



# LORETO NEDLANDS

*An educational learning journey that lasts a lifetime*



## 2017 Parent Handbook

## CONTENTS

Loreto Nedlands Mission Statement	3
Loreto Schools of Australia Mission Statement	5
Loreto Brief History	5
Crest and Motto	5
School Board	5
Houses	5
Principal Address	6
School Personnel	7
Term Dates	8
Daily Routine	9
Arrival and Pick Up Times	9
Office	9
Business Manager	10
Parent Information and Emergency Contact Details	10
Communication	10
Newsletter	10
Messages to Children	10
Late Arrivals	10
Absences	11
Leaving School Grounds	11
Parent Involvement at Loreto Nedlands	11
Parents and Friends (P&F)	11
Class Parent Representatives (CPR)	11
Canteen	11
Assemblies	12
Booklists	12
Insurance	12
Pupil Free Days	12
Emergency Evacuation	12
Toys and Games	12
Mobile Phones	12
School Grounds	12
Out of School Care	12
Learning Areas	13
Library	13
Music	13
Physical Education	13
Performing Arts	14
Camps	14
Excursions	14
Homework	14
Golden Rules	15
Administration of Medication	16
Allergy Aware Policy	17
Treats and Birthday Food	17
Dogs on School Grounds	17
Communicable Diseases (Health Department of WA)	17
Recommended Minimum Exclusion Periods from School	18
Student Drop-Off and Pick-Up Zones	18
Parking	19
Uniform Shop	20
Hairstyles/ Jewellery	20
Lost Property	20
Uniforms	21

## **Loreto Nedlands Mission Statement**

*Loreto Nedlands creates empowered thinkers who are inspired to excel, feel confident to lead and show compassion as they serve others in the spirit of Mary Ward.  
Inspired. Confident. Compassionate.*



### ***School Prayer***

*May Mary Ward our founder  
Guide us to faith and love in you.  
May Loreto always be the place  
To learn the Gospel values.  
Through Mary Ward's example  
We seek to act - freely, justly, courageously,  
With integrity, sincerity and joy.  
In Jesus Christ our Lord.  
Amen*



## LORETO SCHOOLS OF AUSTRALIA MISSION STATEMENT

That Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

The qualities that characterise this philosophy flow from Mary Ward's charism, namely:

*Freedom - to respond creatively to God and others*

*Justice - a critical awareness of society, seeking peace, reconciliation and integrity of creation*

*Sincerity - a commitment to the ongoing quest for self knowledge and respect for difference*

*Verity - a search for truth and integrity*

*Felicity - cheerfulness, joy and hope creating a happy, caring learning environment*

The Loreto value for 2017 is, "Freedom."

## LORETO – BRIEF HISTORY

Mary Ward, the Englishwoman who began the Institute of the Blessed Virgin Mary, lived from 1585 – 1645. Before she died there were Loreto Convents started throughout England and Europe. Later schools were opened all over the world.

In 1875 Mother Gonzaga Barry led a small group of Loreto Sisters (as they came to be known) to start the first Loreto school in Australia in Ballarat, Victoria. From their base at Loreto Abbey in Ballarat, the sisters established parish schools in Portland and South Melbourne (1880s), followed by Loreto Schools in Sydney (1892), Perth (1897), Adelaide (1905), Melbourne (1924) and Brisbane (1927). They were also requested to staff and administer additional parish schools.

The Loreto Sisters arrived in Western Australia in 1897, opening a school in Adelaide Terrace, Perth and later building Loreto Osborne, Claremont. The sisters bought land for Loreto Nedlands when they were asked to open a University College for Women. However, the request to provide a school for the newly opened Nedlands Parish was seen as a greater need and a school was built and opened to pupils in 1931 by the Loreto Sisters.

The pupils from Adelaide Terrace were moved to Loreto Nedlands in 1938 when the Perth site was to be sold. In 1963 the senior pupils were moved to Loreto Osborne in Claremont and in 1970 the secondary section of Loreto Nedlands closed. The amalgamation of Loreto Osborne and the Jesuit school of St Louis formed John XXIII College in 1977. Loreto Nedlands maintains its distinctive place as a co-educational primary school.

