



# FAMILY HANDBOOK 2025



**OUR LADY OF  
GRACE SCHOOL**

## Contact Information

### School Address

38 Beadnall Terrace,  
Glengowrie SA 5044

**Telephone** 08 8177 9100

**Absentee Line** 08 8177 9191

### Website

[olog.catholic.edu.au](http://olog.catholic.edu.au)

### Email

[olog@olog.catholic.edu.au](mailto:olog@olog.catholic.edu.au)

[finance@olog.catholic.edu.au](mailto:finance@olog.catholic.edu.au)

[principal@olog.catholic.edu.au](mailto:principal@olog.catholic.edu.au)

[library@olog.catholic.edu.au](mailto:library@olog.catholic.edu.au)

## School Hours

<b>8:30am</b>	Supervision begins
<b>8:55am</b>	School commences
<b>11:10am – 11:30am</b>	<b>Recess</b>
<b>12:50pm – 1:00pm</b>	Eating time
<b>1:00pm – 1:40pm</b>	<b>Lunch</b>
<b>3:10pm</b>	Classes finish and students dismissed
<b>3:30pm</b>	Supervision ends

*Please note: any child remaining after 3.30pm will be taken to OSHC – fees apply*

## Front Office Hours

8:00am – 4:00pm during the school term

## Out of School Hours Care

### (OSHC) Telephone

1300 105 343

### Email

[info@campaustralia.com.au](mailto:info@campaustralia.com.au)

### Web

[campaustralia.com.au/schools/details/ED95](http://campaustralia.com.au/schools/details/ED95)

# DIARY DATES

## Term Dates 2025

### Term 1

Monday 28 January to Friday 11 April

### Term 2

Monday 28 April to Friday 4 July

### Term 3

Monday 21 July to Friday 26 September

### Term 4

Monday 13 October to Friday 12 December

There will be a range of Pupil Free Days scheduled throughout the school year, these are to assist with Professional Development for our staff.

Pupil Free Days will be communicated via the Audiri App, Newsletter and Seesaw.

## Useful links

### Website

[olog.catholic.edu.au](http://olog.catholic.edu.au)

### Facebook

[facebook.com/ologglengowrie](https://facebook.com/ologglengowrie)

### Catholic Education South Australia

[cesa.catholic.edu.au](http://cesa.catholic.edu.au)

### OLOG OSHC

[campaustralia.com.au/schools/details/ED95](http://campaustralia.com.au/schools/details/ED95)

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# ABOUT OUR LADY OF GRACE SCHOOL

## Vision

OLOG educates young people to value truth, achieve personal excellence, act with compassion, and make a difference in our changing world.

## Mission

As a school in the Dominican tradition, OLOG commits to providing a welcoming, inclusive and supportive learning community, where all children are challenged, and achievements recognised and celebrated.

## OLOG Values and OLOG Way

Founded in the Dominican and Catholic tradition we value:

**Respect... Be Respectful**

**Learning and Study... Be an Excellent Learner**

**Service... Be Supportive**

**Truth... Be Truthful**

**Community... Be Inclusive**



# WELCOME FROM THE PRINCIPAL

Dear Parents and Caregivers,

On behalf of OLOG staff, I would like to sincerely welcome you to our OLOG community.

We pride ourselves on being a family-based community that strives to make every person feel welcome, valued, and included. In welcoming you, we would also like to thank you for entrusting your child's education to us. This is a responsibility we take very seriously. We aim to both establish and maintain a positive, three-way partnership between the student, family and school. This partnership is the key to the success of all students at OLOG and enabling them to reach their full potential. We aspire for your child to be a successful learner and experience excellence and success in their endeavours throughout their learning journey.

OLOG's approaches to learning and wellbeing assists your child to be a thriving person, capable learner and leader for the world God desires. At OLOG we enable your child to be resilient, to think critically and to strive for personal excellence.

In this Parent Handbook, you will find information about Our Lady of Grace School Community and specific information to support you as parents. We trust that your family will experience our vision to be a welcoming Catholic community, connecting faith, family and education.

