

# Our Lady of the Sacred Heart Primary School Merbein



## Information Booklet



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**Please note that throughout the book the acronym OLSH is used for Our Lady of the Sacred Heart Primary School.**

# Introduction

## Purpose Statement

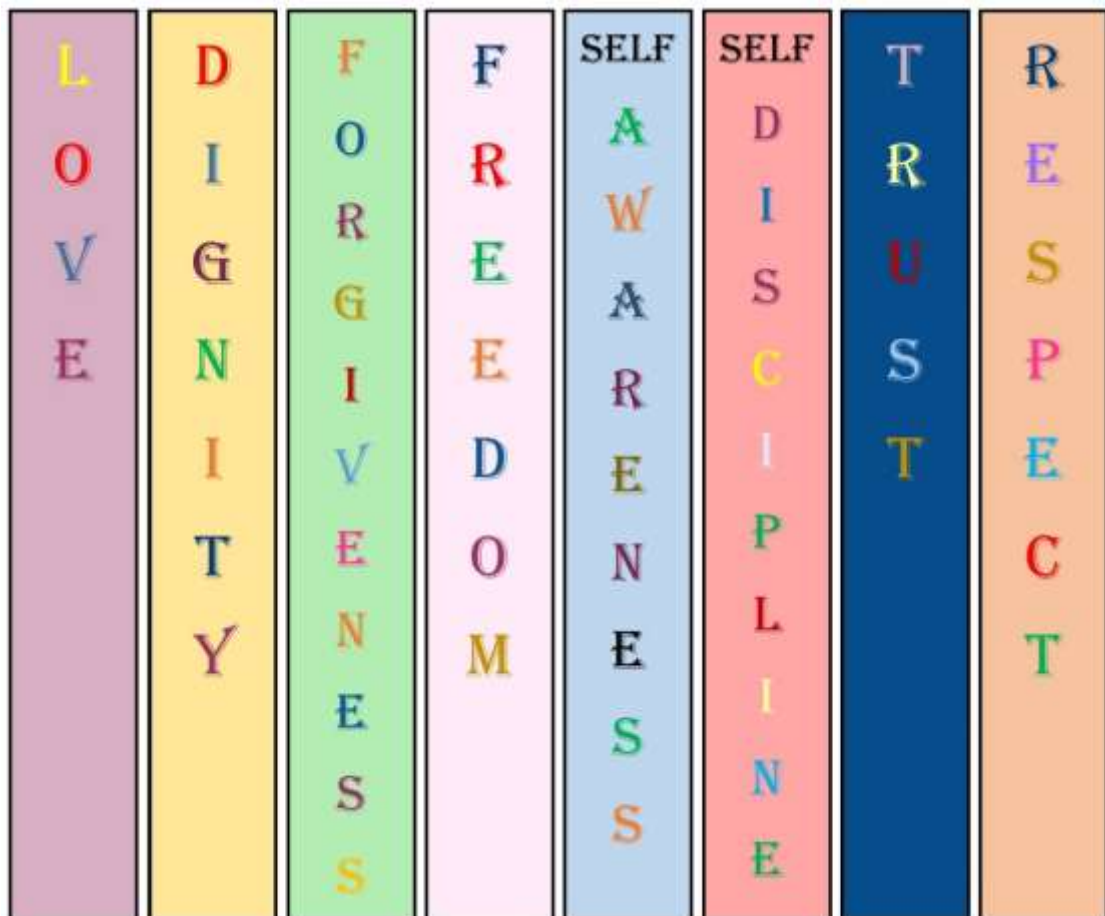
We are a Catholic community that is welcoming, and inspired by Jesus to influence each individual to reach his or her full potential.

In partnership with our parish community, Our Lady of the Sacred Heart Primary School will provide a comprehensive education by developing in all children the particular qualities which will enable them to contribute to the common good of all society, based on the gospel values of:

love  
trust  
dignity  
respect  
freedom  
forgiveness  
self-awareness  
self-discipline

## Graduate Statement

We want our students to grow in faith, bring faith to life, develop a love of learning and be positive, resilient contributors to society.



## Our Crest



Our school Crest has three main parts that tell our school story:

**THE NAME:** The school's full title is named for Mary, Mother of Jesus. Our Lady of the Sacred Heart is the Catholic school of the Merbein Parish.

**THE VINE AND CROSS:** The vine leaves and grapes symbolise the link between our school and our community's dependence on vines. "I am the vine, you are the branches." (John 15:5)

**THE MOTTO:** "United We Educate," is the basis of all we do.

## Our History

**Merbein** is a town just north of Mildura, Victoria, in the Sunraysia region of Australia. At the 2016 census, the town had a population of 1,981. Merbein is 12 kilometres from Mildura, 553 km from Melbourne and 389 km from Adelaide.

The town is known for farming and is part what is informally called the "fruit bowl" or "food bowl", the growing region roughly made of the Coomealla and Sunraysia irrigation districts fed by the Darling and Murray rivers. Produce farmed in Merbein include grapes, citrus, mushrooms, green beans, asparagus and pistachios.

On the advice and vision of parishioner Mr. Edward Joseph Kenny, Inspector of Works with the State Rivers and Water Supply Commission, crown land was purchased and made available to meet the need for a Catholic Church and school in Merbein. Mr. Tom McCarthy Senior met with Fr Ryan of Mildura and Dr. Foley, Bishop of Ballarat to discuss the building of the Church and school. Following this meeting, Mr. McCarthy, along with Mr. John Power Senior travelled the Parish by horse and buggy to get donations to start the project. Donations were forthcoming and after a very large donation of 500 pounds by Mr. McCarthy, their goal was achievable.

In 1927 a brick building, which was to serve as a church and school for the parishioners, was built. Our Lady of the Sacred Heart School (OLSH) opened on January 31, 1928 staffed by three Sisters of Mercy who travelled daily from Mildura. The school was founded by the Sisters of Mercy to teach and provide educational opportunities to all those in the Merbein Community.

