a **"No hat, Play in the Shade"** policy which also applies to sports classes as well as break times. Care, consideration and courtesy towards each other are our main playground expectations.

Religious Education



As a Catholic School in the Archdiocese of Sydney, Religious Education is at the centre of our curriculum. We believe that growth in faith is a gradual process and so we present a program that is appropriate to the student's level of development. Students follow the syllabus set by the Sydney Catholic Schools and use the 'To Know, Worship and Love' workbooks.

Religious Education, as part of the Church's mission of evangelisation, shares in the task of spreading the Good News of Jesus Christ. The Primary Religious Education curriculum aims to assist students to make sense of life in the light of God's revelation. It is our task as Christian educators to help our students access the Word of God in the Scriptures, the Church's living Tradition and in their own lives and experience. In so doing, we prepare our students to celebrate and respond to God's Word in their life.

Liturgies

Our school has a close relationship with our Parish Priest, Fr Greg along with members of the clergy who visit the staff and students on a regular basis. Sacraments are coordinated by the parish and supported by the school through the Religious Education program.

Students take part in class and school liturgies regularly throughout the year. Whole School Masses are held regularly. Parents are always welcome and invited to share in these special celebrations.

Reporting to Parents

Communication between parents and teachers is of the utmost importance. If you have any concerns about your child, please contact the school to arrange an interview. The school offers a Parent Information evening at the beginning of each year to inform parents of the nature of the work to be covered during the year and to introduce the class teachers to parents.

Curriculum Overviews are sent out at the beginning of each term. Formal Parent/Teacher Interviews take place mid-year and are also offered at the end of the year.

A formal report is distributed electronically via Compass twice a year, showing both academic and social achievement.

Sport

The school employs a specialist PE teacher who takes classes once a week. Sport, which is where the skills taught in PE lessons are practised and consolidated, is taken by the class teacher. The school is ideally positioned near a well maintained oval - Monash Park, of which we have the use. Carnivals are held on the beautiful grounds of Holy Cross College and the Swimming Carnival is held at Ryde Aquatic Centre. Our program from Years K-6 covers ball skills, dance, swimming, athletics, gymnastics and games.

OLQP has annual Swimming, Athletics and Cross Country Carnivals from which representatives are selected to participate in Network Regional Carnivals and the primary students have the opportunity to take part in various gala days.

All grades participate in the Athletics Carnival. However, only Years 3-6 and selected students from Year 2 (who have turned 8) participate in the Swimming Carnival. K - Yr 4 participate in a two week Swimming Program in Term 4 whilst Years 5 - 6 visit the beach and participate in a 'Surf Awareness' program, also in Term 4.

Students from OLQP have the opportunity to play with local netball, soccer and rugby league clubs. Please see Class Parents for details.

Student Leadership

Purpose

The Student Leadership System is designed to enable students to develop knowledge, understanding, skills, values and attitude about what good leadership brings to a learning community. All Year 6 students are recognised as School Leaders.

Framework

Through its implementation, we aim to assist Year 6 students in our community to:

- Appreciate, value and utilise their personal relationship with God
- Understand the importance of his/her role in society
- Develop skills for taking active, responsible and informed roles
- Share their leadership qualities

The Leadership System will be reflected through:

- Gained knowledge of successful leaders
- Awareness of individual gifts
- Developing skills for active roles in the school community

Leadership positions are:



- School Captains
- Colour House Captains
- Mission and Liturgy Leaders
- Creative Arts Captains
- Student Representative Council

Towards the end of each school year an election process occurs for the Year 5 students who wish to take on a position of responsibility the following year.

Student Withdrawal

If, at any time it becomes necessary to cease your child's enrolment at OLQP (e.g. moving to another area/work transfer), a letter advising the Principal must be completed and returned to the Principal. This letter needs to include the leaving date and destination school.

Technology

At OLQP we strive to provide a multimodal learning environment by:

- Integrating ICT authentically to learning
- Implementing a BYODD (Bring Your Own Designated Device) program for Years 4 - 6.

Information Technology is an important component of our curriculum but needs to be monitored and used wisely. To help ensure this, you and your child will be asked to sign an Acceptable Use of Technology Agreement in order to maintain safe and productive use of the digital technology.