Yours sincerely

**Josette Charles**  
Principal



# STAFF CONTACT DETAILS

## Principal

Josette Charles  
jcharles@olog.catholic.edu.au  
principal@olog.catholic.edu.au

## Assistant Principal- Religious Identity & Mission and Inclusive Education

Debbie Scuteri  
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## Administration Support Staff

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Finance Manager  
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Sara Cox  
Enrolments & Marketing Coordinator  
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Liza Wescombe  
WHS  
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Amii O'Connor  
Administration  
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## Teaching Staff

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jedwards@olog.catholic.edu.au

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Artiom Evans  
aevans@olog.catholic.edu.au

Raewyn McIntosh  
rmcintosh@olog.catholic.edu.au

Eleanor Blight  
eblight@olog.catholic.edu.au



## Specialist Teachers

Theo Mylonas  
Physical Education  
tmylonas@olog.catholic.edu.au

Mari Foody  
Japanese  
mfoody@olog.catholic.edu.au

Ashley Pett  
Music/Performing Arts  
apett@olog.catholic.edu.au

## After School Sport

Lachlan Ash  
After School Sports Coordinator  
sports@olog.catholic.edu.au

## Out Of School Hours Care (OSHC)

info@campaustralia.com.au  
Customer Care Team 1300 105 343

# SCHOOL BOARD 2024/2025

### President

Father John Herd

### Principal/Executive Officer

Josette Charles

### Chairperson

Donna Stevens

### Deputy Chair

Kelly Newbold

### Finance Com. Chair

Sarah Cooper

### Staff Representative

Sara Cox

### Secretary

Melanie Scott

### Parish Representative

Pat Murphy

### P & F Representative

Sara Cox

### APRIM

Debbie Scuteri

### Board Members

Troy Perriam  
Shane Hume  
Steven Williams  
Shane Heinrich





# SCHOOL ATTENDANCE MANAGEMENT

## Start Time

The school grounds open at 8.30am and the entrances are:

- The side gate on Beadnall Terrace
- The front gate on Agnes St
- The bike gate on Agnes St

Parents are reminded that classes commence at 8.55am. It is important that all children arrive on time to prevent disruption to the class routine. The school gates are locked shortly after 8.55am.

## Supervision of Students

Your child's safety and wellbeing while at school are a high priority for us all.

Teachers supervise children in the yard from 8:30am - 8:55am. Parents are responsible for their own children outside of these times. Students who are on site outside of these hours and unsupervised, will be placed in Out of School Hours Care. This is a service which is paid for by parents.

The gates are locked during the school day and no student is permitted to leave the school grounds during school hours without permission. If parents wish a child to do so, it is expected that a note be sent to the child's class teacher and that the parent/caregiver sign the student out via the front office on the iPad (Passtab).

Ideally students arrive from 8.30am to have time to say hello to friends, play in the yard before school learning starts at 8.55am. Teachers do open classrooms before 8:55am to support students to be organised for their learning day.

## Student Absenteeism

### Informing the school of absences

If your child is not going to be at school due to illness, or will be late due to an appointment, it is imperative that you inform the school by:

- Phoning the 24 hour student absentee phone number: 8177 9191 before 8.55am; or
- Completing the absentee form in the Audiri app; or
- By emailing olog@olog.catholic.edu.au

### Advance Notice of Absence / absence of more than five (5) days

For advance notice of your child's absence, please complete the Application for Exemption from School Enrolment/Attendance Form, which is available from the Front Office.

### Unexplained absence

If a child is not present and the school has not received an absentee call or email by 9:30am, the office will contact parents (generally via text) to ascertain the student's whereabouts.

### If your child is late

If your child arrives after 8:55am, they will need to enter through the Front Office and be signed in manually by a parents/caregiver via the IPAD (Passtab), then go to the classroom. If this process is not followed and the student has been marked as absent, an automated text message will be generated.

### Early Departure

Should any child need to leave the school grounds during school hours e.g. dental/doctor appointment, parental permission must be given. All students must be signed out at the Front Office by their parent/caregiver before leaving the school.

# STUDENT DROP OFF AND PICK UP

There is limited parking around Our Lady of Grace School, to prevent frustration and congestion, it is recommended that you park in the surrounding streets adhering to the relevant Council parking directions. Please be aware that the Council monitors this regularly and will issue fines.

## Kiss & Drop

There is a Kiss & Drop zone which is supervised by staff on Agnes Street (Eastern side of the school). This area is to be used for pick up and drop off of students between 8:30am-8:55am and 3:10pm-3:30pm.

The driver is to remain in the car when in the Kiss & Drop zone and the child/ren are to exit / enter the car from the left hand side only. Please move along quickly and be alert to children and others at all times.

The standing time in the Kiss & Drop zone is for no longer than 2 minutes and in the interest of safety the speed limit in this zone is 10km.