*"...educate people and you will provide them with an opportunity for life."  
Catherine McAuley – founder of Sisters of Mercy*

In the school's first year there were sixty children enrolled and another twenty-four students at times throughout the year. From that time the school continued to cater for the children from the township, as well as those who travelled in from fruit blocks and neighbouring districts.

The original building, catering for three classes, wasn't added to until 1975, and again in 1979. Since 1991 six major building projects have completed the school. Along with a staff of dedicated and committed lay teachers, the Sisters of Mercy continued their service to OLSH until 1998 when Mr. Des Lowry, the first lay Principal, was announced.

- Mr. Des Lowry (*The first lay Principal - 1999 to 2013*)
- Mr. Michael O'Riley (*Acting Principal in 2014*)
- Mr Chris Brouwers (*2015 to 2017*)
- Mrs Narelle Gallagher (*2018 to present*)

## OLSH Today

Our school community is made up of town and rural families, from both Victoria and New South Wales. Over the years, the school has witnessed generations of families being taught at OLSH. Our current school enrolment is approximately 160 students.

## Parish Information

The Merbein Parish is a member of the Sunraysia Regional Cluster. Since January 1997, the parish has been without a resident priest. Sr. Marion McDonald was appointed Parish Leader of the Merbein parish, until her retirement in May 2017. Fr Matthew Thomas is currently the parish priest of the OLSH Parish. The Sunday mass and weekday mass are conducted by the Mildura priests. Various parish groups look after the day to day running of the parish and organise the Sacramental preparation of the parishioners.

## Pastoral Care

Pastoral care involves the fostering of students' self-discipline and general student wellbeing. It contributes to students recognising that with fundamental freedom and rights come responsibilities. Pastoral Care endeavours to discern the life needs of students and to provide them with every opportunity to value themselves and to experience wellbeing.

Pastoral care: -

- Draws its inspiration and strength from the life of Jesus.
- Supports and provides a context for growth and an expression of the Gospel values of love, compassion, tolerance, forgiveness and reconciliation.
- Encourages all members of the school community to develop to their full potential – emotionally, physically, socially, spiritually and intellectually.
- Is experienced when people of the school community work as a team.
- Is concerned with establishing a harmony with ourselves and others, our earth and our God.
- Fosters the values of mutual respect, self-discipline, responsibility and service within the community.
- Requires that, at OLSH Merbein, every person has a right to feel safe and that the school will take action to ensure this.





# Curriculum & Assessment

## Victorian Curriculum

The school follows the Victorian Curriculum, which mandates all subjects taught and their content. This content includes both knowledge and skills which are defined by learning areas and capabilities. This curriculum design assumes that knowledge and skills are transferrable across the curriculum and therefore are not duplicated. For example, where skills and knowledge such as asking questions, evaluating evidence and drawing conclusions are defined in Critical and Creative Thinking, these are not duplicated in other learning areas such as History or Health and Physical Education. It is expected that the skills and knowledge defined in the capabilities will be developed, practised, deployed and demonstrated by students in and through their learning across the curriculum. The design of the Victorian Curriculum F–10 is set out in **Table 2 on page 26**.

## Religious Education

Religious Education aims to inform, form and transform learners and teachers by engaging them with the intellectual, ethical and spiritual richness of the Catholic tradition. We follow the Awakenings Religious Education Curriculum endorsed by the Ballarat Diocese. Religious Education intends to awaken learners by enlightening and encouraging students' critical thinking and inquiry, broadening their perspectives through links between real life and scripture, and promoting responsibility and integrity in life.

At different times throughout the school year OLSH celebrates Mass as a school, with students being an important part of these celebrations. Reading and singing are just a few ways that children can be involved and this helps to make the experiences relevant to the students. Family and friends are most welcome to attend these celebrations. All children, regardless of their faith background, take part in Religious Education appropriate to their level of faith development. All parents are asked to support their children in their faith journey through patient support and personal witness.

The Sunraysia Parish manages all Sacramental preparation and celebration, and the Sacraments are received in the traditional order of Baptism, Reconciliation and Confirmation, leading to the First Eucharist. OLSH support our students in their faith journey.

## Student Assessment and Evaluation

It is the policy of the school that assessment and evaluation practices be in line with the Catholic Education Commission of Victoria (CECV) Policy and State and National Strategies and Initiatives with regard to determining, recording and reporting student competencies.

On-going assessment and evaluation undertaken by the staff:

- provides students with a clear understanding of their learning and level of achievement.
- is to be a source of motivation for future learning
- provides teachers with information about student learning to assist them with facilitating and developing the learning process.
- provides parents with the information about their child's learning in order to assist them to be effective partners in the learning process.

## Reporting Student Progress & Parent Meetings

Teachers will prepare and distribute written reports to parents mid-year and at the end of the year. Parent/Teacher meetings are arranged in Term One and Three. All parents are encouraged to attend a meeting time as this is an opportunity to catch up with your child's teacher. At any stage throughout the year, appointments can be made with individual class teachers to discuss your child's progress. *Open communication with your child's teacher is encouraged and ongoing.*



## Home Learning

Below are our expectations at each year level. You will see that reading at home is essential – in fact, reading should not even be considered “homework” as it is one of the most important elements of your child’s learning and flows into all other learning areas. We look forward to your support with this approach.

Year Level Home Learning Expectations:

- Grade Prep - Reading and sight words
- Grade 1/2 - Reading and spelling words
- Grade 3/4 - Reading and times tables, some “finishing off” of projects
- Grade 5/6 - Reading and times tables, some “finishing off” of projects

## Information, Communication and Technology (I.C.T.)

I.C.T. is integrated into all areas of the curriculum to provide the students with the tools to communicate, transform their learning and enrich their learning environment. At OLSH we have Video Conferencing capabilities and use Chromebooks in all classes. These are used throughout the school daily. Each classroom also has a TV with casting capabilities. All classes have a tablet that allows teachers to wirelessly project on to the TV to encourage an interactive approach to learning. With the financial support of past Parents and Friends Committees, we have purchased Lego Robotics to be used in the classrooms to support the curriculum.

