



**LORETO**  
Nedlands

**Loreto Nedlands**

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# 2022 PARENT HANDBOOK

## Table of Contents

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<a href="#">Mission Statement</a>	3
<a href="#">School Prayer</a>	3
<a href="#">Loreto Schools of Australia Mission Statement</a>	3
<a href="#">Introduction</a>	3
<a href="#">Crest and Motto</a>	4
<a href="#">Houses</a>	4
<a href="#">Principal's Address</a>	5
<a href="#">School Personnel</a>	6
<a href="#">School Board</a>	7
<a href="#">P&amp;F Executive</a>	7
<a href="#">Covid Vaccination Requirements</a>	8
<a href="#">Class Times</a>	9
<a href="#">Arrival and Pick-Up Procedure</a>	9
<a href="#">Student Drop-Off and Pick-Up Zones</a>	10
<a href="#">After School Play</a>	11
<a href="#">Office</a>	11
<a href="#">School Fees</a>	12
<a href="#">Out of School Hours Care</a>	12
<a href="#">Communication to Parents</a>	12
<a href="#">Code of Conduct</a>	13
<a href="#">Newsletter Deadline</a>	13
<a href="#">Messages to Children</a>	13
<a href="#">Late Arrivals</a>	13
<a href="#">Absences</a>	13
<a href="#">Leaving School Grounds</a>	13
<a href="#">Family Detail Forms and Emergency Contact Numbers</a>	13
<a href="#">Parent Involvement at Loreto Nedlands</a>	14
<a href="#">Parents and Friends (P&amp;F)</a>	14
<a href="#">Class Representatives</a>	14
<a href="#">Parent Volunteers to Assist in Classes</a>	14
<a href="#">Canteen and Uniform Shop</a>	15
<a href="#">Assemblies</a>	15
<a href="#">Booklists</a>	15
<a href="#">Insurance</a>	15
<a href="#">Emergency Evacuation</a>	15
<a href="#">Toys and Games</a>	15
<a href="#">Mobile Phones</a>	15
<a href="#">Outside Activities</a>	16
<a href="#">Specialist Learning Areas</a>	16
<a href="#">Performing Arts</a>	17
<a href="#">Camps</a>	18
<a href="#">Excursions</a>	18
<a href="#">Homework</a>	18
<a href="#">Student Selection for Interschool Events</a>	19
<a href="#">Student Leadership</a>	20
<a href="#">End of Year Six Awards</a>	21
<a href="#">Medical</a>	22
<a href="#">Administration of Medication</a>	22
<a href="#">Emergency Action Plans</a>	23
<a href="#">'Allergy' Aware Policies</a>	24
<a href="#">Treats, Birthday Food, Crunch and Sip</a>	25
<a href="#">Dogs on School Grounds</a>	25
<a href="#">Recommended Minimum Exclusion From School</a>	25
<a href="#">Uniform</a>	26



## MISSION STATEMENT

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

***Inspired. Confident. Compassionate.***

## SCHOOL PRAYER

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

***Amen***

## LORETO SCHOOLS OF AUSTRALIA MISSION STATEMENT

That Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The qualities that characterise this philosophy flow from Mary Ward's charism, namely:

*Freedom: to respond creatively to God and others*  
*Justice: a critical awareness of society, seeking peace, reconciliation and integrity of creation*  
*Sincerity: a commitment to the ongoing quest for self knowledge and respect for difference*  
*Verity: a search for truth and integrity*  
*Felicity: cheerfulness, joy and hope creating a happy, caring learning environment*

The Loreto value for 2022 is, "Freedom".

## INTRODUCTION

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

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

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

(cont.)



**LORETO**  
Nedlands

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

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

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

## CREST AND MOTTO



**LORETO**  
Nedlands

The Loreto Crest is older than the history of Loreto in Australia. It is made up of four symbols which hold an important place in our lives:

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

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

The motto 'Cruci Dum Spiro Fido' means 'in the Cross, while I breathe, I trust.'

