Our Lady's Primary School

Parent Information

CHILD SAFETY COMMITMENT

Our Lady's Primary School strives to provide a safe and nurturing culture for all children and young people.

IDENTITY STATEMENT

Embracing a compassionate and dynamic community, through strong Gospel Values, quality education and promoting respect for all.

GRADUATE OUTCOMES

- *have a dynamic faith*
- *develop and sustain loving relationships*
- *are lifelong learners and creative problem solvers*
- *are tolerant, respectful, resilient, confident and independent*

MOTTO

Strong Minds, Compassionate Hearts

VISION AND MISSION STATEMENTS

We firmly believe that Our Lady's is a school in which:

A strong community is fostered where respect for ourselves, others, environment, heritage and Church is created and nurtured.

We are committed to:

- establishing a spirit of working together
- promoting parent/staff partnership
- establishing a climate which is welcoming, affirming and reconciling
- genuine openness, caring, support and responsibility
- providing a sense of belonging by participating in community activities
- increasing opportunities for contact with parents
- inter-school relationships
- empowering individuals to create a just, harmonious society, encouraging all to respect and care for the environment
- promoting the development of self-esteem and social skills to ensure we acknowledge and value the contribution of self and others
- encouraging all members of our community to play an active part in roles in the life of the school, parish and wider community
- development of mutual respect, courtesy and respect for the rights of others

We firmly believe that Our Lady's is a school in which:

Each individual is given the opportunity to develop to their full potential through quality teaching and learning experiences.

We are committed to:

- regularly evaluating and developing programs insuring that the education offered is consistent with the development of the whole person
- providing opportunities for continued learning for teachers students and parents
- providing appropriate resources, facilities and equipment
- offering a wide range of learning experiences
- providing an environment that provides for self-motivation, opportunities for creativity, development of physical skills, leadership, co-operation, faith development, personal growth and the acquisition and application of skills
- developing an appreciation and understanding of cultural differences in the community

DEMOCRATIC PRINCIPLES

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The Education and Reform Act 2006 requires all education providers to operate in a manner consistent with this set of Australian democratic principles. In accordance with the Act, Our Lady's Primary School delivers curriculum programs and learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy.

This includes a commitment to:
- elected government.
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance

CATHOLIC EDUCATION SANDHURST LIMITED

Our Lady's Primary School is an established school within Catholic Education Sandhurst Limited. We have a number of system wide supports that enable our school to reach its full potential.

The history of Catholic schools within the Diocese of Sandhurst spans 168 years. Over the decades, the network of schools has made a unique contribution to the life, faith practice, spirit and culture of parishes throughout this region.

Sandhurst Catholic schools are part of a long tradition of Catholic education in Australia. Countless thousands of young people have benefitted from the experiences they had and the skills they acquired in Catholic learning environments. From humble origins on the Bendigo goldfields in 1853, Catholic education has grown dramatically.

On the first of January 2021 Catholic Education Sandhurst became incorporated, entering a new phase of governance.

SCHOOL TIMES

8.30am	Students are supervised by staff
8.55am	Student attendance roll marked & class starts
1st Break	11am – 11.40 am
2nd Break	1.40pm – 2.20pm
3.10pm	School Day finishes

Magnify Sandhurst

We believe every child learns best in classrooms that are calm, well-structured and rich in meaningful content. Our shared curriculum and teaching routines ensure students build strong foundational knowledge, while targeted support helps every learner move forward with confidence.

Learning and Teaching is shaped by our Cultural Covenant, the Guiding Lights and our systemwide strategy, *Magnify Sandhurst*. Together, they create a clear and consistent approach to teaching and learning across all our schools.

OUR INSTRUCTIONAL MODEL

Our teachers are informed by our Instructional Model that uses evidence informed practices, utilising high quality curriculum materials. This helps us identify student needs early and provide timely, effective support. Our partnerships with expert organisations strengthen teacher practice and ensure every child experiences a curriculum that is engaging, challenging and grounded in the science of how students learn.

What this looks like in the classroom

- Lessons follow a clear, predictable structure so students know what to expect and can focus on learning.
- Teachers give clear explanations and model new skills before students practise them.
- Students build knowledge through well-sequenced curriculum materials used across all schools.
- Teachers regularly check understanding and adjust teaching to support students who need extra help.
- Classrooms are calm, inclusive and built on strong routines that maximise learning time.
- Students strengthen confidence through speaking, writing and retrieval activities linked to what they are learning.
- Teachers work together to continually refine and strengthen their practice.
- Families are welcomed as partners and are supported to understand how learning happens at school.