Today the following Loreto schools operate in Australia: Loreto Kirribilli, Sydney; Loreto Mandeville Hall, Melbourne; Loreto College Marryatville, Adelaide; and for girls Year 8 to Year 12: Loreto College, Ballarat; Loreto College Coorparoo, Brisbane; and Loreto Normanhurst, Sydney.

In Western Australia, Loreto Nedlands provides co-education for students from Pre-Kindergarten to Year 6. John XXIII College provides co-education for students from Kindergarten to Year 12.

## CREST AND MOTTO



The Loreto Crest is older than the history of Loreto in Australia.

It is made up of four symbols which hold an important place in our lives:

- the Cross, which is the symbol of our Christian life and our faith in Christ.
- the Sacred Heart of Jesus, which symbolizes Jesus personal love for each of us.
- the Heart of Mary, depicting her courage as guide for us.
- the Anchor, the symbol of hope encouraging us to put our trust in God.

The Latin words, 'Maria Regina Angelorum', mean 'Mary, Queen of the Angels'.

The motto 'Cruci Dum Spiro Fido' means 'As long as I live, I put my trust in Christ who died for me'.

## HOUSES

**Barry** (Gold) is named after Mother Gonzaga Barry who led the first group of Loreto nuns to Australia from Ireland in 1875. She began the first Loreto School in Ballarat, Victoria, quickly following that with schools in other States. She was a great pioneer in education, opening Teachers' colleges and preparing girls for university.

**Ward** (Red) is named after Mary Ward, Foundress of the Institute of the Blessed Virgin Mary (IBVM) as the Loreto Sisters are officially called. Born in England in 1585 she travelled valiantly across the continent founding schools in many countries and setting up a new style of religious life, one that was very active and ordinary in its way of life as well as centred in prayer. She died in 1645 confident that 'women in time to come will do much'.

**Nestor** (Green) is named after Monsignor James Nestor, Past Parish Priest of Holy Rosary Parish, Nedlands (retired end 2003). Monsignor is also well known as the inaugural Director of Catholic Education in Western Australia.

## LORETO NEDLANDS SCHOOL BOARD

The Loreto Nedlands School Council was established in 1996. Together with the Principal, the School Board is responsible for ensuring that the religious and educational philosophy of the Institute of the Blessed Mary (IBVM) is maintained and promoted within the school. Members of Council are nominated by the IBVM and include persons with particular skills in the areas of education, law, finance, planning and development, necessary to the governance of Loreto Nedlands.

*Dear Parents*

*A Loreto Nedlands education is centred on Jesus Christ and living the Gospel values in our daily lives. Through the Charism of our founder, Mary Ward, we strive to live with freedom, sincerity, verity, justice and felicity. Our focus for 2017 is 'freedom'.*

*At Loreto Nedlands we work in partnership with parents to provide each child with an education that meets their individual needs and develops their potential spiritually, intellectually, emotionally, socially and physically. This partnership between school and home enables the development of a school community where the students feel secure, nurtured and empowered to embrace opportunities.*

*The partnership between parents and teachers is vital in your child's educational journey and I encourage you to read the class communication that is available in written or digital format, and to always discuss any concerns you have with the appropriate person. Within the Loreto Nedlands school community we encourage, respect and support one another as we share this important journey together.*

*This Parent Handbook is designed to provide you with the necessary information to assist you with the routines and requirements for the school year.*

*May we be constantly aware of God's love and grace in our lives and seek God's guidance in our every endeavour as we work together for the benefit of all our children.*

*Yours sincerely,*

*Therese Hussey  
Principal*

## SCHOOL PERSONNEL

### Leadership Team

Principal	Therese Hussey
Deputy Principal	Tony Corbett
Assistant Principal	Claudia di Biaggio
Business Manager	Darrilyn Hunter

### Administration

School Secretary	Louise Miller
Admin Assistant/ Marketing Officer	Holly Young

### Support Staff

Grounds person	John Fitzsimmons
Uniform Manager	Liz O'Meara

### Specialist Teachers

Science	Tony Corbett and Jessica Joseph
Music	Liz Leith
Numeracy Support	Rebecca Barfoot and Tony Corbett
Physical Education	Andrew Boxsell
Student Well-Being	Andrew Boxsell
Literacy Support	Denise Bowen, Jessica Joseph, Tony Corbett
LOTE (Italian)	Lucia Circosta
Library	Denise Bowen