## HOUSES

### **Barry** (Gold)

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

### **Ward** (Red)

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

### **Nestor** (Green)

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



## PRINCIPAL'S ADDRESS

Dear Parents,

A Loreto Nedlands education is centred on Jesus Christ and living the Gospel values in our daily lives. Through the Charism of our founder, Mary Ward, we strive to live with freedom, sincerity, verity, justice and felicity. Our value for 2022 is 'Freedom'.

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

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

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

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

Yours sincerely,

**Rika Andres**  
*Loreto Nedlands Principal*



## SCHOOL PERSONNEL

### Leadership Team

Principal	Mrs Rika Andres
Assistant Principal	Mrs Rebecca Barfoot

### Administration

Finance Officer	Mr Stephen Tucker
Company Secretary & Marketing Coordinator/Enrolments	Mrs Louise Miller
Admin Assistant	Mrs Kara Figliomeni

### Teachers

Pre Kindergarten	Mrs Justine Jacobs (Tuesday and Wednesday)
Kindergarten	Mrs Jessica Joseph (Tuesday-Thursday) Mrs Jessica Joseph (Friday additional day)
Pre Primary	Miss Ameerah Coles
Year One	Mrs Danielle Moore
Year Two	Mrs Chloe Ricketts
Year Three	Miss Emily Meneghello
Year Four	Mrs Julia Waller
Year Five	Mrs Lori Coenen
Year Six	Miss Elizabeth Kezich

### Specialist Teachers

School Psychologist	Mrs Lizzie Stewart
Mission Coordinator	Mrs Katie Sharman
Music	Mrs Sarina Davey
Art	Mrs Stephanie Hantzis
Numeracy Support	Mrs Shelley Gibson
Physical Education	Mr Scott McCallum
Well-Being Team	Mrs Rika Andres, Mrs Rebecca Barfoot, Mrs Lizzie Stewart, Mrs Katie Sharman, Mr Scott McCallum
Literacy Support	Mrs Alecia Gooch
EALD	Mrs Alecia Gooch
LOTE (Italian)	Mrs Lucia Circosta
Library	Mrs Justine Jacobs (Mondays)

### Education Assistants

Mrs Melina Dichiera  
Mrs Shelley Gibson  
Ms Miranda Billi  
Mrs Sonia Dowson  
Mrs Sarah Clinckers  
Miss Zoe Pedrin  
Mrs Jacqueline Morgan

### Support Staff

Uniform Shop Coordinator	Melina Dichiera (Monday 3:30-4:30pm)
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## SCHOOL BOARD

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

### **Board Members 2022**

Mrs Laura Willox – Chair  
Mrs Brooke Rubino  
Mr Chris Wilshire  
Mr Ben Beaton  
Mrs Fran Italiano  
Mr Clint McGhie  
Mrs Rika Andres - Principal

## P&F EXECUTIVE

### **P&F Executive 2022**

Mrs Jennifer Roughan – President  
Mrs Anita Moullin – Vice President  
Mrs Andrea Coad – Treasurer  
Mr James Biggs-O’Sullivan – Secretary  
Parent Rep Coordinator – Bridget Beesley



## COVID VACCINATION REQUIREMENTS

As you may be aware, the State Government has mandated that all school staff are required to be double dose vaccinated before Term 1, 2022 starts.

The State Government has issued Education Worker (Restrictions on Access) Directions (No. 3), which are published on [wa.gov.au](http://wa.gov.au). These Directions include vaccination requirements for visitors entering school sites.

Please note, students are not required to be vaccinated, however children aged over five can receive the COVID-19 vaccination. If you have any concerns, please discuss your child's vaccination requirements with your doctor.

Parents/carers are not required to be vaccinated when:

- dropping off or picking up their child from school;
- volunteering at school on an ad hoc basis – which means attendance at no more than one education facility no more than once per week.
- attending an event such as an assembly or parent teacher interview; or
- entering the school after hours.