## The Arts & Physical Education

Students attend Physical Education and Arts once a week with a specialist teacher. These programs are based on the requirements in the Victorian Curriculum and are integral to our reporting schedule. These lessons also provide the release time for teachers required by the Enterprise Bargaining Agreement.

## Sports Activities

Prep to Grade Six students compete in house teams of **McAuley** (green) and **Gleeson** (gold). Throughout the year, all students will participate in a variety of sporting activities including the swimming program, school Athletics Carnival and the Cross Country.

**Athletics Carnival:** During Term Three the students compete in house teams for our Athletics Carnival. Our main aim is for the students to participate with enjoyment while developing their skills. Senior students who win their events at this carnival have the opportunity to compete at the School Sports Victoria Sunraysia Division (SSVSD) Mini Olympics.

**Cross Country:** We have a whole school Cross Country run, usually early in Term Two. Junior, middle and senior students run various distances around the Kenny Park Sports Ovals. Students in the upper grades who perform well have the opportunity to compete at the SSVSD Cross Country.

**Interschool Sports:** Students in the upper grades are involved in a sporting competition at various times during Terms Two and Three with neighbouring primary schools. From this competition, some of our teams may be chosen to represent the Mildura District at the SSVSD Local Winter Lightning Premiership. Students in the upper levels are also provided with opportunities to represent OLSH in other SSVSD events throughout the year.



**Water Safety and Awareness Program:** Our students participate in a Water Safety and Awareness Program. Depending on pool availability, the program takes place late in Term One and involves sessions over a period of a week.

### Professional Development

Throughout the year staff will undertake various forms of Professional Development, enabling them to continually improve their teaching. These days are sometimes deemed a pupil free day and dates will be placed in the newsletter in advance for parents to place on their calendars.

### Camps / Excursions

**Prep/One/Two** – Students in the junior school participate in an activity day, tea and sleepover (Grade One and Two students only). The activity day will consist of a local excursion, followed by school based activities. Prep students remain at school for tea and then go home. Grade One and Two students remain at school to sleep over and are picked up on Friday morning to spend the day at home.

**Three/Four** – Students will attend a camp at a location away from Mildura and on alternate years will attend remain here to attend activities locally. The local excursion will involve day activities both around the local area and at school, while the camp away on alternate years will usually involve two nights away from home.

**Five/Six** - Students will attend a camp at a location to be decided upon other than Mildura (eg: Adelaide, Halls Gap, Melbourne) on alternate years to a local excursion. This camp will involve three nights away from home.



# Strategies & Support Programs to assist Learning & Development

## Response to Intervention (RtI)

At Our Lady of the Sacred Heart we have adopted the Response to Intervention strategy (RtI). Response to Intervention is a research-based strategy which responds to the diverse learning needs of students. It is designed to promote success for all learners. RtI uses a tiered system where students' needs are targeted at classroom, small group and individual levels to provide the instruction needed for them to reach their appropriate academic level. RtI is data-driven, ensuring that those students identified for assistance are constantly being reassessed. Our Learning Support Officers (LSOs) provide some of this intervention from clearly planned programs provided by the classroom teacher, and also from speech therapists, psychologists and occupational therapists.

**Our Response to Intervention mantra at OLSH:**

**EVERY CHILD,  
EVERY OPPORTUNITY,  
EVERYONE.**

I will work collaboratively to provide an environment where every child can succeed and I will ask myself "Is there something else that I can do?"

## Additional Learning Needs

Students who have been identified as having significant learning difficulties may be eligible for extra support. Identification criteria for eligibility for assistance include:

- Intellectual disabilities
- Social/emotional disorders
- Vision impairment
- Hearing impairment
- Physical disabilities
- Severe Language disorders

It is important to remember that labels and classifications used to categorise students are simply that, a label. Any student who have not been officially diagnosed with a learning disorder who fall into any of the above categories may be referred by our school's Learning Diversity Leader to the Catholic Education Office (CEB) to be formally assessed and screened in consultation with parents.

## Individual Learning Plans (ILP)

Students who have been identified as having special learning needs, have an ILP. These plans are constantly monitored and updated according to individual needs and goals. Each term Student Support Group (SSG) meetings are held with the parents of the student, the class teacher and the Learning Diversity Leader. During this meeting the child's program is discussed and new goals are set as required, with opportunities for families to collaborate with the school on what works best for their child.

## Speech Therapy Support

Speech Therapy is available within the school for students who have been identified through formal assessment. The Speech Therapist is provided to us through Catholic Education Ballarat and may visit up to

three times per term, with additional activities provided for the school and home to implement where possible.

## Literacy Programs

The Multi Lit Reading Tutor Program is a one to one intervention program for students in the middle to upper years of primary school which targets reading skills, including recognising sounds and building fluency. It has been developed through Macquarie University, and is regularly updated to match the latest research in reading intervention. Several support staff are currently trained to implement this program and they work with students who have been identified as needing extra assistance.

The Mini Lit Reading Tutor Program is similar to Multi Lit but is targeted at children in the junior grades, particularly Grades One and Two. Students work through a series of lessons which aim to improve knowledge of sounds and fluency in reading. As with Multi Lit, the students who participate in this program have been identified as needing assistance.

## Socially Speaking

The “Socially Speaking” program was implemented in 2016 and supports students with personal and social skills needed to function in the classroom and the wider community. This program is often used to support children’s development. We have implemented this program successfully with students from all year levels and continue to see its benefits.

## Smiling Minds

The Smiling Mind Program is an evidence based approach to supporting the mental health and wellbeing of children in the classroom, school and home environment.

It provides schools with:

- A digitally delivered Primary Classroom Curriculum with classroom-ready lesson plans for Years 1-6
- Online professional development for educators
- Digital resources for the classroom and at home
- Individual student resources and evaluation tools
- An online community of Smiling Mind educators around Australia

Designed to upskill and support educators and school leaders to implement mindfulness-based social and emotional learning, the Smiling Mind Program provides explicit teaching and learning programs which engage the whole school community. Developed by psychologists and educators, the learning content is mapped to the Australian Curriculum and covers fundamental emotional and social literacy skills. These are the skills required to self-regulate and are proven to positively impact learning and mental wellbeing outcomes.