# RIDING A BIKE OR SCOOTER TO SCHOOL

We encourage students to ride their bikes or scooters to school and remind students to wear helmets, observe road rules and be respectful of pedestrians at all times while riding.

The bike and scooter entrance is on Agnes St by the basketball court and storage is located by the western side of the oval.

# OLOG OUT OF SCHOOL HOURS CARE (OSHC)

Our Lady of Grace School provides a friendly, flexible OSHC service for families needing before and after school care. OSHC is located within the OLOG Hall. Care is provided by Camp Australia by a small team, with a keen interest in working with children and ensuring that OSHC is a fun, inclusive time for all.

At Our Lady of Grace School OSHC, we believe that children should be active and therefore involvement in outdoor play is encouraged. Other activities offered include art/craft, science experiments, cooking and indoor games. There is a designated homework area in after school care where children can sit and complete their homework tasks before playing. Staff members are more than happy to assist children should they require help.

The Camp Australia program operates on the Our Lady of Grace School site in the mornings and afternoons and during Pupil Free Days.

Vacation Care is not offered onsite but available with Camp Australia at a variety of other nearby locations.

Before School Care operates from 7:00am to 8:30am.

After School Care operates from 3:10pm to 6:15pm.

Bookings are essential for OSHC, please refer to the OSHC link on our website for further information on fees or to register and make bookings. For further information contact the Customer Care Team on 1300 105 343.



# COMMUNICATING TOGETHER

A good relationship between families, the school and students is vital for the benefit of your child's education and wellbeing.

We have a wide array of methods to ensure communication between families and the School. These include Our "Audiri" App, website, Facebook, Seesaw, Email, Newsletters, Learning Conversations to name a few.

Important information is disseminated to the school community frequently, information of a general or whole school administrative nature will generally be communicated via the Audiri App. Information related more specifically to your child's learning journey will generally be communicated via Seesaw facilitated by the class teacher.

## Community Portal

The Community Portal is a pilot initiative from Catholic Education SA, which provides caregivers with reliable and up to date student information via secure centralised platform. The Community Portal will be made available to parents/caregivers within our school community and will provide you with information and services relevant to your child/(ren). **Importantly the Portal will be the primary location for parents/caregivers to access their fees statements.**

Caregivers will receive an email invitation from [noreply@civicacloud.com.au](mailto:noreply@civicacloud.com.au) to register to the portal this will be sent to the parent/caregiver email address/s provided in our student records system.

Once registered you will be able to:

- Access finance statements
- Review financial transactions
- Make online payments
- Access academic reports
- Review and update student demographic information
- Review and update student medical information
- View the school calendar

Once activated you can access the Community Portal from <https://cesa-portal-auth.civicaed.com.au/>. We suggest you bookmark this page for ease of future access.

## Audiri Parent Communication App & Seesaw App

The Audiri & Seesaw Apps can be downloaded from the App Store or Google Play Store.

Audiri is a free communication tool for parents and enables you to receive immediate emergency alerts, excursion delays and updates straight to your hand-held device. The App also allows you to update contact details, submit absentee forms, receive newsletters, and add events straight into your phone calendars.

Directions for how to download the Audiri App are available on our school website.

Seesaw is a tool which enables us to share student learning and experiences with Parents & Caregivers. At the commencement of each year, you will be sent an email invitation from your child's teacher, containing a link to join Seesaw. In order to use the Seesaw App, we require your signed Photo/Video Consent Form to be returned.

## Contacting a Teacher or Staff Member

Should parents wish to contact their children or a teacher directly during school hours, they should make this request through the office (8177 9100).

Teachers will be available to speak with parents on most days before and after school except on Tuesday before school or when regular staff and professional development meetings occur.

Mornings can be a busy time in classrooms, therefore if you have an issue you wish to discuss with your child's teacher, we recommend you make a mutually convenient time to do this. Your child's teacher will welcome the opportunity to engage with you at a mutually suitable time. You may also choose to message your child's teacher through Seesaw.

The email addresses for OLOG staff are also made available in this handbook. You may e-mail a teacher at any time however they may not be able to respond immediately but will do so within a reasonable timeframe.

## Parent Information Nights, Learning Conversations and Reports

At different times in the school year parents may be invited to Parent Information Nights where special programs are outlined or class / year level information is shared.

Learning Conversations are also held in Terms 1 & 3. Learning Conversations provide an opportunity for parents to discuss their child's progress with the class teacher. Children are asked to attend the Learning Conversation. These meetings are important opportunities for parents, students and teachers to come together in a mutually supportive way for your child's benefit and learning progression.