Parents/carers are required to provide vaccination evidence (single dose vaccinated from 1 January 2022 and double dose vaccinated from 31 January 2022) or exemption when:

- volunteering at the school/s more than once a week (this includes volunteering at the school canteen, uniform store or an in-class literacy or numeracy program);
- working in an unpaid capacity at the school/s more than once a week; or
- participating in an endorsed program at the school where parent attendance is required more than once a week, such as Playgroups or Aboriginal Families as First Educators (AFaFE)

The following are acceptable forms of evidence of COVID-19 vaccination or exemption:

- written confirmation of the COVID-19 vaccination issued by the Department of Health
- the COVID-19 digital certificate
- an International COVID-19 Vaccination Certificate issued by the Commonwealth Government. This shows the COVID-19 vaccination recorded on the Australian Immunisation Register
- medical exemption issued by the Australian Immunisation Register
- a temporary exemption granted by the WA Chief Health Officer

We are committed to ensuring our school is a COVID-19 safe space. The Department of Health has provided clear directions regarding the requirements to keep students, staff members and our community safe. If you have any queries, please contact me.



## CLASS TIMES

### Pre Kindergarten

Tuesday and Wednesday (optional day Friday)

8:45 - 9:00                Doors Open for Parent/Student interaction

9:00 - 3:00                Class Time

### Kindergarten

Tuesday, Wednesday and Thursday (optional day Friday)

8:45 - 9:00                Doors Open for Parent/Student interaction

### Pre Primary - Year Six

8:30 - 9:00                Doors Open for Parent/Student interaction

8:45 - 3:05                Class Time

10:40 - 11:00            Recess

12:45 - 1:25              Lunch

1:25                        First Bell

1:28                        Second Bell

## ARRIVAL AND PICK-UP PROCEDURE

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

Please remember that students should NOT arrive at school earlier than 8.30am as that is when supervision by staff commences. Should students need to arrive before 8.30am, they are required to sit on the Year Three/Four verandahs. **Students are not permitted to use their BYOD at this time as they are not being supervised.**

At 8.30am classrooms for Pre Primary to Year Six are opened for students to unpack their belongings and prepare for the day. Independence is encouraged so parents are urged to allow children to carry their own belongings and proceed to class independently. Once students have organised themselves for the day, they are encouraged to go outside and play until the siren at 8.45am.

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

School finishes at 3.05pm and supervision for the children ceases at 3.20pm. Please collect your children promptly at 3.05pm. The Webster Street gate is the only point used for student collection.

No student is to play on the school grounds after 3.05pm unless closely supervised by their parents.

Under no circumstances are students to play in the Pre-Kindergarten, Kindergarten or Pre-Primary play areas after 3.05pm. For the safety of your children, this area will be locked after 3:05pm.



## STUDENT DROP-OFF AND PICK-UP ZONES

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

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

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

Students may exit the grounds accompanied by a parent or guardian via the Stanley Street Gates. Students whose parents wish to drive through and pick them up will wait at the WEBSTER STREET entrance with teacher supervision.

### Procedure

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

### Reminders

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

### Parking

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

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

### Safety

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

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

**The Access Laneway on Stanley Street is out of bounds to everyone**

**NO pedestrians and NO vehicles**



## AFTER SCHOOL PLAY

As you know, school staff supervise your children at all times during the school day, including while they use play equipment. The students understand the rules allowing them and others to enjoy doing so safely and respectfully. They also know to behave according to the standards set in our Code of Conduct.

No school staff are on duty after 3:20pm to both supervise your children, enforce the rules of play, and attend to any need arising. Staff who are at work, whether in their classroom or elsewhere, are not available to do so. You and your child should not disturb staff after hours unless you have an appointment.