Transport and Parking

Parking Restrictions

- Please do not park in, or across, the school driveway or our neighbours' driveways.
- No vehicles are to double park and/or block the street.
- Please obey the No Stopping (No Stopping at all where sign applies) and No Parking signs (No Parking signs are used where there is a need to load and unload passengers and goods in a short timeframe - 2 mins).
- The No Parking area (from 8:30 am - 9:30 am and 2:30 pm - 4:00 pm) on Oxford Street is a KAR Gate (Kiss and Ride) zone where children are dropped off and picked up safely and quickly. This is **NOT** a parking area for cars.
 - If the zone is full, please be patient and wait further down the street, or park legally and walk.
 - Remain in your car (this saves valuable time for the movement of the queue), with your **family name clearly displayed on the sun visor** (not all teachers on duty at the gate are able to recognise faces and cars).
- The top playground (Westminster Road) is for drop-off and meeting of students who walk to and from school. Parents at pick-up time are required to park and get out of their cars in order to collect their children from this gate.
- Parents are NOT to use the Parish car park in Westminster Rd.

Road Rules

- There is NO ENTRY to the school via driveways for drop off/pick up at any time on a school day.
- The speed limit in Westminster Road and Oxford Street is 40 kph.
- A pedestrian crossing has been provided by the Transport for NSW in Oxford Street.
- At 3:05 pm students who travel by bus or walk home are supervised by a teacher to cross Victoria Road.

End of Day Procedures

- Students are dismissed from the classroom.
- Teachers on duty supervise children waiting to be picked up at KAR Gate (Oxford Street) by parents/carers.
- In wet weather, children wait under the covered verandahs.
- Teachers on duty to supervise students being collected by parents from the top playground.

School zones operate on all gazetted school days, which are all days the school is open, even pupil free days. In 2025 the school zone will begin on Friday 31 January and will finish at the end of the year on Friday 19 December. The dates for the end of a term and start of a new term can be located in the calendar section at the front of this handbook.

Uniform

Students are expected to be in their full school uniform whilst at school. **All items of clothing** and personal items should be **clearly marked** with the students' **first and last names**. Last names are important as there are often several students with the same name throughout the school.

Please **do not write** your **child's class** on their clothing as they will not always be in that class! Numerous companies, easily located on the internet, have both vinyl and iron-on labels available.

Detailed uniform lists can be obtained from the office. All items of clothing for both boys and girls may be purchased through Lowes at Top Ryde Shopping Centre, 2026 Blaxland Road, Top Ryde (Phone 9808 4454). There is also a second hand uniform shop at the school with most items costing \$5.

Change of Uniform Times: Summer to Winter - Term 2
 Winter to Summer - Term 4

If weather dictates an earlier or later change this will be announced in the School Newsletter or announced via Compass.



Please Note

- Girls' tunics are to be worn at knee length
- No jewellery is to be worn to school, other than small stud/sleeper earrings and watches
- Nail polish is not to be worn
- All shoulder length hair, and longer, is to be tied back
- Only hair accessories in school colours and of a reasonable size are to be worn
- Only natural hair colours are permissible
- All 'tattoos' and henna markings are not to be visible
- It is a good idea to attach a keyring or other small item that is easily recognised by your child to their school bag



<p>Girls' Summer Uniform</p> <p>Blue and white check dress Navy bucket hat with crest Trafalgar sock sky Black shoes Navy (with crest) zip jacket Navy bag with crest</p>	<p>Girls' Winter Uniform</p> <p>Navy and gold plaid tunic with pleats Sky long sleeve blouse Navy (with crest) zip jacket Navy with stripes tie Navy cool ribbed knee-hi socks or Navy Becky tights Black shoes Navy bucket hat with crest Navy bag with crest</p>
<p>Boys' Summer Uniform</p> <p>School blue shirt with crest Navy blockers style shorts Navy with sky and white stripe socks Navy (with crest) zip jacket Navy bag with crest Black shoes Navy bucket hat with crest Navy bag with crest</p>	<p>Boys' Winter Uniform</p> <p>School blue brushed long sleeve shirt Navy blocker long trousers Navy (with crest) zip jacket Navy tie with stripes Navy with sky and white stripe socks Black shoes Navy bucket hat with crest Navy bag with crest</p>
<p>Sports Uniform</p> <p>Sky blue polo with crest Sky long sleeve polo with crest (Winter) Navy shorts with crest Navy track pants</p>	<p>Navy (with crest) zip jacket White ankle style (sports) socks Joggers Navy bucket hat with crest</p>

Library bags are available from the School Office.