## OLOG Newsletter & Notices

The School Newsletter is published on the school website fortnightly. You will be notified on Audiri once the Newsletter is available for viewing. This is a keyway of being informed of what is happening at OLOG. The newsletter (including past weeks and terms) can also be found on the OLOG website.

School notices and communication, including excursion notices, are posted on the Audiri app. Excursion notices and classroom information and communication will be provided via Seesaw.

## Change of Address / Telephone Number

Parents are asked to inform the school of any change of address, temporary or permanent and new phone numbers to avoid any unnecessary confusion when trying to contact a parent if a child is ill, or when distributing correspondence.

An email can be sent to [olog@olog.catholic.edu.au](mailto:olog@olog.catholic.edu.au) to update these details. Alternatively complete the change of details form in the Audiri app.

It is imperative that all contact details remain current.

# OLOG SCHOOL UNIFORM

The wearing of a school uniform is an expectation at Our Lady of Grace School. The school has a healthy, active, smart uniform, as well as being attractive and practical, it helps to develop a sense of belonging and pride in our school. Together with our school emblem, the wearing of the school uniform symbolises our unity and identity as a Catholic Dominican school community. Our Lady of Grace School uniform can be purchased via the Qkr! App. Purchases via Qkr! will be distributed to students via the classroom box during normal term time. New families commencing at OLOG will have an opportunity to purchase uniform items during one of their transition sessions. (For information on how to download and register on the Qkr! app please visit the OLOG website or contact the front office)

Hats must be worn for all outdoor activities between 1st September to 30th April, or when the UV rating is 3 or above.

**As a Sun Smart School, Our Lady of Grace School Policy is NO HAT – NO PLAY**  
Further details regarding sun protection can be found in the Hot Weather Procedure below.

**The following items are to be purchased from the OLOG Uniform shop via the Qkr! App:**

- Navy polo shirt with school emblem
- Navy shorts with school name
- Fleece Jacket with school emblem
- Wet weather jacket with school emblem
- Track pants with school emblem
- School Bag with school emblem
- Library Bag with school emblem
- School hat
- School Beanie

**Items to be purchased elsewhere**

- School shoes and socks are not sold through the OLOG Uniform Shop and may be purchased elsewhere. OLOG recommends closed-in shoes or sneakers. For safety reasons sandals may not be worn.

**Please note:**

- School shoes and laces must be predominantly of one colour being either white or black, no other colours or fluorescent shades.
- High top basketball shoes, street shoes and boots are not permitted.

**Additional Items**

**Nail polish** must not be worn at school

**Hair** if longer than collar length must be tied back for safety. No 'extreme' haircuts, colours or styles. No unnatural colour.

**Make-up** is not to be worn at school

**Jewellery:** Students are not permitted to wear jewellery at school for both safety and security reasons.

**Chewing gum** is not to be consumed at school.

**Uniform exceptions are:**

**Earrings for pierced ears** – must be plain sleepers or studs, no more than one in each ear.

**Religious pendants** – these must be simple designs and may be worn under the uniform and out of sight to ensure safety.

**Watches may be worn** – neutral colours and designs.

Please make sure to clearly label your child's uniform and property.

## LOST PROPERTY

To ensure that all lost property can be easily identified and returned to its rightful owner, all clothing, including shoes and socks are to be clearly named. OLOG is unable to take responsibility for student's belongings. Lost property can be collected from the box located in the foyer inside the central stairwell.



# STUDENT HEALTH & WELFARE

## Accident and Illness

A child showing any indication of illness should NOT be at school. Children suffering from infectious diseases, cold symptoms should be kept home.

### Procedure regarding First Aid

Staff are issued with a first aid bag to use on yard duty for minor first aid requirements. Students who need more specialised first aid are sent to the office with the first aid card from the referring teacher. All students who visit the first aid room shall be recorded and an email sent to the nominated parent.

When a child is obviously ill or injured and needs to go home, or may require treatment by a doctor, a parent will be notified by a staff member by phone and requested to collect the child. Hence the necessity of your child's Information Form being up to date and filled in correctly.

For more serious emergencies if in the opinion of the first aider (or most senior staff member present) that an ambulance is required, it is the duty of care to each student that an ambulance be called.

## Student Accident Insurance

OLOG has accident insurance with Catholic Church Insurances Ltd. This policy covers students whilst travelling to and from school, at school, and on any school organised excursion or activity. We also have ambulance cover for students following an accident only. This policy covers non-medicare medical related expenses.