Therefore, if you choose to remain on school grounds with your child or other children in your care, you understand and accept sole responsibility for supervising them. 'Supervision' is keeping a direct line of sight to your child, and not browsing a phone or other device. It means ensuring they behave according to our Code of Conduct and other rules in their play and interactions with other students and parents. Students know the rules they follow during school hours and I ask you to enforce consistency while you supervise them after hours.

No student is to play in the school grounds after 3.05pm unless closely supervised by their parents. If you identify any broken play equipment or other risk to students after hours, please alert other parents to remove their children and bring the matter to our attention by contacting the office on (08) 6389 9400.

Under no circumstances are students to play in the Pre-Kindergarten, Kindergarten or Pre-Primary play areas after 3.05pm.

If your child suffers a minor injury after school, you should avoid either you or your child seeking assistance from their classroom teacher or other staff member who is at school as they would during school hours. For example, if your child is used to getting ice or band aids from their class teacher or the admin office, you should explain you need to take them home. If an injury is serious, you should call an ambulance. Please notify me the following day of any injuries or incidents to your child so we can record it and address any risk.

If you supervise your children after school hours as described, then we can all enjoy the gifts of play and friendship of our school community.

## OFFICE

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

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

The Finance Officer, may be contacted for any financial queries on 6389 9400 between 8.00am and 4.00pm, Tuesday to Friday. Emails may be sent to [admin@loretonedlands.wa.edu.au](mailto:admin@loretonedlands.wa.edu.au)



## SCHOOL FEES

### Payment of Fees

School fees are billed annually in February. These fees can be paid off in instalments according to the Payment Option Advice Form you return which is attached to your Tuition Statement. All fees must be paid in full by the end of September.

### Notice of withdrawal

It is the policy of the school that 12 weeks (including exiting at the end of the school year) must be given or in lieu of that notice 10 weeks of tuition and amenities will be charged.

### Financial Assistance

Parents holding current and eligible Health Care or Pensioner Concession cards can apply for a reduction in school fees.

An application for review of school tuition fees by parents who feel they need special assistance to meet their financial commitments may be made to the Principal. Confidentiality is assured.

## OUT OF SCHOOL HOURS CARE

Out of school hours care will be available on site Monday to Friday for students from Kindergarten to Year Six. The facility will be run by Extend and is in our Outside Services building. Student pickup should be made via the Stanley Street gate. Parents may register to use the facility on a permanent, part time or casual basis through their website [www.extend.com.au](http://www.extend.com.au) or on 1300 366 437.

## Communication to parents

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

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

When a parent or caregiver has a concern and wishes to email the class teacher, specialist or Principal please ensure that it is done so in line with the Code of Conduct. Any grievances requiring more than a couple of sentences should not be sent in an email. The school requests that the parent contact the teacher or principal for a face-to-face meeting to discuss.

Please see Loreto Nedlands Code of Communication for further information.



## CODE OF CONDUCT

The Loreto Nedlands community is committed to child safety at all levels. The staff and parents are obliged to ensure a code of conduct is followed to guide us in our behaviours and interactions with the students at Loreto Nedlands. The purpose of the code is to provide an optimal level of student safety and wellbeing at all times. The Loreto Nedlands Code of Conduct is available from the school website. New families will receive a copy of the Loreto Nedlands Code of Conduct upon enrolment. Upon enrolment, you agree to abide by School and CEWA policies, and the Code of Conduct is one of these policies.

## NEWSLETTER DEADLINE

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

## MESSAGES TO CHILDREN

The school telephone is only available to children in the case of an emergency. Every endeavour is made to relay important messages to children. Parents may not message their children via smart watches or personal iPad's.

## LATE ARRIVALS

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

## ABSENCES

A phone call or email when a child is away is required on the day to ensure the child's safety. A written note or email detailing the absence is required. Please cc in the class teacher.