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Appendix A
OLQP School Behaviours



OLQP School Behaviours

RESPECT OURSELVES AND OTHERS

I use my hands and feet
appropriately

I use kind words and
actions

I care for my appearance
and belongings

I am in the right place at
the right time

RESPECT EVERYONE'S RIGHT TO LEARN

I listen and respond
appropriately to others

I try my best and seek
help when I need it

I consider others' learning
needs

RESPECT OUR ENVIRONMENT

I keep our school clean

I use equipment
appropriately

I care for our
surroundings

Appendix B

SCS Information Sheet for Parents/Caregivers

Extract from - Communicating with School Staff – Information Sheet for Parents

Sydney Catholic Schools (SCS) are warm and welcoming local communities and parents are encouraged to engage with school staff to get to know them.

Open parent communication is vital in establishing a working partnership with your child's school. There are ways however, that parents can prepare for discussions with their teachers and schools that will assist in achieving the best possible educational outcome for their child.

It is important that parents and carers follow appropriate communication protocols to ensure a collaborative dialogue.

Face-to-face meetings

Parents are encouraged to chat to school staff and get to know them. Sydney Catholic Schools (SCS) are warm and welcoming local communities.

However, if you wish to discuss anything specific in relation to your child, it is important to make an appointment and have this conversation confidentially.

Teachers are available to meet with parents and guardians at scheduled parent/teacher afternoons or evenings to discuss your child's progress. Your child's teacher or school leader may also contact you to arrange a face-to-face meeting to discuss a particular issue regarding your child. If you wish to speak to your child's teacher or a school leader outside of those occasions about a particular issue, please contact the school office to arrange a meeting time with reasonable notice.

Due to obligations for teaching, supervision, meetings and extra-curricular activities, it will be rarely possible for a staff member to meet with you immediately if you attend the school site without notice. If there is an urgent matter you need to discuss with a member of school staff, please contact the school office directly.

Please do not attempt to meet with your child's teacher or a school leader about your child at morning drop off, afternoon pick up or another school event. During drop off, pick up and at school events, teachers and school leaders are often on duty supervising students. If they were to engage in one-on-one conversation of any length with a particular parent this may cause them to neglect their supervision duties to all students.

Phone calls

All phone calls to school staff should be via the school main reception line. Each school reception is generally open for phone calls between the hours of 8 am and 4 pm. Teachers and school leaders will ordinarily be teaching or meeting during that time and will rarely be available to speak with you immediately, but the school reception will take a message and alert the class teacher as soon as practical.

If a matter is urgent, please alert the school support officer in reception accordingly. Urgent matters include urgent health issues impacting students (eg. forgotten medication), police issues or serious issues impacting student wellbeing.

For non-urgent matters, school staff, including teachers, will return your call or enquiry within three days.

If you become aware that your child or another parent has a teacher's mobile number please inform the school office. Please ensure that you do not communicate with your child's teacher by mobile phone.

Emails

Emails are a helpful way to communicate with your child's school.

For non-urgent matters school staff including teachers will return your email or enquiry within three working days during school term time. School staff are not required to return emails at night or on weekends and ordinarily will not be checking emails during those hours.

We would encourage parents and carers to phone the school directly regarding any urgent matters as there may be a delay in receiving emails.

Social Media

School staff are not able to connect with students, parents or guardians via social media for child protection reasons. Please do not attempt to contact school staff via social media.

While parent involvement is crucial to every aspect of school life, school names and logos are trade registered. Parents/guardians are therefore asked to seek permission from their local school principal before setting up groups in the school name or using the school's logo on social media.

Written notes

Primary school parents/guardians should feel free to communicate with their child's school by sending them to class with a note for the office or their teacher.

Secondary school parents/guardians may communicate with school staff via the student diary, or electronically via an online parent portal, so please ensure that you check and sign your child's diary, or refer to the online parent portal, at least once a week to show that any messages from your child's teacher will also be communicated via the student diary, so please ensure that you check and sign your child's diary at least once a week to show you have read these messages.

Online Parent Portals

Where available, parents may communicate with the school electronically via online Parent Portals, such as those provided by Compass and other systems.