### Pre Kindergarten

Teacher	Kristie Watt
Teacher Assistant	Shelley Gibson

### Kindergarten

Teacher	Justine Jacobs
Teacher Assistant	Anne Carosin
Teacher Assistant	Miranda Billi

### Pre Primary

Teacher	Danielle Moore
Teacher Assistant	Coral Fyfe-Bortfield

### Year 1

Teacher	Claudia Di Biaggio
Teacher	Rebecca Barfoot
Teacher Assistant	Sonia Dowson

### Year 2

Teacher	Emily Meneghello
Teacher Assistant	Margie Weeldenburg

### Year 3

Teacher	Robert Falloon
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### Year 4

Teacher	Katie Sharman
Teacher Assistant	Melina Dichiera

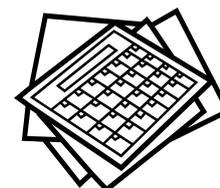
### Year 5

Teacher	Telicia Campain
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### Year 6

Teacher	Natasha Gregory
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## TERM DATES 2017



### SEMESTER ONE

#### Term One

Monday 30 January	Staff commence
Wednesday 1 February	Students commence
Monday 3 April	Pupil Free Day
Friday 7 April	Term 1 ends

#### Term Two

Wednesday 26 April	Students commence
Tuesday 9 May – Thursday 11 May	NAPLAN Testing Year 3 & Year 5
Friday 2 June	Pupil Free Day
Thursday 30 June	Term 2 ends

### SEMESTER TWO

#### Term Three

Monday 17 July	Staff commence
Tuesday 18 July	Students commence
Monday 14 August	Pupil Free Day
Thursday 22 September	Term 3 ends

#### Term Four

Monday 9 October	Students commence
Friday 8 December	Students conclude
Friday 15 December	Staff conclude

## ADMINISTRATION

### CLASS TIMES

Pre Kindergarten	Tuesday and Wednesday 9.00am-2.45pm
Kindergarten	Tuesday, Wednesday and Thursday 9.00am – 3.00pm
Pre Primary	Monday – Friday 8.45am – 3.15pm
Years 1-6	Monday – Friday 8.45am – 3.15pm
Recess	10.40am – 11.00am
Lunch	12.40am – 1.25pm



### ARRIVAL AND PICK-UP PROCEDURE

Students need to arrive at school prior to the bell at 8.45am to allow them time to organize their books, lunch orders and play outdoors before their day begins.

Please remember that students should NOT arrive at school earlier than 8.25am as that is when supervision by staff commences.

At 8.25am classrooms for Year One to Year Six are opened for students to unpack their belongings and prepare for the day. Independence is encouraged so parents are urged to allow children to carry their own belongings and to proceed to class independently. Once students have organized themselves for the day they are encouraged to go outside and play until the siren at 8.45am.

The Kindergarten and Pre-Primary classrooms open at 8.45am.

School finishes at 3.15pm and supervision for the children ceases at 3.30pm. Please collect your children promptly at 3.15pm.

No student is to play in the school grounds after 3.15pm unless closely supervised by their parents.

Under no circumstances are students to play in the Pre-Kindergarten, Kindergarten or Pre-Primary play areas after 3.15pm.

### OFFICE

The school office is open from 8.00am to 4.00pm daily. The office is open for one week of term holidays and opens one week before the commencement of Term 1.

The Administration Staff, Louise Miller and Holly Young may be contacted on 6389 9400 between 8.00am and 4.00pm, Monday to Friday. Emails may be sent to [admin@loretonedlands.wa.edu.au](mailto:admin@loretonedlands.wa.edu.au)



## BUSINESS MANAGER

The Business Manager, Darrilyn Hunter, may be contacted for any queries relating to school fees on 63899400 between 8.00am and 4.00pm, Monday to Thursday and between 8.00am and 1.00pm on Friday. Emails may be sent to [admin@loretonedlands.wa.edu.au](mailto:admin@loretonedlands.wa.edu.au)

## COMMUNICATION

Education is a partnership that requires the support of all parties, the parents, teachers and the students. Communication is a key element of this partnership so that we can work together to achieve the educational and personal goals we have for each child.

