MISSION STATEMENT

As a Catholic community we embrace our heritage and shared cultures in the light of gospel values.

We endeavour to provide an inclusive curriculum which promotes life-long learning for all.

We strive to create positive partnerships with the parish and school community.

We aim to establish a happy and secure environment for the children in our care.
WELCOME

Our Lady of the Sacred Heart Primary School is a co-educational Catholic school in the Brisbane suburb of Darra. The school currently has 515 students enrolled in 20 classes from Prep to Year 7. OLSH School has an ethos based on Gospel Values. Our focus is showing respect for each other. We are a multicultural community that celebrates the richness of a variety of cultures.

Whilst our school has a heavy emphasis on the teaching of Numeracy and Literacy and ensuring all children have the foundational knowledge preparing them for a wide scope of learning, we also value the teaching of the performing arts subjects. With a whole school musical biennially and instrumental and drama lessons happening in school time, children continue to grow in confidence through a variety of subjects.

Our Lady of the Sacred Heart is a place where God is named and recognised. The curriculum is designed in such a way that students develop openness to truth, a tolerance of different views and an ability to judge critically and become inner-directed. The school, therefore, does not refer to buildings, but rather people. Parents, students and teachers together make up a faith community, which reflects our love of God. OLSH is simply a Great School –Getting even better!

Our Lady of the Sacred Heart Primary School is proud of its history of providing high quality education in an environment of the Catholic tradition. Our school is committed to meeting the challenges of education today and in the future in order to provide students with the skills necessary to progress further along the life-long journey of education and learning.

I welcome and encourage you to allow us the opportunity to show you our wonderful school.

John O’Connor
Principal
As parents and teachers we continue to discover how, while we are all the work of God’s hands, we are also God’s hands at work here on Earth. As stewards of all the Earth, we create the world we live in through our actions and our inactions. The greatest witnesses to this are our own children. It can clearly be seen that through their eyes they can contest whether we truly are being God’s hands at work. The following passage reinforces how our children witness our hands at work:

*A message every adult should read because children are watching you and doing as you do, not as you say.*

**WHEN YOU THOUGHT I WASN’T LOOKING**

When you thought I wasn’t looking, I saw you hang my first painting on the refrigerator, and I immediately wanted to paint another one.

When you thought I wasn’t looking, I saw you feed a stray cat, and I learned that it was good to be kind to animals.

When you thought I wasn’t looking, I saw you make my favourite cake for me, and I learned that the little things can be the special things in life.

When you thought I wasn’t looking, I heard you say a prayer, and I knew that there is a God I could always talk to, and I learned to trust in Him.

When you thought I wasn’t looking, I saw you make a meal and take it to a friend who was sick, and I learned that we all have to help take care of each other.

When you thought I wasn’t looking, I saw you give of your time and money to help people who had nothing, and I learned that those who have something should give to those who don’t.

When you thought I wasn’t looking, I saw you take care of our house and everyone in it, and I learned we have to take care of what we are given.

When you thought I wasn’t looking, I saw how you handled your responsibilities, even when you didn’t feel good, and I learned that I would have to be responsible when I grow up.

When you thought I wasn’t looking I saw tears come from your eyes, and I learned that sometimes things hurt, but it’s all right to cry.

When you thought I wasn’t looking, I saw that you cared, and I wanted to be everything that I could be.

When you thought I wasn’t looking I learned most of life’s lessons that I need to know to be a good and productive person when I grow up.
INTRODUCTION

The Prep Year at Our Lady of the Sacred Heart School has put an important focus on our early childhood education program. We strive to ensure continuity of learning for every child across the Early Years. We endeavour to provide children with optimum learning experiences that establish a strong foundation for success throughout life.

We recognise that to give the children the greatest possible opportunity to succeed we need a child-centred approach to learning. We believe children learn through social interaction. Through these opportunities a child will become a:

- Knowledgeable person with deep understanding
- Complex thinker
- Creative person
- Active investigator
- Effective communicator
- Participant in an interdependent world
- Reflective and self-directed learner

The program we offer, the relationships developed, the provision of facilities and resources and the monitoring and assessment of progress are all based on modern understandings of how children best learn.

Prep is not a stand-alone year but rather an integral part of the early years of schooling. Throughout Prep, Years 1, 2 and 3 we provide flexible supportive partnerships, use purposeful and active participation as a valuable medium for learning, and we provide opportunities for children to engage in real life learning experiences.
ROUTINE – A TYPICAL DAY!