## Medication

Administration of medication is the responsibility of parents/caregivers and will only be administered by one of the school's First Aid Officers, if medication is in original packaging, comes with a prescription or has a written permission from the parent. Generic medication e.g. Panadol is not kept or administered at school.

The administration of medication to children will be strictly monitored to ensure children's safety and welfare.

Medication must be given directly to the front office and not left in the child's bag or locker.

A medical management plan is required for all chronic conditions e.g. asthma, diabetes and allergies. It must be updated as required, and all medications must be presented to the front office and signed in by the parent.

### **Prescription Medication will only be administered by the staff if:**

- it is prescribed by a doctor, and
- has the original pharmacist's dispensing label, or
- letter from the child's doctor, detailing the child's name, name of medication, dosage, frequency, the way it is to be administered, date of dispensing and expiry date.
- The parent/guardian has completed and signed a "Medication Agreement for Education & Care Form" on the day on which the medication is to be administered.

(This form is available on our website or at the front office)

Our Lady of Grace School will not be responsible for the medication provided that is out of date. It is parental responsibility to provide and update medications immediately. Admin staff will make every effort to inform parents if medication has expired. Please note that the school is not permitted to administer expired medications.

If it has been indicated on a student's medical management plan that the student has asthma/allergies, a puffer / medication this must be provided to the school for emergency use.

### **Medications not prescribed by a doctor will only be administered by staff if:**

(Such as cold medicine, creams etc.)

- There is a letter from a parent/guardian with clear details, and
- Is in the original packaging clearly labeled with name and DOB (for staff to check dosage and use), or
- The parent/guardian has completed and signed an 'Authority to administer Medication' form on the day on which the medication is to be administered. NB: Such medications will only be given for short periods (2 days). Further administration would require a doctor's consent.

## **Sun Protection – Hats**

Students are expected to wear their school hat whenever involved in outside school activities. Students must wear hats during recess, lunch and outdoor activities from 1st of September to 30th of April and when UV rating is 3 or above, as recommended by the Anti-Cancer Council. Students not wearing a hat will be asked to move to a shaded area of the school and miss out on play and activities. (No hat = No play).

Students are not required to wear hats during winter unless the UV rate is 3 or above on any day.

# **EXTREME WEATHER**

It is important that children are kept safe from weather extremes. In Adelaide, the likely extremes are heat, rain and thunderstorms. Sometimes there may be other reasons for signalling inclement weather, such as thunder/lightning or dust storms, extreme wind, smoke or heavy fog etc.

Each of the classrooms is air-conditioned so there is no need for early dismissal on days of extreme heat. All food items and drink bottles are always kept indoors.

## **Hot Weather Procedure**

When the weather forecast for a particular day is 35 degrees students will remain indoors for indoor play and activities.

After school sport activities are cancelled if the weather is wet (at the coach's discretion) or inclement or when the temperature is forecasted as 33°C for indoor or outdoor training.

Please refer to the Australian Government Bureau of Meteorology [www.bom.gov.au](http://www.bom.gov.au) for accurate and up to date forecasts in relation to the extreme weather procedure.





# FOOD POLICY AND CANTEEN

## Brain Food

Brain Food is a small healthy snack which is eaten in the morning around 10:00am. All students are asked to have a small piece of fruit or vegetable every day, along with a bottle of water. (no glass bottles).

We encourage no packaged food in lunch boxes and ideally no plastic wrapping, so reusable containers are encouraged. We also ask for your cooperation to pack a healthy recess and lunch from day one.

Please avoid: zip lock or plastic bags, plastic cutlery, straws, and pre-packaged foods.

Please include: containers, reusable wraps, fruit and vegetables and home made goods.

### **Our Lady of Grace School is an Allergy Aware Environment**

We have a number of students with severe allergies; therefore, no sharing of food applies to all students. Parents will be notified of class celebrations or treat days so they may accommodate their child's needs if allergies present a problem for your child.

## Canteen

OLOG Canteen is provided by Bayside Bakery & Saucy Sweet Cafe and offers healthy eating options as well as a range of gluten free and vegetarian options. The Canteen is available Monday, Wednesday and Friday. Orders can be made via the Qkr! App. (For information on how to download and register on the Qkr! App please visit the OLOG website or contact the Front Office)

From time to time OLOG has special lunch order days run by the P&F. These will be advertised, and orders made available via the Qkr! App. The P&F rely on the assistance of volunteers to help with these events.