Loreto Nedlands communicates with parents through:

- Fortnightly School Newsletter (emailed) – please read this and record vital information.
- Weekly bulletin from class teachers (emailed)
- Online homework Diaries for Year 3-6 students and the reading diaries for Year 1-2.
- Class Term Newsletter which is emailed at the beginning of each term.
- Notes from various coordinators and Teachers as required, via SEQTA or emailed.
- Mid-year and end of year Student Reports.
- Formal Parent/Teacher Interviews in Term One.
- Parent Information Night at the beginning of the year.
- Individual parent / teacher meetings, as required.

**Apart from a quick message, the school policy is for parents to make an appointment with their child's class teacher using the Parent Meeting Request Form when they wish to discuss a matter to enable parties to give their full attention to the discussion.**

## NEWSLETTER DEADLINE

The Newsletter is distributed fortnightly on a Thursday. The deadline for all items is the Tuesday prior at 9.00am. Items received after this time cannot be included in that fortnight's Newsletter.



## MESSAGES TO CHILDREN

The school telephone is only available to children in the case of an emergency. Every endeavour is made to relay important messages to children.



## LATE ARRIVALS

Children in Pre-Primary to Year Six are expected to be at school by 8.40am. Parents are requested to phone the school office if children will be late for school. **All students from Pre-Primary to Year Six who arrive late after 8.45am need to report to the school office on arrival to sign in.**

## ABSENCES

A phone call or email when a child is away is required on the day to ensure the child's safety. A written note or email detailing the absence is required on their return to school.

A long-term planned absence (holiday) should be referred to the Principal and advice given in writing prior to departure. However, parents are discouraged from removing children from school for extended periods of time and teachers are not required to provide individual programs of work for students who are absent, while on holidays.

## LEAVING SCHOOL GROUNDS

No child is to leave the school grounds unless accompanied by a parent or guardian, who must sign them out from the school office before collecting the student.

## FAMILY DETAIL FORMS AND EMERGENCY CONTACT NUMBERS

Family Detail Forms are sent home at the beginning of the school year to enable the school to have accurate contact details, especially in the case of an emergency. Parents are requested to notify the office immediately if there are any changes to this information.



## PARENT INVOLVEMENT AT LORETO NEDLANDS

Loreto Nedlands enjoys a strong partnership between parents and students. Parents are encouraged to be as fully involved in the life of the school as time and energy permit.

Parent involvement in the faith life of the school is actively encouraged through participation in prayer services, Masses and liturgies.

Parents can support the school through their involvement in such areas as: canteen, library, sport, excursions, and in a variety of classroom activities.

## PARENTS AND FRIENDS (P&F)

The Parents and Friends Association of Loreto Nedlands is a very active group that exists to support the Principal and Staff in the activities of the school and to promote a spirit of friendship and co-operation within the school community.

The P&F organizes social functions and fund raising events.

## CLASS PARENTS

Each class has two 'nominated' parents, who fulfill an important role in welcoming new parents, organizing class functions, promoting P&F events and supporting the class teacher.

## PARENT VOLUNTEERS TO ASSIST IN CLASSES

Parents are needed to assist in classes particularly in the junior year levels. Class teachers call for volunteers and post rosters in their classes. Please be sure that you can be available at the time you choose as the teacher's rely on each volunteer being there.

## CANTEEN AND UNIFORM SHOP

The P&F supports the canteen and uniform shop through their organisation of parent volunteers. The Canteen operates each Tuesday and Friday. The Uniform Shop operates Tuesday afternoons.



Menus, which follow the Starcap Canteen Guidelines, are sent home each term with lunch order bags. The menu is also available on the school website.

The completed orders, with the correct money enclosed are placed in the lunch baskets in each class before school on Tuesdays and Fridays.

## GENERAL INFORMATION

## ASSEMBLIES

An Assembly will be held fortnightly on Friday at 2.30pm in the Loreto Performing Arts Centre. Classes take turns at presenting an assembly and achievements and merit awards are announced. Parents are always welcome.

## BOOKLISTS

Booklists are ordered in bulk by class teachers in Term Four of the previous year. The bulk order ensures low costs for stationery and text book items for students and families. The Booklist will be invoiced to parents and detailed on the first school fees statement for 2017.