Parents may use the online portal for tasks such as,

- Entering absence notes. Please add your child's note within 7 days of their absence. Extended leave applications (5 or more days) must be submitted in writing and approved by the Principal or their delegate.
- Updating your email and mobile phone contact details.
- Receiving communications from the school or class teacher.

Appendix C

Helping your child to be ready for school.

Kindergarten:

The transition from home to school is a significant happening for your child. Here are some suggested ways which may help make it easier for you both.

Personal independence:

Skills which allow your child to do things for him/herself within daily routines include:

- Say their name and address
- Recognise their name among others
- Dressing themselves
- Recognise their bag
- Going to the toilet unassisted
- Personal hygiene
- Preparing, unwrapping and eating food
- Put their toys away and care for them during play
- Know who is taking them home

Independence in learning:

Skills which help your child to learn include:

- Making choices
- Asking for help
- Asking for information
- Following instructions
- Listening to others
- Solving problems, e.g. packing own bag, setting the table, planning, persisting, trying another way to do things

Social interaction is important for children when starting school so they can have confidence in taking turns:

- In play
- In conversation
- Talking and listening
- Sharing attention and materials
- Initiating and responding
- In group activities
- In whole class situation
- With a range of people including peers and adults

How to encourage independence and social interaction:

- Provide situations where your child is involved with other adults and is encouraged to communicate with them, e.g. games, answering the phone correctly
- Try to provide situations where your child has been left in the care of another adult without you, before starting school

- Encourage some role play situations with your child as a game (you may include teddy bears or toys) e.g. where you act out separating at school or asking directions
- Make sure all your child's belongings and clothing are clearly marked with both name and perhaps a symbol that your child readily recognises

Barriers to independence:

- Giving in to 'busyness' (doing things for your child because it saves time)
- Frustration, reluctance to take risks (child is overwhelmed or needs to be reassured they are doing things the 'right way')

Promoting concentration at home:

Children will need to be quiet and still at appropriate times, therefore it is important to provide opportunities for

- Taking part in quiet activities (reading, games, etc.)
- Extended play e.g. long term construction activities
- Following sequenced activities e.g. playing games with rules, giving instructions with two steps ("find your socks and put them with your shoes")
- Listening to stories (not just book stories, but your own experience)
- Encouraging make believe games

Building confidence and security:

- Talk positively about school
- Ensure that your child feels confident about recognising own belongings
- Involve your child in planning snacks and lunch, and ensure that he/she can open/unwrap everything
- Give your child small tasks or responsibilities e.g. feeding a pet, clearing away toys and organising the clothes they wear
- Praise your child's efforts when he/she attempts independence

Useful website for parents is Michael Grose's: www.parentingideas.com.au

We hope your time at Our Lady Queen of Peace is one filled with the excitement of learning!

Appendix D

School Prayer

*Loving Father,
May Our Lady Queen of Peace School
Be a place of welcome, happiness and learning.
May our students work together in peace and friendship.
May our teachers use their gifts and talents to inspire those they teach.
And may all who come here, find within themselves,
a love of learning, a love of life and an unending love of you,
God our Father.
This is our school and this is our prayer.*

Amen.

School Song

Chorus:

*Our Lady Queen of Peace
Our school of hope and strength
With courage we do our best
As our faith in Jesus grows*

*Our Lady Queen of Peace
Our school of love and mercy
Respect for One and all
As our faith in Jesus grows*

Verse 1

*Giving, sharing, helping all
Opening hearts and minds
Caring, loving, welcoming
Opening hearts and minds*

Chorus:

Verse 2

*Awakening, Accepting, Reaching Out
Opening hearts and minds
Dreaming, daring, inspiring
Opening hearts and minds*

Chorus:



Appendix E
National Anthem

Advance Australia Fair

1	<p>Australians all let us rejoice, For we are one and free; We've golden soil and wealth for toil; Our home is girt by sea; Our land abounds in nature's gifts Of beauty rich and rare; In history's page, let every stage Advance Australia Fair.</p> <p>In joyful strains then let us sing, Advance Australia Fair</p>
2	<p>Beneath our radiant Southern Cross We'll toil with hearts and hands; To make this Commonwealth of ours Renowned of all the lands; For those who've come across the seas We've boundless plains to share; With courage let us all combine To Advance Australia Fair.</p> <p>In joyful strains then let us sing, Advance Australia Fair.</p>