# CURRICULUM

## Educational Programs

Learning at Our Lady of Grace School is an active process in which learners construct new ideas or concepts based upon their current and past understandings. Teachers develop teaching and learning programs from the Australian Curriculum, and the Catholic Education Living Learning Leading framework. We desire to see each student flourish as a thriving person, capable learner and a leader for the world that God desires.

OLOG offers the following curriculum areas:

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Science (HASS: Civics and Citizenship, Economics and Business, Geography and History)
- The Technologies
- Arts – Drama, Media, Visual Art, Music and Dance
- Health and Physical Education
- LOTE – Japanese
- STEM

Students receive teaching from specialist teachers in Japanese, PE and Music/Performing Arts weekly on Tuesdays, Wednesdays and Thursdays.

## Assessment

Each child's progress is continually assessed by their teacher. Oral or written tests and observations are used to create an understanding about student's progress.

Learning Conversations are conducted in Terms 1 and 3 to enable parents and teachers to work together to help support students to achieve success.

Parents may arrange for a mutually suitable time with their child's teacher to discuss their child's learning progress at any time.

Formal records of children's progress are retained throughout their journey at OLOG.

Reports are sent home in Terms 2 and 4.

## Year 5 and Year 6 Homework Club

Homework Club for students in Years 5 and 6 is held every Thursday after school during the term from 3:15pm-4:15pm.

## Inclusive Education

Our Lady of Grace School endeavours to maximise access to the curriculum for all students by catering to a variety of learning styles and needs. Our ongoing commitment to Inclusive Education principles has seen Our Lady of Grace School sustain and build a number of learning initiatives and adjustments, which aim to allow our students to access the curriculum in a meaningful manner. Small classroom group work and one on one support is offered to students as well as social skills programmes.

## Excursions and Camps

Camps, excursions, retreats, and incursions are a valuable and enriching part of the spiritual, educational, pastoral and sporting program of the school.

Classroom teachers will send home the necessary information relating to any excursions or camps that your child will be participating in and should be your first point of contact for any questions.

Costs for excursions are included in your School Fee at the beginning of the year.

School camps are offered from Year 4 onwards and incur additional fees, information regarding camp fees is disclosed in the OLOG Fees Policy available on our website.

## Library Resource Centre

The Library/Resource Centre is an integral part of the school's daily life. It is an accessible learning environment where students, staff and the wider community are welcomed, valued and assisted with their information needs. Children are supported to borrow books from a wide selection of fiction and non-fiction.

### The Library Resource Centre is open:

- Before school from 8.30am
- Lunch from 1:00pm-1.30pm
- Chess Club is held every Tuesday at lunchtime



## CATHOLIC IDENTITY

We are inspired by Jesus of Nazareth and our patrons, Saint Dominic, Saint Catherine of Siena, Saint Aza and Saint Mary of the Cross Mackillop, after whom our House groupings are named.

Catholic identity is expressed in a variety of ways at Our Lady of Grace School. Daily prayer is instrumental for learning different ways to pray. You will notice the symbols of our faith present in our community as a sign of our Catholic identity, such as crosses, pictures and colours. At Our Lady of Grace School, our students are provided with rich, meaningful learning opportunities that promote their faith development and bring them into a deeper, loving relationship with God. Students at Our Lady of Grace School are engaged in caring for the environment through gardening and recycling initiatives.

Catholic identity is expressed in the way we dialogue with each other in respectful relationships and learn about different religions and cultures. It is also understood in the way we make sense of the stories and traditions for our world today. Our students and families will have many opportunities to learn more about our Catholic faith and participate in masses, liturgies, prayer services and Social Justice initiatives.

Families are invited to participate in OLOG's Catholic rituals, traditions and outreach programs. This may be joining in class prayers, attending community Masses and supporting our service and outreach initiatives.

### Sacramental Programme

OLOG is part of the Glenelg Parish and we work in partnership with the parish to support children in the Sacramental Program.

**The Sacramental program prepares children to celebrate the following sacraments:**

- Reconciliation.
- Confirmation and
- First Holy Communion.

Our Assistant Principal Religious Identity and Mission (APRIM) can assist families with Sacramental preparation.

# CO CURRICULAR ACTIVITIES

At Our Lady of Grace School students are strongly encouraged to be involved in co-curricular opportunities. It is our belief that co-curricular activities develop positive attitudes, commitment, responsibility, leadership and working within a team environment.