OUR LADY'S PRIMARY SCHOOL HISTORY

The rapid growth of Wangaratta after World War Two prompted the late Monsignor Mahoney to select some acres off White Street for the purpose of expanding facilities for Wangaratta's Catholic Community. Fr James Byrne was appointed to the new parish of Our Lady's in March 1958. One of his first priorities was to establish a school for the rapidly increasing population of the South Wangaratta area. He had approached the Brigidine Community who signified their willingness to provide teaching staff, so plans were drawn and building commenced.

The new school was solemnly blessed and opened by the Most Rev Dr Stewart on the 7th December 1958. The school at that stage comprised 4 classrooms and the administrative centre of Office, Staffroom and Storeroom. Brigidine Sisters Magdolena, McNarmara and Regina Pelly were the first Staff Members and were warmly welcomed by the Parish. The first enrolment of ninety children in Grades Prep, One and Two used two of the new classrooms leaving two vacant for future needs.

The school, however, needed to expand to cope with increasing enrolments in the 1960's and 1970's as the surrounding area was built up and many new families settled in the Yarrunga area. The Church was used as a classroom until two new classrooms were added along White Street, then in the 1970's the new Infant and Junior school area was opened to the delight of children and staff.

In 2003 a major change to the school entrance provided an impressive facelift to a number of areas. Renovations and refurbishment of the front entrance to the school, administration office and staffroom areas gave a more modern and open appearance. The availability of the grant from the State government to fund this project was a crucial factor. $201,900 was provided by the Victorian State Government under the Needs Based Capital Funding Program for Non-Government Schools with the school contributing a further $5000.

In 2010 the original school hall, which served as the Church in the early days of the Parish, was replaced with a new facility built as part of Building the Education Revolution. It, along with work completed across the playground, has created a very comfortable and functioning place of learning.

In 2015 a major refurbishment of the learning spaces and toilets was undertaken. This was completed in 2016 with the staff and students moving back into a beautiful, purpose built learning space.

STUDENT BEHAVIOUR FRAMEWORK

At Our Lady's Primary School, we believe that education underpins everything we do. Education is also the key when it comes to student behaviour and safety.

School Wide Positive Behaviour Support (SWPBS)

SWPBS is a process that establishes systems and practice for teaching social and behavioural skills which in turn enhance learning and teaching. Schools have a responsibility to provide an education to students in safe and predictable environments. Establishing a positive, proactive, preventative school wide set of behavioural expectations is a necessary first step for enabling schools to achieve their goals and responsibilities.

SWPBS is an organisational framework, and is not a specific "program", "model", "approach", "tool", or "specific curriculum", but a compilation of research- validated and effective practices, interventions, and systems change strategies.

SWPBS provides a framework for:

- improving the social behavioural climate of schools
- supporting or enhancing the impact of academic instruction on achievement
- increasing proactive, positive, preventive management while decreasing reactive management
- integrating academic and behaviour supports
- improving services for all students, including students at risk and students with identified disabilities or diverse learning needs.

School Wide Expectations

At Our Lady's, we have three school wide expectations that underpin everything we do. They are;

- Do your best
- Help others succeed
- Respect your school

Classroom Mastery

Calm Classrooms. Quality Instruction. Better Learning.

At Our Lady's Primary School, we pride ourselves in being a calm, predictable environment that enables our students to thrive. We have a number of embedded, agreed upon practices within our school, across all teaching and learning staff, that helps students thrive.

The routines listed below have been explicitly taught to staff, who then explicitly teach these strategies to our students. This way, our community has agreed upon community standards to ensure everyone feels safe and calm.

Entry & Exit Routines
Cue to Start
Whiteboard Routines
Answering Questions
Voices

All policies and procedures in relation to Student Behaviour are available on request or can be found on our website.

SACRAMENTS AND LITURGY

At Our Lady's Primary School our preparation for Sacraments is in line with Catholic Education Sandhurst Limited. Sacraments are seen as a task that is prepared for with the support of parishes and families, while being actively supported and assisted within the school. This has led to a Sandhurst Diocesan Policy called 'Steps In Faith'. This program aims to be a Parish-based sacramental program with the strong emphasis on parental commitment and involvement.

Throughout the year there will be a number of whole school Masses, opportunities for children to receive that Sacrament of Reconciliation, and regular class Masses – usually one per term

CAMPS AND EXCURSIONS

Camps and excursions are an integral part of the curriculum. Camps and excursions are a way to extend each child's understanding and knowledge of the wider world, and at the same time introduce, consolidate and enrich particular areas across the curriculum.

To help facilitate camps and excursions, all families pay the camp levy. Please note: no child will be prevented from attending an excursion or camp due to an inability to pay. If there is a medical emergency or family crisis that prevents a student from attending, then the camp levy may be rebated.