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

## LEAVING SCHOOL GROUNDS

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

## FAMILY DETAIL FORMS AND EMERGENCY CONTACT NUMBERS

Family Detail Forms are sent home at the beginning of the school year to enable the school to have accurate contact details, especially in the case of an emergency. Parents are requested to notify the office immediately if there are any changes to this information. **Parents may miss out on important information that is distributed via SEQTA if the school does not have current email addresses and mobile numbers.**



## PARENT INVOLVEMENT AT LORETO NEDLANDS

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

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

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

## PARENTS AND FRIENDS (P&F)

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

The P&F organises social functions and fundraising events.

### **P&F Executive 2022**

Mrs Jennifer Roughan – President  
Mrs Anita Moullin – Vice President  
Mrs Andrea Coad – Treasurer  
Mr James Biggs-O’Sullivan – Secretary  
Bridget Beesley – Parent Rep Coordinator

## CLASS REPRESENTATIVES

Each class has two ‘nominated’ parents, who fulfill an important role in welcoming new parents, organising class functions, promoting P&F events and supporting the class teacher to disseminate information. Nominated Parent reps usually disseminate information via emails. **Parents must ensure that if they use the whole class P&F address list to email other parents that they do so in line with the Loreto Code of Conduct.**

## PARENT VOLUNTEERS TO ASSIST IN CLASSES

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



## CANTEEN AND UNIFORM SHOP

The P&F supports the canteen and uniform shop through their organisation of parent volunteers. The Uniform Shop operates Monday afternoons 3:30-4:30pm. Orders can be made online via Flexischools.

The P&F have an online ordering system for our new Canteen Caterers Lunchbox. All lunch orders will be made offsite and delivered to the school. Lunch can be ordered five days a week. There will be no canteen facilities available at school. Further information is available on the school website.

We are very excited to announce that our new School Lunch Order System is now live! Please use this new link for all lunch orders placed in 2022. If you scroll down on the first page you will find a list of frequently asked questions which explains how to register and place an order.

Please find the link here - <https://schools.locavora.com.au/>

## ASSEMBLIES

We endeavour to hold an Assembly fortnightly on Friday at 2.30pm in the Loreto Performing Arts Centre. Classes take turns at presenting an assembly and achievements and merit awards are announced. Parents are always welcome.

## BOOKLISTS

Booklists are ordered in bulk by class teachers in Term Four of the previous year. The bulk order ensures low costs for stationery and text book items for students and families. The Booklist will be invoiced to parents and detailed on the first school fees statement for 2022.

## INSURANCE

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

## EMERGENCY EVACUATION

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

## TOYS AND GAMES

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

## MOBILE PHONES

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



## OUTSIDE ACTIVITIES

As Principal, I am responsible for your child while they participate in their educational program during school hours, or during activities authorised or controlled by me after hours.

Please direct any inquiry, concern or dispute arising from your child's involvement in activities outside my responsibility to the person or organisation running the activity.

If your concern involves a child, parent or staff member involved in the external activity, please direct it to the parent, or staff member for resolution. I have no authority to answer questions or resolve disputes arising out of activities not under my authority or control.

If you believe an incident outside school hours may affect your child at school, then please notify their classroom teacher who will monitor your child's behaviour and their interactions with other students. Otherwise, please do not involve school staff in our professional capacity in external disputes, even if they include members of our school community.

As always, our relationships are conducted according to our Code of Conduct, a copy of which is on our website.

## SPECIALIST LEARNING AREAS

### Library

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

All children are to have a **library bag** to protect the books borrowed. **Children are not permitted to borrow a book without a library bag.**

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

### Storytime in the Library

This year we are offering "Storytime" in the Library on a Monday before school at 8.20-8.40am. This will be trialled in the mornings in Term One and children from PP-Year Two are invited to join. Parents are welcome to come along too with younger siblings, however must remain if this is the case. Or alternatively children from PP-Year Two will be escorted to their classrooms in time for the bell!

Remember - the world belongs to those that read.