A variety of sporting opportunities are available to our students from Reception to Year 6. Swimming, athletics, cross-country, netball, soccer, football, touch football, cricket and basketball are encouraged and fostered through the school through either carnivals or extra-curricular sporting teams. With the support of a coordinator, parents volunteer to coach and manage out of school hours sports teams.

At all times students and parents are asked to remember that they are representing their school on the sporting field and act with respect and good sportsmanship.

Information on scheduling, permissions and fees for afterschool sport will generally be communicated via the Audiri App. For further information on after school sports contact the after school sports co-ordinator by emailing [sports@olog.catholic.edu.au](mailto:sports@olog.catholic.edu.au)

OLOG also offers music tuition in Piano, Guitar and Voice. Bookings for music tuition are made with the individual tutor, fees and availability can be discussed with the tutor:

## Guitar

Paul Henson 0425 876 219

## Piano

Georgina Kapetanos 0431 201 936

## Voice

Paras Siasios 0403 668 758

# HOMEWORK

We know that learning happens in many situations, both at school and at home. Often students will be asked to complete tasks to practice basic knowledge and skills at home to support their learning. This home learning relies on the partnership between families and schools to support student achievement.

We believe that reading skills are important in connecting learners with the world around them, and we encourage students to engage in daily reading at home, both independently and with families. We also encourage the achievement of students individual learning goals by asking students to either finish incomplete classroom tasks at home, or complete activities that support their classroom program.

Successful learning requires students to develop positive self-management and organisational skills in collaboration with school and families. To achieve this, we continue to work together with families to ensure students are supported in their learning.

Your child's teacher will communicate the expectations around homework, please feel free to discuss directly with the teacher.





## CYBERSAFTEY

The Student ICT User Agreement is very clear about rights and responsibilities of students when using any school resources for electronic work. Students are taught from an early age that it is not acceptable to misuse any media, harass other students or interfere with other students work.

Parents also need to be aware of the child's use of media at home and the way that they are using email and the internet. Important and updated Cybersafety information to support Parents can be accessed from [www.esafety.gov.au](http://www.esafety.gov.au).

Any issues that arise from computer use at home should not impact negatively on our school, students, staff, families or community. Please be mindful that we take the reputation of our school and our community very seriously and any significant issues in this area will be reported to external authorities.

We also ask that photographs of children other than your own ARE NOT used on any social media websites. Parents should take extreme care in photographing other children at any school event and ensure that they have the parental consent before posting any images of other children. Please do not enable location settings when posting images of children.

Students in Reception to Year 1 use iPads and Years 2 to Year 6 are provided with 1:1 Laptops to support learning.

## TOYS, GAMES ELECTRONIC DEVICES AND MOBILE PHONES

Students are discouraged from bringing toys, games, digital and electronic devices to school. Such items may be valuable and can be lost, stolen, broken or may be disruptive to teaching and learning. However, the school recognises that some students require a mobile phone for safety reasons when going to and from school.

### Guidelines for Using Mobile Phones at Our Lady of Grace

Please note children should not have mobile phones in their possession during the school day. If your child must have a mobile phone at school for safety reasons, students agree to:

- Turn the phone off or put it on silent, sign it into the Front Office in the morning and sign it out at the end of the day.
- Follow the rules and behaviour guidelines as detailed in our ICT Acceptable Use Agreement.

The school will not be held responsible for loss or damage to mobile phones.

# RESOLVING GRIEVANCES

Our Lady of Grace School recognises that from time to time there may exist situations where adults or students are involved in conflict and this needs to be resolved by talking to nominated staff members. The aim is for issues to be resolved and a reconciliation achieved through a culture of listening and acknowledging differing opinions.

Our staff ask that parents use the correct process when concerned about their child or some aspects of the school. Issues with the learning program should be initially discussed with the class teacher at a mutually agreeable time. Specialist teachers may also need to be included.

If you do not feel that your concern has been resolved, or if you have other concerns about a school issue, we encourage you to make a time to meet with the Principal. These discussions will be treated as confidential, and we ask that parents respect the professionals that are here to assist your family and our community.

Whilst every effort is made to resolve complaints in a timely manner and with the people concerned, we recognise that sometimes students and/or parents may be dissatisfied with the outcome and may wish to take further steps to achieve a satisfactory resolution. The Catholic Education Office SA could provide you with counsel in this instance.

## Students

Where student concerns are of a relatively minor nature and involve, for example, friendship issues between students, we undertake to assist students to resolve concerns in a spirit of cooperation and restorative justice. In these circumstances, contact with parents is often not required.