## INSURANCE

Comprehensive insurance cover is taken out for all children with Catholic Churches Insurance. This is included with the school fees. A copy of the policy is available to parents, please contact the office if you wish to clarify your entitlements under this policy.

## PUPIL FREE DAYS 2017

Monday 3 April  
Monday 24 April  
Friday 2 June  
Monday 17 July  
Monday 14 August  
Friday 22 September

## EMERGENCY EVACUATION

Emergency evacuation and lock down drills will be held once each year.



## TOYS AND GAMES

Children may not bring games, toys or other belongings to school. No responsibility will be taken for any valuable items brought to school.

## MOBILE PHONES



Students needing to have a mobile phone at school for a special reason are required to hand it in to the school office before school and collect it at the end of the school day.

## OUT OF SCHOOL CARE

Loreto Nedlands does not provide an out of school care facility on the premises. A bus service is operated by the University of Western Australia Child Care Centre which collects students from Loreto Nedlands each afternoon. Information is available from UWA Child Care Centre, 7 Monash Avenue Nedlands. Phone: 9389 9511.

## SPECIALIST LEARNING AREAS

### LIBRARY



The school has a well-stocked, automated library and classes are timetabled each week for Library lessons and book borrowing. Children are encouraged to borrow both fiction and non-fiction books on a regular basis. **In addition, the Library will be opened each Tuesday and Thursday from 8.30-8.45am and each Tuesday and Thursday lunch time from 1.05-1.25. Parents and welcome to use the Library before school to assist their children with book borrowing.**

All children are to have a **library bag** to protect the books borrowed.

If books are damaged or lost parents are required to pay for the repair or replacement of the book.

### MUSIC

All children are involved in class music programs with regular weekly lessons, including Liturgical Singing and School Choirs.

**The Loreto Nedlands Private Music Program** provides individual tuition for students to learn a variety of musical instruments. Lessons take place during class time. Opportunity is provided for the children to be involved in various ensembles.



Enquiries are to be made to the Music Coordinator, Mrs Liz Leith: [leith.liz@cathednet.wa.edu.au](mailto:leith.liz@cathednet.wa.edu.au)

### PHYSICAL EDUCATION AND STUDENT WELL-BEING

Students participate in Physical Education and Health and Well-Being lessons each week.

Students are required to wear their Sport Uniform on the days their class has lessons. They wear their blue Loreto sport shirt on the first lesson day and coloured house shirt on second lesson day. The timetabled days will be listed in the first Newsletter for each term.

### INFORMATION COMMUNICATION TECHNOLOGY

The school is fully networked having a BYODD (Bring Your Own Digital Device) program for Year One to Year Six. Students have added access to computers in the library and classrooms and access to laptop computers and iPads. This allows for integration of information technology across the curriculum.

Each class has an interactive smartboard or smart television to further facilitate the use of ICT within a contemporary teaching and learning framework.

All applications required by students from Year One to Year Six on their personal device are outlined on the school website. All documentation regarding student use of devices and the internet can also be accessed via the school website.

### LOTE (Languages Other Than English)

Students from Pre-Primary to Year 6 have one hour of Italian per week. This programme is partly funded under the auspices of the Italo Australia Association.

## PERFORMING ARTS

Kindy	Concert	Term 4
Pre Primary	Nativity Play	Term 4
Year 1 and 2	Musicals	Term 3
Year 5 and 6	Musicals	Term 2
Year 3 and 4	Oracy Examinations	Term 4
Year 5 and 6	Speaker of the Year	Term 2
Catholic Schools Performing Arts Festivals		Term 3
IPSHA Performing Arts Festivals		Term 2



## CAMPS

The Year 5 Camp has a specific focus on social development and is linked to curriculum areas.

The Year 6 Student Leadership Camp is held in Canberra and is part of the Loreto Nedlands Student Leadership Program.

## EXCURSIONS

Children who do not have a permission note signed by a parent or guardian will not be permitted to go on an excursion. A separate permission note is sent home for each excursion. Correct uniform is to be worn for all excursions.

## HOMEWORK

Homework is set to develop organisational skills, to develop the ability to work independently and to study. Parental help will be needed to establish these patterns. Homework is also an opportunity for interaction between parents and children.