OFFICE HOURS

The school office will be attended from Monday to Friday 8:20am to 3.30pm. If you have a message for your child or a change in travel plans, you may call the office on (03) 5721 3783 or email admin@olwangaratta.catholic.edu.au.

NOTICES & NEWSLETTERS

Our fortnightly newsletter is produced each Friday and is available via email or on the school website. This contains information about things happening in the school and in our wider community.

A permission note must be completed for any activity which involves students leaving the school grounds. These are sent home with students as required.

ABSENCE FROM SCHOOL

If your child/children are absent from school for any reason parents must report the absence to the school on the day or prior to the absence. This is a legal requirement that all schools must follow. All unexplained absences are to be followed up by the school on the day of the absence. Where we are unable to contact a family directly, emergency contact information may be used to ensure the safety of each child.

If a child is going to be away for an extended period of time, we would like parents to inform the school as soon as possible, rather than wait until the child returns to school. Absences can be reported through calling the office or by email to admin@olwangaratta.catholic.edu.au.

LUNCH ORDERS

Our Lady's uses the local store, Cribbes Road Takeaway, for lunch orders. These are available on Thursdays. To organise, download the Spriggy School App or contact the store directly.

APPOINTMENTS DURING THE SCHOOL DAY

Students are permitted to leave the school early or attend appointments throughout the school day. The adult collecting the student will also need to sign the student out (at the school office) before leaving the school grounds.

Whilst we understand that sometimes appointments must occur during the school day, we do encourage parents to make appointments during school holidays or after school to ensure students attendance remains high.

EXTREME WEATHER DAYS

On extreme heat or wet weather days, children are supervised in the classrooms. Children are encouraged to play quiet games, read, colour, play lego, imaginative play.

PLAYGROUND SUPERVISION

A teacher is on supervision duty each morning from 8:30am to 8.55am in the quadrangle. Students are fully supervised by teachers during break times. Children are also supervised while they eat at both breaks.

AFTER SCHOOL SUPERVISION

After school bus students are supervised by a staff member until they board their bus in White Street at approximately 3.15pm.

At 3.10pm each day a teacher is on supervision duty at both the bus gate in White Street and outside the entrance to the Fr. James Byrne Memorial Hall. Students are only to exit the school via one of these points.

We have established a ‘drop off/pick up’ drive thru arrangement inside the school grounds outside the entrance to the Fr. James Byrne Memorial Hall. More details of this arrangement are available upon request.

We ask that all parents be patient when driving in and around the school precinct and respect the rights of other road users and of the residents who are neighbours to the school, by ensuring they have clear access to their properties at all times.

For Foundation children, we recommend a parent / guardian, sibling or family friend be available for ‘drop off/ pick up’ during the first few days of school to assist in your child’s transition.

PARKING

There is very limited parking in and around the school. Some car parking is available along White Street, outside the entrance to the school and inside the school grounds along the side of the hall. The Church carpark can also be used for parking if necessary.

SCHOOL BUS ARRANGEMENTS

Children who live further than 4.8 kms from the school qualify for free bus travel to and from the school. Application forms are available from the office. You may check with the Wangaratta High School Coordinator on (03) 57230519 in relation to the nearest bus pick up point for your child. All country buses meet at the High School in the morning and then students are transported to individual schools by a shuttle bus. In the afternoon the shuttle bus collects students from their schools and transports them to the High School where they board their country bus to home. Behaviour on the bus must always be displayed in an appropriate manner. If it is not, the bus company has the right to refuse to transport the children.

LATE PICK UPS

If for any reason you are unable to pick up your child on time after school, please notify the school. Please also advise if you are making any unusual arrangements such as allowing the child to go home with another child, or if the child is being picked up by someone who doesn't normally pick up the child.

AFTER SCHOOL & VACATION CARE

TheirCare is our current provider of After School & Vacation Care. This runs our of the Father Byrne Hall at Our Lady's Primary School. For more information, please see the attached flyer.

BICYCLE SAFETY

Children who ride their bicycles/scooters to school are expected to abide by all laws governing the use of bikes. We recommend that children do not ride their bikes/scooters unattended by an adult until they are at least ten years of age. They must wear approved safety helmets and bikes/scooters must be locked up in the area reserved for bikes/scooters.

BRINGING TOYS/PERSONAL BELONGINGS TO SCHOOL

We certainly do not object to children bringing appropriate toys to 'show and tell' or to share with other children. However, such toys are clearly the responsibility of the child and the school does not take responsibility for their loss or damage. Students will be reminded to place toys in their bags during break times.

INFECTIOUS DISEASES REGULATIONS

If you have been informed that your child has an infectious disease, it is best to check with your child's doctor in regards to exclusion from school guidelines.