Benefits for students:

- Increased mental wellbeing
- Greater concentration, focus and mindfulness
- Improved academic performance
- Clear strategies for emotional regulation
- Better relationships
- Improved perseverance
- Greater connection and engagement to school
- Greater happiness and optimism
- Calm during times of worry

## Morning Reading Program

Parents are asked to volunteer to listen to Prep to Grade Two children read their ‘take home’ books each morning from 8.45 a.m. to 8.55 a.m. This is a great way to become involved in your child’s classroom and

the students love to see their parents at school! Parents are required to sign a Code of Conduct and complete their Working with Children Check (refer to page 20) to take part in this program.

## Transition Program

**Foundation:** As part of the OLSH Transition Program, dates are set aside in Fourth term for those children entering the Prep level the following year, to visit OLSH and become familiar with the school. These days are provided to assist with the children's transition from kindergarten or daycare to primary school. Prep children stay at school all day from the beginning of the school year, with a rest day each week (Wednesday) until the March long weekend.

**Grade Six:** Grade Six students have the opportunity for full day visits to the secondary school of their choice, in order to assist them with the transition from primary to secondary school.

## Buddy Program

At OLSH we implement a "buddy program" where Grade Six students are paired with a Prep student to help them transition to school life. Throughout the year, children have the opportunity to work together in a number of capacities, including weekly Buddy sessions for learning and fun activities.





# Health, Safety & Wellbeing

## Parental Authority & Consent Forms

At the beginning of each year families will receive these forms to be completed for each child. The information collected includes emergency numbers, information on children's health issues, emergency contacts, etc. This information must be kept current and if there are any changes in family circumstances, parents are responsible for informing the school.

**SIMON Everywhere:** Parents are asked to download the SIMON Everywhere app when their child begins at OLSH. When your child/ren attends any offsite events you will need to log on and give permission for them to go. Information will be sent out to families regarding this process.

## Student Medical Profile

When your child enrolls at OLSH we ask that you complete an online Medical Profile for your child. This profile can be found on our SIMON Everywhere (information regarding this will be sent out to parents). Please remember that if there are any changes throughout the year this needs to be updated. The school must also be contacted and given the updated information.

## Home-School Partnership Agreement

There is a Home-School Partnership Agreement which parents must sign relating to the school's uniform policy, appropriate use of social media, attendance and support for special needs programs in which their child is involved. This ensures that all parents, their children and the school are working together to give students the best opportunities for success, and that expectations are clear.

## DOBCEL Child Safe Policy

Our Lady of the Sacred Heart Primary School (OLSH) is committed to providing a child safe environment where all children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability and or vulnerable children. OLSH has zero tolerance for child abuse.

Our Commitment Statement to create a culturally safe environment for Aboriginal children, students, and their families is:

*At OLSH, we commit to creating a culturally safe environment that is inclusive and respectful of Aboriginal culture, views and beliefs.*

We do this by:

- Actively supporting Aboriginal students to express their identity
- Recognising that each student has their own unique strengths and challenges
- Demonstrating zero tolerance towards unconscious bias and racism in our community
- Keeping students free from harm and abuse by adopting measures to ensure that racism, bias and discrimination is identified, confronted and not tolerated
- Including Aboriginal history and culture in curriculum planning
- Valuing the importance of historical accuracy in the content we teach

All Child Safe documents are available on our school website - [www.olshmerbein.catholic.edu.au](http://www.olshmerbein.catholic.edu.au)

## Behaviour Management Plan

At Our Lady of the Sacred Heart, we believe that a student can only reach their potential when they are happy, healthy and safe and where there is a positive school culture to support them. We aim to promote

positive and successful engagement in education, including behaviour, in every aspect of our curriculum, school culture and environment. At OLSH we want to create a positive and effective school. Teachers must be committed to a shared and well-developed vision of a caring, respectful, supportive and inclusive community, which sends clear messages that unacceptable behaviours will not be tolerated.

Within our positive culture, the following aspects will exist:

- A culture which is fair and respectful of all
- A safe and supportive environment
- An expectation that our students and staff value and respect each other
- Behaviours that allow us to work within social values and expectations
- The encouragement of participation and student voice
- A strong link between parents, school and the community
- A recognition that all students are individuals

## Administration of Medication

For a staff member to administer medication to a student whilst at school, the following protocols must be followed by the parent/guardian. Permission must be given in writing which involves the parent/guardian coming into the school and filling out the appropriate form, which requests the following:

- Medication needs to be brought in its original package which includes all information regarding dosages etc. required.
- If the medication is prescribed by a doctor, the name of the student requiring the medication must be listed on the container – written by the pharmacist. This includes the doctor's instructions – specific dosage, time, method of administration of medication (e.g. oral, inhalation etc). All medication purchased at a chemist must also be recorded in the register at the office.

### Points of Note:

- The register must be completed in person each day that the medication is required. **A written note sent in with the student does not meet the requirements.**
- These requirements do not affect the arrangements in place for ongoing medication as an 'Action Plan' is updated/completed and signed at the start of each year for conditions including Asthma, Diabetes, Allergies (Anaphylaxis) etc.

## Asthma

The Victorian Schools Asthma Policy states that every student with asthma attending the school should have a written 'Asthma Action Plan'. This plan must be filled out by the student's doctor, in consultation with the student's parent/guardian. The Asthma Action Plan and medication is easily accessible to all teachers and staff, and must be updated when the student's asthma plan changes.

## Allergies

We endeavor to work with parents to make OLSH a safe environment. If your child is at risk of a severe allergic reaction you will be required to inform the school and arrange an Individual Health Plan on the medical profile. In some circumstances your child's doctor will have to provide information about the nature and appropriate emergency treatment of the allergy and the staff may require training in severe cases. It is the parent's responsibility to provide the appropriately labelled medication to the school e.g. EpiPen, antihistamine. We also have a generic EpiPen onsite for emergencies.