### Music

All children are involved in class music programs with regular weekly lessons, including Liturgical Singing and School Choirs. Students also have the opportunity of performing in the Catholic Performing Arts Festival.

**The Loreto Nedlands Private Music Program** provides individual tuition for students to learn a variety of musical instruments. Lessons take place during class time. Opportunity is provided for the children to be involved in various ensembles. Parents are invoiced directly from the music tutor not via the school.

Enquiries are to be made to the Music Coordinator, Mrs Sarina Davey: sarina.davey@cewa.edu.au



## Art

All children from Kindergarten to Year Six will attend weekly lessons. Enquiries are to be made to the Art Specialist, Mrs Stephanie Hantzis at [stephanie.hantzis@cewa.edu.au](mailto:stephanie.hantzis@cewa.edu.au)

An Arts social event will occur in Term Two that will showcase student artwork.

## Physical Education and Health

Students participate in Physical Education and Health lessons each week.

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

## Digital Technology

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

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

All applications required by students from Year Five to Year Six on their personal device are outlined by their class teacher in the Term Newsletter.

## LOTE (Languages Other Than English)

Students from Year One to Year Six have one hour of Italian per week. This program is partly funded under the auspices of the Italo Australia Association.

## PERFORMING ARTS

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





## STUDENT SELECTION FOR INTERSCHOOL EVENTS

### Perth Carnival

Top Four runners confirmed for inter-school. Five to Eight must meet certain criteria:

- Year Three to Four run under 10 minutes (recorders will have a stop watch to time)
- Year Five to Six run under 17 minutes

### Bunbury Carnival\*

As above for criteria plus:

- Number of students to fit on the bus taken into consideration. Students in year 6 will be given priority, then Year Five etc.
- Priority will be given to those who attend training

*In the instance when there is a draw, training will be taken into consideration.*

*Where space allows and a performance by a Year Two is above expectations a place may be offered in the Year Three event.*

### Interschool Swimming\*

This is a Year Four\* to Six carnival. Selection involves:

- Racing in an 'A' division 50m event.
- Placing first or second in race. (Some events may have three spaces, this changes per stroke and each year depending on participating schools.)

*\*Where a Year Three records times faster than those in Year Four they may be invited to attend the carnival.*

### Interschool Athletics\*

This is a Year Three to Six carnival. Selection involves:

- Participating in an 'A' division event.
- Placing first or second in an event.
- Jumps and throws are measured at school and are considered A division events.
- There are minimum jump distances for both long jump and triple jump which students will be advised on during lesson time. Please feel free to contact me if you wish to know them for training purposes.

*\* This is not a compulsory event, students may opt out with consultation with parents and school.*

*\* The final decision rests with the Physical Education Teacher in consultation with the Principal.*



## STUDENT LEADERSHIP

Leadership opportunity is an invaluable experience, which fosters confidence, maturity and public speaking skills.

The following Leadership Positions are offered each year. Students may hold only **ONE** of the positions of, Student Leader, Mary Ward Captain or House Captain during the year. Only one voting process is carried out for all leadership positions in Year Six. Student leaders will be notified whether they hold their position in Semester One or Two for Student Leader and Mary Ward Captain. One boy and one girl will represent each of the below leadership positions.

**Student Leaders** – Two students per semester, four students for the year.

**Mary Ward Captains** – Two per semester, four students for the year.

**House Captains** – Two per house per year, six students for the year.

Students from Year Four to Six are invited to vote, including staff.

Each student may only have one leadership position for the year.

Speeches for leadership positions are carried out the previous year for the entire upcoming year.

All leadership positions will be awarded at the Beginning of Year Opening Mass.

All other Year Six students will be involved in the four ministries of Pastoral Care, Environment, Public Relations and Sport.

### Criteria

Students will be asked to address the following criteria regarding the roles and the qualities required. Their ability to:

- Work to uphold the Loreto school spirit, traditions and Christian values.
- Show generosity of spirit.
- Lead and set a good example to fellow students.
- Work cooperatively as a member of a team.
- Represent the school at official occasions.
- Show leadership and responsibility.
- Use their initiative.