Years 1 and 2:	approximately 20 minutes Monday to Thursday (including reading)
Year 3:	approximately 30 minutes Monday to Thursday
Years 4 and 5:	30-40 minutes Monday to Thursday
Year 6:	50-60 minutes Monday to Thursday



### LORETO NEDLANDS GOLDEN RULES

Treat all people and property with respect and care

Be in the right place at the right time

Move safely and quietly throughout the school

Hands off

No hat, no play in the sun

#### When a child breaks a 'GOLDEN RULE'

Time Out:      Area 1 – 5 minutes inside the pavillion  
                     Area 2 – 10 minutes inside the pavilion

- Written offence recorded into the record book available in the duty bag.
- Pink copy given to the class teacher and yellow copy remains in the book.
- First slip is a warning. Second slip is time out. Third slip requires a Pastoral Care Behaviour Note in SEQTA and the Teacher or Principal having a discussion with the student and notifying the parents (depending on the severity of the indecent)

### MEDICAL

If children are unwell they should not be sent to school. If they become ill or have an accident at school, a parent or the given emergency number will be contacted. In the event of a serious injury, the school will seek immediate medical attention for the child while endeavoring to contact the parents.



#### ADMINISTRATION OF MEDICATION

##### General Principles

- Where possible, student medication should be administered by the student and/or parent/guardian at home in times other than school hours.
- Some students have a need to access medication during school hours on a regular basis for medical conditions.
- Student self-administration of medication is preferable, if this is a viable option.
- Apart from the use of asthma puffers, no form of medication prescribed or otherwise, is to be self-administered without the direct supervision of school staff appointed by the Principal for that purpose.

- With the exception of Kindergarten and Pre-Primary students, asthma sufferers may keep puffers on their person. Puffers belonging to Early Years students must be lodged with the class teacher.
- Prescribed student medication is to be handed to the class teacher and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency. The medication will be kept in the school office and administered from the school office.

***A 'Medication Administration Request Form' must be completed for every course of medication requiring administration or monitoring by school staff.***

## **STAFF ADMINISTRATION OF MEDICATION**

The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students. The doctor is to provide any additional information to staff regarding special requirements that may exist for the administering of the medication.

## **PROCEDURE FOR ADMINISTERING PRESCRIBED MEDICATION**

When a child is required to self-administering prescribed medication or requires administration of prescribed medication by the school staff, parents are to provide a completed Medication Request with the following details:

- Written authority for school staff to administer the prescribed medication
- The reason for medication
- The dosage
- The frequency of dosage
- Possible side-effects
- Details from the Medical Practitioner regarding the circumstances of use

It is the parent's responsibility to ensure that all medication is:

- Appropriately packaged
- Clearly shows the name of the medication
- The student's name
- The dosage
- Frequency of dosage
- Is not out-of-date
- Is sufficient in quantity for the student's needs

## **EMERGENCY ACTION PLANS**

Parents are required to notify the school of children with special medical problems and to complete an Emergency Action Plan which contains the following details:

- Written approval from parents/guardians to implement the plan
- The specific medical problem
- Symptoms that may be observed
- Level of treatment to be administered by the school
- Name of Medical Practitioner and proximity, to whom the child is to be taken and whether he/she is available all day. If not, the child will be taken to the nearest medical centre that has a General Practitioner present.
- Transportation arrangements to the nearest medical service.

Emergency Action Plans will be revised and updated by parents as required.

All students requiring an asthma puffer require a Medical Action Plan.

### **'ALLERGY' AWARE POLICY**

Some students enrolled have a serious allergy to a variety of foods, including nuts, which could be life threatening.

**Please do not send items which contain nuts or nut products to school for children's snacks or lunches. Eg:**

1. Peanut butter sandwiches
2. Nut snacks
3. Nutella
4. Pesto
5. Muesli Bars, health bars and biscuits containing nuts.

Your assistance is appreciated in this matter for the health and well-being of our students.

### **TREATS, BIRTHDAY FOOD AND CRUNCH AND SIP**

In order to maximize the health and safety of all students Loreto Nedlands has a healthy eating policy. Parents are requested to not bring in birthday cakes or birthday treats for students to have during the school, day. Many students have serious allergies which may be a risk if they are exposed to food not provided by their parents. The school respects the right of parents to provide food of their choice for their children.