When student concerns are raised that are ongoing or cannot be resolved with normal mediatory practices with the assistance of the class teacher, we will contact parents as appropriate.

We are committed to the most expedient resolution of concerns. We will maintain timely and appropriate communication with parents throughout the grievance resolution processes, within the constraints of the school activities and commitments.

## Implementation

At Our Lady of Grace School, students are taught and adult's model:

- How to solve problems;
- How to get help if needed to resolve problems;
- How to differentiate between those problems that need help from an adult and those that can be resolved without adult intervention;
- The importance of reporting something that is serious, may cause harm or is illegal;
- To have a voice in their school through the Student Voice Leaders;
- Through programmes that endeavour to educate the whole child, providing information and strategies to support their own welfare.
- Working restoratively with each other



# LEARNING AND WELLBEING AT OLOG

OLOG's approaches to learning and wellbeing from Reception to Year 6 assists each student to be a thriving person, capable learner and leader for the world God desires.

Through learning and wellbeing, we enable students to be resilient, think critically, and to strive for personal excellence.

OLOG ensures that every student has the opportunity to develop productive learning behaviours and personal and social capabilities every year. OLOG provides educational programs to promote, develop and maintain respectful relationships.

At all year levels and every year, learning will specifically address child safety, bullying and cyberbullying prevention and will promote the development of respectful relationships.

Learning includes Keeping Safe Child Protection Curriculum, Crossways (RE), Made in the Image of God (MITIOG), Friendly Schools, Restorative Practices, and the integration of CESA and Australian Curriculum Personal and Social Capabilities.

## Partnership with Parents, Carers and Families

OLOG recognises that the partnership and two way communication with parents/carers/families are fundamental to student learning, wellbeing and a positive school experience.

OLOG teachers and staff will provide parents/carers/families opportunities and insights regularly into how your child can achieve the best outcomes in their learning and wellbeing.

OLOG teachers and staff are committed to working in partnership to identify where adjustments are needed for your child's learning, wellbeing and inclusion.

Parents/carers/families will be provided with timely and relevant information about your child's learning experiences, growth and progress throughout every semester. We also encourage parents to meet with your child's teacher.

### **OLOG is committed to:**

- A welcoming culture of inclusion
- Student agency
- Partnership with parents/carers/families
- Strong focus on learning and wellbeing
- Focus on every student
- Strong literacy and numeracy growth and achievement
- Services and support for students who need additional support with learning, wellbeing and inclusion

# OUR COMMUNITY

## Community Activities

Coming together in community is central to our Catholic tradition and an important part of our life at OLOG, families are encouraged and welcomed to engage fully in the life of Our Lady of Grace School.

## Integrated Community Services

OLOG has a wide range of integrated community services including parent education, playgroup and family support. More information about these programs can be found on our website or through the office.

Family and community members are also invited to contribute to the life of the community in ways that reflect their particular interests, skills, experience and capacity.

## Being Involved and Volunteering

We believe that every member of our community has something to offer to support our learning and community programs.

This involvement is highly valued as it helps to create and strengthen our community and build a culture of collaboration and shared commitment to our vision and mission.

Whether it's a one off or regular commitment, every contribution matters and makes a difference.

**There are many ways to be involved as a member of Our Lady of Grace School Community including:**

- Responding to calls for volunteers to assist in Community activities;
- Sports coaching
- Volunteering in our classrooms
- Classroom Parent Representatives
- School excursions, school events and
- Parents and Friends committee
- School Board

To ensure the safety and wellbeing of all students in our care, all volunteers, are required to hold a current Catholic Police Clearance OR a Working with Children Check form DHS. These can be easily obtained through the School and are mandatory in order to be involved in any activities at OLOG. There is no cost involved. Volunteers are also required to undertake online RRAHN-EC training (Responding to Risks of Harm Abuse and Neglect).

If you would like to apply for a clearance, please complete the screening application and online training for volunteers at the following two links:

Online Screening: [screening.sa.gov.au/applications/application-information-for-individuals](https://screening.sa.gov.au/applications/application-information-for-individuals)

Online RRAHN\_EC Training: [plink.sa.edu.au](https://plink.sa.edu.au)

Then bring your completed certificates to the front office to complete your volunteer induction.

**Be involved. Be Engaged.  
Together, our community will flourish!**



**IGNITE | WONDER | GROW**



**OUR LADY OF  
GRACE SCHOOL**

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08 8177 9100 | [olog.catholic.edu.au](http://olog.catholic.edu.au)