## Head Lice Protocol & Procedures

At OLSH we try to achieve and maintain a physical school environment that is free of Head Lice. Whilst parents have the primary responsibility for the detection and treatment of head lice, our school community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively. The school is to be notified as soon as possible if head lice are found. If students are found to have live lice, dead lice and/or louse eggs, the parent will be notified. It is the parent's responsibility to treat and remove all



eggs and lice at home. When this had been successfully carried out, a clearance is to be obtained by the office staff at OLSH before the student returns to school.

### Wellbeing Officer

OLSH has a Wellbeing Officer to assist students with social and emotional issues and to support families and staff. This includes the opportunity for students to participate in individual and small group programs to build social skills, develop emotional resilience and support general student wellbeing. The Wellbeing Officer is also able to support families outside of the school context and connect families to outside services for students and families.

### School Nurse

During the year the School Nurse visits and assesses all Prep students (hearing, sight, speech etc.) Parents will be notified of any results and advised of any necessary follow up that should be followed. If at any time throughout the year there are concerns about a child's health in any grade, please discuss these with your child's teacher and a referral to the school nurse can be made and followed up. The school also offers a Human Development Program to our Grade Five and Six students. Information regarding this will be in the weekly newsletter.



# Administration Procedures & Finance

## Enrolment

Our school is a Catholic school, but is open to all families. We welcome children from many different faith traditions and those who don't identify with a religion, but are committed to our Catholic values. The enrolment of students for Foundation level (Prep) begins in Term Two. This is carried out by the Principal in accordance with Diocesan and local policy. Children must be five years of age on or before April 30<sup>th</sup> to be enrolled.

Enrolments may also be accepted for all grades at the beginning and throughout the year, in accordance with our enrolment policy. **All new enrolments will be required to provide a copy of their child's Immunisation Record and a Birth Certificate.**

## School Fees

These are necessary to make up the deficit between the Government Grant to non-Government Schools and what is needed to run the school. School fees are set each year at the School Advisory Council November Meeting. Fees are payable at the beginning of each year, the beginning of each term or on a weekly basis. Accounts will be sent out on a regular basis. We offer the option of paying your school fees by EFTPOS, Cheque, Cash, Centrepay or Direct Debit. A number of families choose the latter as a method of payment and it has proven to be very successful, both for the parents and the school. *If there is a difficulty in paying, please do not hesitate to let the Principal or Business Manager know and alternative arrangements can be made. Please direct fee enquiries to the school office.*

## Conveyance Allowance

**Victoria:** All children who live 4.8 km or more away from the closest Catholic school, by the shortest route, are eligible for a Conveyance Allowance paid by the State Government. Enquire at the front office for application forms.

**New South Wales:** The School Student Transport Scheme (SSTS) provides subsidised travel for eligible school students who travel in private vehicles in areas where there is no public transport. Students who are eligible for a bus pass need to apply online. For more information, call 131 500 or visit the following web page <http://www.transportnsw.info/school-students>. Enquire at the front office for further details.

## Camps, Sports & Excursions Fund (CSEF)

The Victorian Government offers the CSEF to assist eligible families to cover the costs of school trips, camps and sporting activities. To be eligible to apply for this allowance you must hold a valid means-tested concession card (such as a Health Care or Pension Card). The card will need to be successfully validated with Centrelink on the first day of Term One. The allowance will be paid directly to the school on your behalf, and your camp fees will be reduced accordingly (students in Grades 3, 4, 5 & 6). Payments can be held by the school until your child attends a school camp that is at least to the value of the payment of \$125 (students in Prep, 1, & 2). We encourage any family who may be eligible to come in to the school and complete an application form.

# Uniforms

## Uniforms

The school uniform is the public face of the school. It is expected that the children will take pride in their general appearance and wear the appropriate uniform, which is compulsory, in a respectable manner. A letter will be sent home with your child if they are out of uniform. We ask that you carefully read this and respond accordingly. Parents are expected to support us in ensuring the students are wearing the correct school uniform (please refer to the Home-School Partnership Agreement pg. 13). Any queries about the school uniform can be directed to the Principal.

- Grade Six students have the privilege of wearing a school t-shirt designed the year before by the classroom teacher and students. This will be available to order in the year previous to commencing Grade 6. This Grade 6 shirt does not replace the OLSH sports shirt.
- Throughout the year we may have occasions where the students are permitted to wear clothing other than their school uniform. Examples include casual clothes day and theme days. At these times, a small donation may be asked from the students, which goes towards a special cause e.g. Missions or Project Compassion. There will be notification of these special days in the newsletter.
- A uniform item list, including appropriate footwear, can be found in Table 5, page 29.

## Sunsmart / Hats

OLSH is a Sun Smart school. The school has a “no hat, no play” policy. Children are to wear the appropriate hats (wide-brim or bucket hat, all available from Lowes in Centro, from the beginning of Term Four until the end of Term One. Sunscreen is also provided in each classroom. Children who do not have a hat in the designated months are to remain under the shelter shed throughout play times.

## Hairstyles, Jewellery & Nail polish

Children’s hair is to be worn in a neat and tidy style and not ‘hanging’ over their faces. Long hair should be tied up to reduce the chances of head lice. This rule applies to both girls and boys. Hair is not to be unnaturally coloured. Any accessory in the students’ hair is to be limited to small clips, scrunchies, headbands and ribbons in school colours. Except for a watch or small crucifix necklace, jewellery is not considered part of the OLSH uniform and is not to be worn. However, if your child has pierced ears, plain studs or sleepers only are allowed. No other “body piercing” adornments are permitted. Nail polish is not to be worn.

## Sport Uniform

Sport uniform is to be worn by **all** students on Mondays and Fridays. There may be other days specific to classes and events when sports uniform is required and you will be notified of these as they arise.

## Library Bags

Library bags with the school emblem printed on them are available for purchase at the school. Children must have a library bag to borrow. Prep students will receive a library bag on enrolment.

## Second Hand Uniforms

We currently have a parent who stores good quality, second hand uniforms that have been donated to the school, at her home. These can be purchased at a cost of a gold coin per item. Please contact the school office for information. We welcome second hand uniforms in good condition.