All students are encouraged to bring a water bottle, with water only, to school each day to sip on during their classes. Students are also encouraged to bring in fresh fruit or vegetables to have during the morning session in class.

Class parties may be held as a treat at the end of the school year.

### **DOGS ON SCHOOL GROUNDS**

Under no circumstances are dogs of any kind to be brought on to school grounds. Some students have allergies to dogs and others may be frightened of dogs or especially attracted to dogs, which may cause a dangerous situation for students and staff.

Parent cooperation with this matter is appreciated.

### **COMMUNICABLE DISEASES (Health Department of WA)**

Good health is vital to developmental progress. However, it is probable that at some time, your child will contract one of the common childhood diseases. It is essential that parents make every effort to ensure that a child suffering from the symptoms, retaining infection or convalescing from the disease, does not attend school.

### **RECOMMENDED MINIMUM EXCLUSION PERIODS FROM SCHOOL**

<b>Chickenpox</b>	Incubation Period: 13 – 17 DAYS Period of communicability: From 2 days before rash until all blisters have crusted. Exclude from school until at least 5 days after first eruption appears. Readmit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion
<b>Infective Hepatitis</b>	Exclude until medical certificate of recovery is produced.
<b>Measles</b>	Exclude from school for 7 days from the appearance of the rash

<b>Mumps</b>	Exclude from school. Readmit on medical certificate of recovery.
<b>Rubella (German Measles)</b>	Exclude from school. Readmit on recovery.
<b>Scarlet Fever</b>	Exclude until medical treatment given and medical certificate of recovery sighted.
<b>Whooping Cough</b>	Exclude from school. Readmit on medical certificate of recovery.
<b>Impetigo (School Sores)</b>	Exclude from school until effective treatment (including proper use of occlusive dressings) has been instituted.
<b>Ringworm</b>	Exclude from school. Readmit on medical certificate stating that child is no longer likely to convey the infection.
<b>Head Lice</b>	Excluded until effective treatment has been carried out. Parents are encouraged to check their child's hair weekly.
<b>Scabies</b>	Excluded until effective treatment is carried out.

## STUDENT DROP-OFF AND PICK-UP ZONES

Pre Kindergarten, Kindergarten and Pre Primary students are collected from their classes by a parent or guardian. Teachers must be informed if any changes are made to the person collecting your child from school.

Stanley and Webster Streets may be used for drop-off in the mornings. **Please do not park and leave your vehicles in the drive through areas.**

Webster Street is the only Pick-up Area after school.



Students may exit the grounds accompanied by a parent or guardian via the Stanley Street Gates.

Students whose parents wish to drive through and pick them up will wait at the WEBSTER STREET entrance with teacher supervision.

### PROCEDURE

- 1 The area marked for Student Drop-off and Pick-up is a NO PARKING zone.
- 2 Parents who wish to pick up their children will only be able to collect them from the area marked PICK UP.
- 3 Parents remain in their vehicle and proceed to the PICK UP AREA where their child/children will be directed to your car by the teacher on duty.
- 4 Parents may be requested to DRIVE AROUND THE BLOCK if their child has not arrived.
- 5 In wet weather, the students will wait on the Senior School verandah.

### REMINDERS

- 1 NO U-turns or three point turns in the area of the Student Drop-off and Pick-up Zone.
- 2 NO double parking to collect students.
- 3 NO collection of students unless you are at the PICK UP AREA.
- 4 NO parking on opposite side of the road to collect your child.

### PARKING

Limited space is available. For the safety of all children parents are requested not to double park or park across the road.

**If parents intend to leave their vehicle for any reason - please do not park in the drive through areas.**

**SAFETY**

Students must be collected on time. If for any reason parents are going to be late, parents must contact the school office.

Frequent parental instruction on dealing with approaches by strangers is advised for children of all ages.

**The Access Laneway on Stanley Street is out of bounds to everyone ...  
NO pedestrians or vehicles.**

## UNIFORM

Students are required to wear correct school uniform at all times. A sense of pride should be developed in the children so they present themselves neatly.

Summer Uniform is worn in Term 1 and Term 4  
Winter Uniform is worn in Term 2 and Term 3.



The Sport uniform is worn on the class sport days.