8:10   All Prep classes assemble in the Prep Activity Area which is located beside the playground. In the morning this area can be accessed from the gate in the “Secret Garden”.

A teacher is on duty in this area from 8:10 am each morning.

8:25  Children will be collected from the Prep Activity Area by their class teacher.
8:30  Prayer and Group Time- Roll, Notebags, Tuckshop, Daily Timetable
9:00  Indoor or Outdoor Activities
9:30  Fruit break (10 mins)
9:45  Indoor or Outdoor Activities
11:00 Lunch
11:50 Bell rings to line up in the Prep rubber area
11:55 Story/Songs/Games
12:00 Indoor or Outdoor Activities
1:30  Afternoon Tea
1:45  Bell rings to line up in the Prep rubber activity area
1:50  Children pack their school bags
2:00  Rest – The children lie on a cushion and listen to music or a story CD. Sometimes children are able to choose books to look at quietly.
2:15  Shoes on, note bags and artwork handed out.
2:30  Story and Prayer
2:40  Home time-The Secret Garden gate will remain locked until approximately 2:20pm. All Prep parents are asked to wait in the Prep Rubber Activity Area where your child will be dismissed by their teacher.

Outside of School Hours Care: Children will be collected by the OSHC staff from the Prep Rubber Activity Area.

Children are not permitted to play in the playground or on any equipment before or after school. A teacher is on duty before school in the Prep Rubber Activity Area from 8:10am. There are no teachers on duty after school hours in the playgrounds.
2015 STARTING TIMES

In the first week of school the Preps will have staggered starts and only attend for one half day. A letter from your child’s teacher will be sent out later this term advising you of your child’s starting date along with the Prep booklist.

ARRIVAL

- Parents are welcome to wait with their child in the Prep covered area until the teacher on duty arrives at 8.10am
- At 8.25am when the bell rings the children will line up with their bags in the Prep Rubber Activity area
- The children will then follow the teacher into their room ready to begin the day
- If your child/children are late to school, (after 8.35am) they must first go to the school Library to be signed in and your child/children will be given a green late card to hand to the classroom teacher.

INITIAL SEPARATION

Separation from your child can sometimes be difficult. The child may show emotion for the initial break, but prolonging your departure will make it harder for you and your child. Reassure your child that you will return and then proceed to leave. We will comfort and support you both in difficult times.

UNIFORM

The Prep uniform consists of:

- Unisex red sport shirt with school logo
- Black shorts with school initials (girls wear the black school skort)
- Red legionnaire cap with school emblem
- White socks
- Black or white joggers (Velcro recommended)
- Black sandals with enclosed toe are optional in Term 1 and Term 4 only
- Unisex red jacket with school logo in winter
- Black tracksuit pants are optional wear for winter
Children love to have the freedom to climb, roll, run, dig, paint and engage in various other messy learning experiences. Please enable your child to thoroughly enjoy these activities by dressing them in suitably sized clothing.

We recognise the benefits of barefooted play for children’s safety, growth and development of sensory awareness. Bare feet can grip climbing equipment and promote more effective balance and control. Please encourage your child to put their shoes on and remove them by themselves. This will foster independence.

*Hats are sent home at the end of each term for washing.*
UNIFORM SHOP

The school uniform shop will be open on the following dates and times:

Thursday 23rd October, 2014 – PREP ORIENTATION MORNING  9:30am – 1:30pm
Tuesday 20th January, 2015 - 9:00am-1:00pm | 1:30pm-3:00pm
Wednesday 21st January, 2015 - 9:00am-1:00pm | 1:30pm-3:00pm
Thursday 22nd January, 2015 - 9:00am-1:00pm | 1:30pm-3:00pm
Friday 23rd January, 2015 - 9:00am-1:00pm | 1:30pm-3:00pm
Tuesday 27th January, 2015 - 9:00am-1:00pm | 1:30pm-3:00pm
Wednesday 28th January, 2014- 8:00am - 10:30am

BOOKLIST

Please bring all items from the booklist on the first day of school. As well as the items on the Prep booklist your child will also require the following:

- 1 OLSH school bag
- 1 suitable sized lunch box preferably in an insulated cold bag
- 1 water bottle
- 1 cushion with a washable cover
- 1 spare set of clothes and underwear

Your child/children’s booklist will be sent to you in the mail along with a letter from your child/children’s classroom teacher.