## Changeover between Winter and Summer

Winter uniform can be worn from Week One of Term Two and must be worn by Week Three. Summer uniform may be worn from Week Eight of Term Three and must be worn by Week Two of Term Four. Other changes (due to unexpected weather) are at the discretion of the Principal.

***Uniform List: Table 5, page 29.***

# General Information

## Communication

**Newsletter:** A weekly newsletter is sent out via email to parents and uploaded to the school website on Fridays during the term. It provides families with important day-to-day information, dates and reminders that help the organisation and running of the school. **Please ensure that you take the time to read the newsletter thoroughly, as there is often important information placed in here which directly impacts your child's day to day activities and learning.**

**Website:** OLSH have a website with information regarding our school. The link for this website is as follows: <http://www.olshmerbein.catholic.edu.au>.

**Apps: SIMON Everywhere:** Parents are asked to download the SIMON Everywhere app when their child begins at OLSH. **SIMON Everywhere** - allows you to check student attendance, student reports, consent to offsite activities, make parent/teacher interview bookings, parent notified absences and update student medical information etc. Each family will be given access with a username and password.

**Facebook:** OLSH has its own Facebook Page. This site will be controlled by the school and has been established for the purpose of getting information out to parents and relatives of school families. Reminders, upcoming events and showcasing student learning are some of the items which will be placed on the site. To find the page, search OLSH Merbein.

**SeeSaw:** SeeSaw is a free app that allows the teachers to share work, important information and updates as well as the achievements and milestones of students at school. It can also be used for easy communication between home and school.

## Assembly

Whole school assemblies are held at 9.00 a.m. on Friday mornings. Notification of changes of times/dates will be put in the weekly school newsletter. Classes will take turns to present at assembly each week. This gives students the opportunity to celebrate their achievements as a class group and to experience performing in front of an audience. Parents and families are always welcome and encouraged to attend.

## School Advisory Council (SAC)

The OLSH School Advisory Council is an advisory body. Its membership comprises representatives of the parent body and the school staff. Members work with the Parish Priest and the Principal to offer advice on the smooth and efficient running of the school. You may wish to make yourself available as a parent representative. If you have ideas for school improvement, please feel free to contact an Advisory Council member and have them represent your views at a meeting of the board. The Advisory Council normally meets on the third Tuesday of each month at 5.45 p.m. at the school. The Annual General Meeting is held in November each year to which all parents are invited to attend and where members for the SAC are nominated and voted in.

## Parent Involvement

The school invites your participation in the schooling of your child in a variety of ways. Through participation you are actively engaging with your child's school, which is proven to benefit the learning of your child. Some ways of being involved include:

- Being part of the School Advisory Council or other parent helper groups
- Assisting with school programs: morning reading, sports days, excursions, classroom help, etc.
- Attending or helping to coordinate social/fundraising events
- Participating in meetings.
- Providing support for other families.
- Participating in special events.
- Fundraising to provide extra resources and facilities.

Getting involved in the life of the school builds a sense of community and is a great opportunity to make new friends, offer and receive support from others and to show your child that you are interested in their education!

### Working with Children Check, Volunteer Application and Child Safe Code of Conduct

Parents and families are welcomed and encouraged to assist in our school and associated programs (i.e. classroom helpers, excursions, sporting events, etc.). However, in line with CECV, Government, Child Safe Standards and School Policies, all adults (18 & over) are required to have a current Working with Children Check, fill out a Volunteer Application and are required to sign our Child Safe Code of Conduct. The WWCC must be processed online and finalised at the Post Office. A copy of the WWCC and Code of Conduct is then filed by the school for our records. Please see the office for further details.

### Student Leaders

Students from Grades Three to Six elect their peers to School Leadership. The School Leadership group meet to discuss student needs, allocation of school resources, fundraising ideas or any issues students would like to raise. They also organise the social event of the year, the school disco!

### Student of the Week Awards

Each week the teachers select a child from their class to receive an award that is presented to them at assembly. This is an encouragement award for good work and our aim is that all children strive to receive an award by year's end.

### School Representation Guidelines

During the year at various times students are given the opportunity to represent the school at various events such as individual or team sports, choir events and other representative activities. As this is a privilege, students' participation in these events is not automatic, and will rely on a number of factors. These are as set out below:

- A student's behaviour record must be exemplary, and if they receive a detention during the term of the event, they may not be allowed to attend.
- The child must maintain a consistent level of attendance unless there are exceptional circumstances.
- A student must put in their best efforts academically, regardless of their ability. This includes completing the required home reading and homework.
- Correct uniform must be worn consistently.
- The correct uniform for the occasion must be worn, or the child will be unable to attend.

### Canteen / Lunch Orders

The canteen operates to provide recess & lunches one day per week. This is currently a Friday. The canteen is regularly inspected and reported on by the Health Department of the local council. To promote healthy eating choices, the canteen does not fry any food and where available uses school approved premium branded products.

The canteen process for lunch orders is as follows:

- Lunch & recess orders are placed through CDF Pay only. Information on how to set up an account is available from the office.
- Orders need to be submitted by 9.15 a.m. on the day that the canteen is open. LATE ORDERS CANNOT BE PROCESSED.
- Should your child have a food allergy please note this in the 'Special Comments' when placing the order.
- The canteen staff endeavour to fill all lunch orders, however on rare occasions this is not possible. The reasons vary, but may be due to an item being unavailable from a supplier, or a delivery being unavoidably delayed.

- The school has formulated a procedure for emergency lunch orders in consultation with the school principal. If a child does not have any lunch, an emergency lunch is provided by the school office. A note is sent home with the student advising parents of the cost of the lunch and it is expected that any money due to the school be paid to the office by the next school day.

### No Smoking (Clean Air) Policy

- School buildings are to be Smoke Free at all times.
- The entire school property (buildings and grounds) is Smoke Free at any time the facility is operating as a school.
- Smoking is not allowed within 4 metres of the school front gates.