GENERAL RULES REGARDING SICKNESS

Children with serious colds, flu's, COVID-19 or other debilitating illnesses should always be kept home. When children become ill at school, they will normally be sent to the sickbay first and observed for a little while before parents or guardians are called to collect them. In cases of serious illness or accident, the school will either call an ambulance or arrange other emergency medical assistance as deemed necessary. Parents or emergency contacts will be notified as soon as possible.

In order to make sure we can always ring parents or another emergency person, please ensure that you immediately notify us if there are any changes in address or telephone numbers [work, home or mobile]. Unlisted numbers will be respected. It is essential that you inform us about any potentially serious medical conditions and/or children's medication. This information is confidential.

CHILDREN AND MEDICATION

If your child requires prescribed medication under staff supervision, the school needs the following information:

- The type of medication
- Dosage rates
- Time of dosage
- Authority from a Doctor

If your child is diagnosed with Asthma we require an Asthma Management Plan to be provided every 12 months from your GP before we can store/administer any Asthma medication. If your child is diagnosed with an allergy requiring an epipen, an anaphylaxis plan is required to be provided every 12 months to ensure all information is current and up to date.

CHANGE OF FAMILY CIRCUMSTANCES

If any changes in family circumstances occur that might affect a child's emotional or physical wellbeing and, hence, academic performance [e.g. serious illness, bereavement, divorce or separation, prolonged unemployment or other financial distress], it may be useful to inform the child's teacher and/or the Principal, so that we may discreetly support the child. Such information will be kept confidential.

SCHOOL FEES

In 2026, the Family Fee & Curriculum expenses were increased in line with the directive of the Sandhurst Catholic Education Office. The elements of the **current 2026 School Fees** are explained below:

Family Fee

The 2026 Family Fee for Our Lady's School is $1318.

Student Fee

The student fee reflects the cost of the learning and teaching programs at different year levels. A table showing payment across each year level is included below.

Payment of Fees

Fee Invoices will be prepared and sent at the commencement of the Term 1 2026.

Camps, School, Excursion Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible Health Care Card Holder students to attend activities like camps and excursions. The CSEF is paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child. Payment amount is $400 per primary school aged child in 2026.

Your Obligation as part of your enrolment contract:

You have agreed to a financial commitment and have agreed to pay fees and charges for your enrolled child.

Fee Assistance & Health Care Card

If a parent(s)/guardian(s) believe they may be unable to pay the fees in full, it is requested that they discuss this with the principal as soon as possible. Fee relief may be available to families in cases of financial hardship and applications will be reviewed on an annual basis. For further information, please contact the principal, either via email or phone.

Families who hold a current Health Care Card will be provided with a fee rebate to their overall fee charges for the year. This will be applied at the start of the year once the Healthcare Card information has been obtained. Payment for Fees will be required via Direct Debit or payment in full.

2026 STUDENT FREE BREAKDOWN

Below are **all fee levy amounts** that apply throughout the school year.

Grade 6's have a higher excursion levy as this includes the Big Day Out Activity at the end of the year.

Student Fee	Foundation	Grade 1/2	Grade 3/4	Grade 5	Grade 6
2026	Curriculum Levy $315 Technology Levy $200 Excursion Levy $130 Camp Levy $0 Swimming Levy $80 Capital Levy $52	Curriculum Levy $315 Technology Levy $200 Excursion Levy $150 Camp Levy $0 Swimming Levy $80 Capital Levy $52	Curriculum Levy $315 Technology Levy $200 Excursion Levy $90 Camp Levy $300 Swimming Levy $80 Capital Levy $52	Curriculum Levy $315 Technology Levy $200 Excursion Levy $90 Camp Levy $650 Swimming Levy $80 Capital Levy $52	Curriculum Levy $315 Technology Levy $200 Excursion Levy $150 Camp Levy $650 Swimming Levy $80 Capital Levy $52
Annual Student Fee	**$777**	**$797**	**$1037**	**$1387**	**$1447**

Example: If you have a student in Foundation and Grade 3 your yearly school fees payable to the school would be; $1318 Family Fee + $777 Foundation Student Fee + $1037 Grade 3 Student Fee = **$3132 Total for 2026**.

We would like to remind families that these are the **total costs for the 2026** school year and there are no other additional costs throughout the year for excursions, buses or events. Individual fee letters will also be sent home outlining all costs for 2026.

CONCLUSION

Welcome to our school community, we hope that you and your family benefit and enjoy your time at Our Lady's Primary School. Our staff is committed to providing the very best education opportunities for the children in our care, based on our Catholic tradition. If you have any questions or queries that are not addressed in this booklet, we would be more than happy to answer them.