Please clearly name all of your child’s belongings, including hat, shoes, socks, uniform and all containers.

NOTE BAGS

Yellow note bags are sent home when required. Please check the note bag and return it to school the following day. When sending money to school, (for fundraising such as Gold Coin day) please put it in an envelope with your child’s name and class recorded on the front.
**LIBRARY BAGS**

Red Library bags are used to borrow books from the school library during your child/children’s weekly library lesson. Library bags and books are returned on the day of the class lesson or may be brought in a few days earlier.

**COMMUNICATION WITH TEACHERS**

Written messages can be passed through your child’s yellow note bag or you can catch us for a quick chat after school. If you require a longer meeting with your child’s teacher, please make an appointment through the school office.

There are several times throughout the year when you will have formal communication with your child’s teacher:

- Term 4 2014 – Prep Parent Information Night
- Term 4 2014- Orientation Morning
- First week of Term 1 – Parent /Teacher Sharing Session (individual appointments on the same day your child has their staggered start)
- End of Term 1 2015 – Parent/ Teacher Conversations
- Week 9 Term 2 2015 – Written Report sent home
- Week 10 Term 2 2015 - Parent/Teacher Interviews
- Term 3 2015 – Learning Journey Afternoon
- Term 4 2015 – Written Report sent home

**MEDICATION**

Should your child require medication, it will be necessary to hand in the medication at the school office. **A medical form will need to be completed by a doctor and forwarded to the office in order for the medication to be administered.**

Students who suffer from allergies that require action plans (this may include children who suffer from anaphylaxis or severe asthmatics) should collect these from the office to present to their doctor. Once completed these are returned to school and copies are kept in the school office and classroom. Any medication required to be near the child (e.g. asthma puffers, epipens) are kept in a “bum bag” by the class teacher during prep.
FRUIT BREAK, LUNCH AND AFTERNOON TEA BREAK

We encourage healthy eating habits and recommend fruit and vegetables as appropriate snack foods. We ask that you **do not** send lollies, chips, chocolates, sweets and roll ups and consider them as treats that should be saved for home.

To prevent food being thrown away and to alleviate the pressure of decision making, as well as the need to eat everything in their lunch box, we have found that two items for morning tea and two items for lunch are adequate for the children. Please be aware when packing your child’s lunch that it will not be refrigerated.

Make sure your child can independently manage all packaging in his/her lunchbox.

**Fruit Break** (Approx. 9.30am)

Please send along to school cut up fruit or vegetables to eat for a healthy snack each day. Please put these in a small named container or plastic bag.

**Lunch**

1 bread roll or sandwich (2 slices of bread) and one of the following:

- A piece of fruit
- Savoury biscuits

**Afternoon Tea**

A healthy snack is required.

- A piece of fruit and half a sandwich
- Cheese and biscuits and a fruit snack pack

**N.B.** Our eating area is a **NUT AWARE ZONE** due to children with food allergies. Due to some children having anaphylaxis and allergies to nuts, we ask that you please refrain from packing any products containing nuts.
TUCKSHOP

All Preps will receive a Tuckshop Information Pack at the beginning of the school year. Tuckshop must be ordered in brown paper bags with your child’s name, class and order marked with felt pen. Orders are placed in your child’s class Tuckshop box located in the Prep rubber area before school. Separate bags are required for Lunch and Afternoon Tea orders, and for cold items. PLEASE fold the bags to prevent money falling out. Please also try to give correct money where possible to avoid children losing their change.

BIRTHDAYS

Children are welcome to celebrate their birthday with their classmates by bringing along a birthday cake. (Patty cakes or iceblocks are ideal as they are easy to distribute). All cakes must be nut free.

PRAYERS

Morning Prayer

Dear God,
I offer you, on this new day
All my work and all my play
May all the happy things we do
Make you, Our Father, happy too.
Amen.

Home Prayer

Dear God,
Thank you for our happy day
For all our work and all our play
Keep us safe, on our way
God, our loving Father.

Prayers before Meals

Nibble, Nibble,
Munch, munch,
Gobble, gobble,
Crunch, crunch,
Thank you God, for our lunch!
Amen

Thank you for the world so sweet
Thank you for the food we eat
Thank you for the birds that sing
Thank you God, for everything.
Amen