### Students' Private Property

Private property (particularly toys or electronic devices) is brought to the school at your own risk. Property brought to school by students is not insured, nor is the school responsible for any loss. **We strongly discourage this practice** unless items are being brought to school for a specific purpose, such as Show and Tell. Items such as phones or iPads are **not permitted** at school unless students are travelling on the bus. These items will be stored in the classroom teacher's office during school hours.

### Library

Our Library is a whole school resource and learning centre. The students utilise the library each week and are able to borrow books during this time. The library houses a wide range of reading materials and resources that enrich and support the school's curriculum and provides for the information needs of all the students and teachers. The library is central to the school's reading program and offers a variety of literature to service all student's interests and reading needs.

**Library Bags:** Every child must have a library bag to borrow a book. Prep students will receive an OLSH Library bag when they enrol at school.

**Book Club:** Throughout the year children have the opportunity to purchase books through the Scholastic Book Club. Children are given a preview / order sheet, the date of return for any orders is marked on the sheet, and reminders are placed in the newsletter.

**Book Fair:** Once a year we have a Book Fair where books are available to be purchased by students and parents in the school library. Sales over a certain amount enable the school library to receive a number of free books from Scholastic. Information about purchasing books will go home in the newsletter.

### Twilight School

Once a year we hold Twilight School, often to celebrate special events (e.g. Catholic Education Week.) School starts at 1:00 p.m. and concludes at 6:00 p.m. on these days to allow working parents the chance to come into the school to see the fun their children are having. Advanced notification is always given prior to these days in the school newsletter.

### End of Year School Concert

As part of our end of year celebrations, children will be involved in an End of Year Concert. This event usually has a general theme, as well as the inclusion of Christmas Carols throughout the evening. Parents and families are most welcome to bring along a picnic tea to watch the festivities. We also draw the annual Christmas raffle on this night.

### Visitors Policy

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. It is most important that members of the school community feel welcomed and part of the school. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and



misuse. All visitors must sign in at the school office if they are intending on spending a significant amount of time in the school on that day. Visitors are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting children at the start (before 9.15 a.m.) or end of the school day (after 3 p.m.). These include parent helpers, trades people or those employed on behalf of the school to undertake maintenance and other tasks. Days that have special events (e.g. sports, concerts, parent/teacher meetings, celebrations, etc.) are exempt from the sign in procedure. *All visitors are required to report to the administration office.*

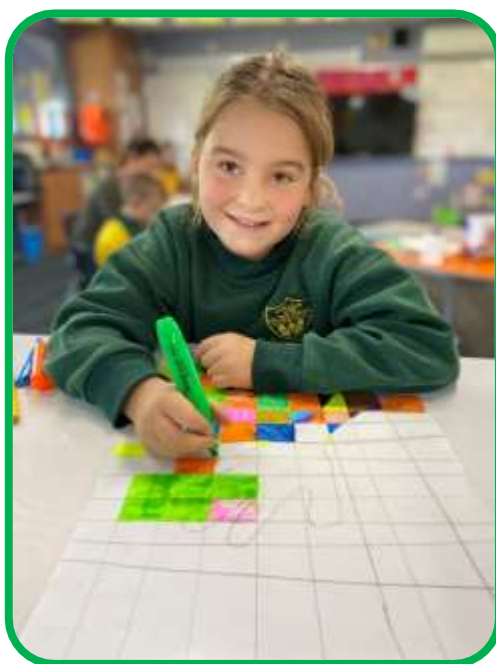
## Attendance

By law, your children are expected to attend school every day unless there is a reasonable excuse for non-attendance. The following points are for your consideration:

- Written or verbal communication must be given to the school to explain a student absence. The Minister for Education announced changes to the Attendance Guidelines recently. *'All Schools must advise parents / guardians of unexplained absences, on the same day, as soon as practicable'*. OLSH will contact parents at 10 .00 a.m. daily by SMS when a student is absent without an explanation.
- Dental and doctor's appointments during the day are to be discouraged. If an occasional appointment seems necessary, the office should be contacted by a parent or guardian. A child will be released from the school only to parents or authorised persons.

## School Photos

Each year in Term One we have professional photographers take class, individual and family photos. Order forms are sent out to each family prior to the booked date.





# The School Day

## Supervision

Teachers supervise the school yard from 8.30 a.m. and after school until 3.40 p.m. Children are not to be at school before or after these times. It is important that parents adhere to these times, as staff often have before and after school meetings to attend. Children who are still at school after 3.40 p.m. will sit outside the office door until parents are contacted and arrive to collect them. Parents will be contacted if they are continually late to collect their child.

## Bell Times

<b>8.30am</b>	Supervision of students begin. Classrooms are remained closed.
<b>8.45am</b>	Classrooms are opened for reading time.
<b>8.55am</b>	Organisational bell (students go to the toilet, get a drink, be in line before music ends).
<b>9.00am</b>	Teachers collect students from their line and proceed into class.
<b>11.00am</b>	Recess bell.
<b>11.25am</b>	Organisational bell (students go to the toilet, get a drink, be in line before music ends).
<b>11.30am</b>	Teachers collect students from their line and proceed into class.
<b>1.30pm</b>	Lunch bell.
<b>1.40pm</b>	Students are to finish eating and go and play.
<b>2.20pm</b>	Organisational bell rings (students go to the toilet, get a drink, be in line before music ends).
<b>2.25pm</b>	Teachers collect students from their line and proceed into class.
<b>3.10pm</b>	NSW bus bell.
<b>3.25pm</b>	End of day bell rings.

## Drop-off & Collection of Students

At the front area of the school there is a “Kiss and Go” area designated for the purpose of safely dropping off and picking up students. Cars may enter this bay only for this purpose and are not to park in this area between 8.30 a.m. - 9.00 a.m. and 3.00 p.m. - 4.00 p.m.

Please note that the bus arrives to collect bus travelers at approximately 3.12 p.m. and 3.25 p.m. and has the right of way.

At the end of each school day, the collection of students is fully supervised and no child is allowed to proceed to their car in the pick-up line unless they have been directed by a teacher on duty. Parents must not call children to their car. Once children have been collected, cars must proceed out of the pickup zone and along the road. NO U-TURNS are permitted.