Junior School have two sports days and wear:

Day 1 Blue sports shirt  
Day 2 House sports shirt

Senior students wear:

Day 1 Blue sports shirt  
Day 2 House sports shirt

The school has a “NO HAT, NO PLAY IN THE SUN” policy in place. The wearing of the Loreto School hat is compulsory for outside activities all year, with the exception of early morning play from 8.30-8.45am

### UNIFORM SHOP

The School Collegewear Shop is located in ‘St Omers’ (opposite the Centenary Pavilion) and is open each Tuesday afternoon from 2.45pm to 3.30pm.

The School Collegewear Shop is run by our Uniform Shop Manager, Liz O’Meara, who will be happy to assist you.

All items to be paid for at time of purchasing.

### HAIRSTYLES

Hairstyles must be kept neat, clean, natural and tidy. Extreme styles are not permitted. All shoulder length or longer hair must be tied up with the appropriate coloured ribbons or scrunchies. Combs or clips when worn must also be in the correct school colours.

### JEWELLERY

Students may wear a simple cross and chain and students with pierced ears are permitted to wear one pair of plain gold or silver studs only. Watches may be worn but the school takes no responsibility for their loss or damage. No other jewellery may be worn.

Coloured nail polish is not permitted.

### LOST PROPERTY



Parents are requested to **clearly label** all possessions and items of clothing belonging to their children. There is a lost property box which is stored in St Omers. Property that has not been claimed will be recycled through the uniform exchange or donated to charity.



## UNIFORM FOR BOYS

Please purchase brand names indicated - other brands are not acceptable.

- These items are available from school.

### SUMMER

- Shorts grey, elastic back, zip-fly
- Shirt mid blue short-sleeved with school crest
- Socks grey ankle-length
- Shoes black leather lace up, or brown 'Clark' sandals
- Uniform sunhat to be worn at all times when out-of-doors

### WINTER

- Short or long winter pants 'Mycron' brand
- Shirt mid blue long-sleeved with crest
- Pullover royal blue
- Tie compulsory for Years 1 – 6
- Socks grey ankle length
- Shoes black leather lace up
- Loreto rain jackets

### SPORTS UNIFORM

- Shorts navy blue 'Taslon' brand
- Loreto sports shirt with embroidered gold crest
- Polo sports shirt in House colour
- Uniform Cap in House colour
- Socks white with Loreto name
- Bathers navy blue racing style, 'Loreto' printed on back (Compulsory for Years 3 - 6 only)
- Rashies 'Loreto' printed on front
- Uniform tracksuit
- Uniform sunhat
- Sandshoes plain white (ankle length NOT high cut)
- Loreto Back-Pack compulsory for Years 1 - 6
- Library Bag Years 1-3, available from Collegewear
- Homework Satchel Years 1-3, available from Collegewear
- Sports Bag optional, available from Collegewear

## **UNIFORM FOR GIRLS**

Please purchase brand names indicated - other brands are not acceptable.

- These items are available from school.

### **SUMMER**

- Dress light blue, yellow piping and crest
- Socks fawn ankle length
- Scrunchies light blue
- Uniform sunhat to be worn at all times when out-of doors
- Shoes brown leather lace up or, brown 'Clark' sandals
- Hair ribbons light blue

### **WINTER**

- Tunic royal blue
- Shirt mid blue long-sleeved – no crest
- Cardigan royal blue
- Tie compulsory for Years 1 - 6
- Socks fawn ankle length, or beige tights
- Scrunchies royal blue
- Shoes brown leather lace up or buckle
- Hair ribbons royal blue
- Loreto rain jackets

### **SPORTS UNIFORM**

- Skirt navy blue pleated sports skirt (Netball)
- Loreto sports shorts navy blue taslon
- Loreto sports shirt with embroidered gold crest
- Polo sports shirt in House colour
- Uniform Cap in House colour
- Sandshoes plain white (ankle cut NOT high cut)
- Socks white with Loreto name
- Bathers navy blue/medallist design, 'Loreto' printed on front (compulsory for Years 3 - 6 only)
- Rashies 'Loreto' printed on front
- Uniform tracksuit
- Uniform sunhat
- Loreto Back-Pack compulsory for Years 1 - 6
- Library Bag Years 1-3, available from Collegewear
- Homework Satchel Years 1-3 available from Collegewear
- Sports Bag optional, available from Collegewear