- No child may not leave the school grounds during the school day without a parent or guardian. All parents are required to report to the administration office to sign their child in or out between the hours of 9 a.m. to 3.25 p.m.



## Pupil Health

This is the official list of infectious diseases that require your child/ren and possibly others with whom your child has been in contact, to possibly be excluded from school.

Table 1:

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.

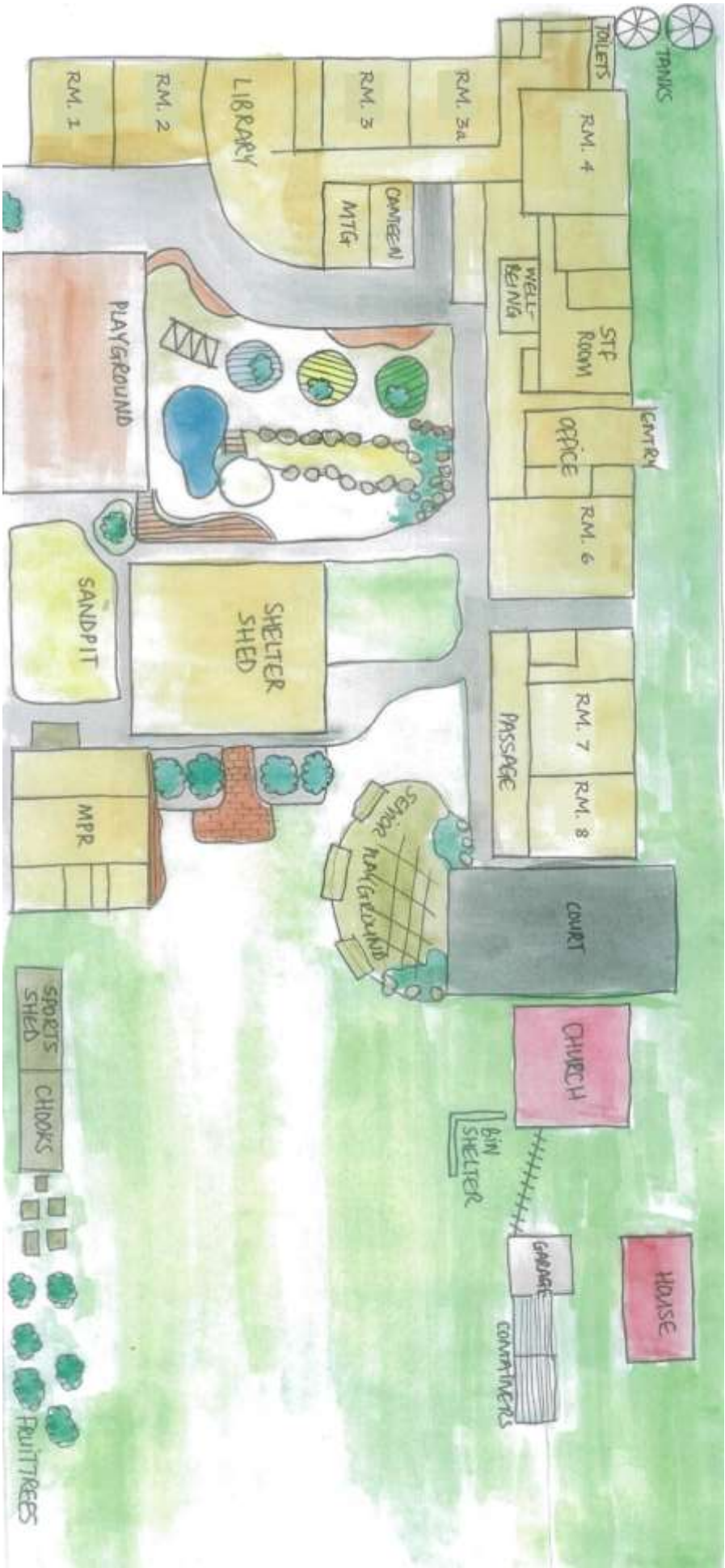
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

Table 2: Victorian Curriculum F–10

Learning areas	Capabilities
<p>The Arts</p> <ul style="list-style-type: none"><li>· Dance</li><li>· Drama</li><li>· Media Arts</li><li>· Music</li><li>· Visual Arts</li><li>· Visual Communication Design</li></ul> <p>English</p> <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"><li>· Civics and Citizenship</li><li>· Economics and Business</li><li>· Geography</li><li>· History</li></ul> <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"><li>· Design and Technologies</li><li>· Digital Technologies</li></ul>	<p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>



Table 4: Map of OLSH



## Table 5: School Uniform

### Summer Uniform:

#### Girls :

- “ Green check summer dress or Green check culottes / skorts
- “ Green polo shirt with emblem
- “ Green windcheater with emblem or fleecy vest with emblem
- “ White socks (no ankle socks)
- “ Brown/Black sandals or black school shoes (no coloured emblems/logos)

#### Boys :

- “ Grey shorts (school selected style/colour)
- “ Green polo shirt with emblem
- “ Green windcheater with emblem or fleecy vest with emblem
- “ Grey socks (no ankle socks)
- “ Brown/Black Sandals or black school shoes or boots (no coloured emblems/logos)

### Winter Uniform:

#### Girls :

- “ Tartan Skirt or pants
- “ Green polo shirt with emblem ( short sleeve)
- “ Green windcheater or fleecy vest with emblem
- “ White or bottle green socks (no ankle socks) / green tights
- “ Black school shoes (no coloured emblems/logos)

#### Boys :

- “ Grey school long pants (school selected style / colour)
- “ Green polo shirt with emblem (short sleeve)
- “ Green windcheater or fleecy vest with emblem
- “ Grey socks (no ankle socks)
- “ Black school shoes or boots(no coloured emblems/logos)

### Sports Uniform :

#### Girls & Boys:

- “ Green basketball shorts with emblem / tracksuit pants
- “ Sports polo shirt with emblem
- “ White socks (ankle socks permitted)
- “ Sneakers / joggers



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