## END OF YEAR SIX AWARDS

There are currently nine awards presented at the End of Year Award ceremony. Award recipients are based on a selection criteria.

### **Loreto Sports Award**

Awarded to the male and female students who have displayed outstanding sporting ability and excellence in a variety of areas, sportsmanship and contribution to the sports life of Loreto Nedlands.

### **Lorraine Stacy Creativity Award** *(sponsored by Deacon Paul Stacy)*

Awarded to the student who has consistently displayed contribution to the wider school community in such areas as drama, dance and art at Loreto Nedlands.

### **The Mother John Excellence in Music Award**

Awarded to the student who has displayed outstanding ability and contribution to the music life of Loreto Nedlands.

### **The Anita Le Tessier Excellence in Speech** *(sponsored by Loreto Past Pupils)*

Awarded to the student who has displayed outstanding ability and contribution to public speaking at Loreto Nedlands.

### **Loreto Mathematics Award** *(sponsored by Prof Camile and Dr Tess Farah)*

Awarded to the student who has consistently displayed academic excellence and outstanding contribution to Mathematics at Loreto Nedlands.

### **The Sister Veronica Brady Excellence in Literature Award**

Awarded to the student who has consistently displayed excellence in all aspects of literature appreciation, and outstanding application in the areas of reading comprehension and creative writing.

### **Mary Ward Award**

Awarded to the student who has displayed outstanding service to the school community without seeking reward, evidenced through the Loreto values of Sincerity, Verity, Felicity, Freedom and Justice.

### **Dux Award**

Awarded to the student who has consistently displayed the highest academic achievement and outstanding contribution in the areas of English, Mathematics and Religious Education Learning Areas.



## MEDICAL

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

## ADMINISTRATION OF MEDICATION

### General Principles

- Where possible, student medication should be administered by the student and/or parent/guardian at home in times other than school hours.
- Some students have a need to access medication during school hours on a regular basis for medical conditions.
- Student self-administration of medication is preferable, if this is a viable option.
- Apart from the use of asthma puffers, no form of medication prescribed or otherwise, is to be self-administered without the direct supervision of school staff appointed by the Principal for that purpose.
- With the exception of Kindergarten and Pre-Primary students, asthma sufferers may keep puffers on their person. Puffers belonging to Early Years students must be lodged with the class teacher.
- Prescribed student medication is to be handed to the class teacher and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency. The medication will be kept in the school office and administered from the school office unless it is preferred that it remains in a secure location in the classroom. Parents are to advise Administration and the Classroom Teacher if this is the case.

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

### Procedure for Administering Prescribed Medication

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

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

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

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



## EMERGENCY ACTION PLANS

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

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

Emergency Action Plans will be revised and updated by parents yearly or as required – whichever is sooner.

**It is compulsory that all students with asthma and/or anaphylaxis must submit a Medical Action Plan including an up-to-date student photo. The Medical Action Plan is to be completed by the child's GP.**

### Roles and responsibilities of parents/guardians

Parents/guardians of students at risk of anaphylaxis should:

- Notify school of their child's allergies and provide appropriate medical information.
- Ensure that the school is notified of changes to the child's medical condition.
- Provide an ASCIA Action Plan for Anaphylaxis completed by the child's doctor or nurse practitioner.
- Provide an adrenaline autoinjector clearly labelled with child's name (if one is prescribed) to the school.
- Re-supply the adrenaline autoinjector once used or expired.
- Provide any other medication indicated on the child's ASCIA Action Plan and ensure that it is in date.
- Promptly replace the child's adrenaline autoinjector if used or out of date and provide an updated ASCIA Action Plan.
- Assist the school in the development of an individual Anaphylaxis Health Care Plan for their child.
- Educate the child about their allergies and how to minimise the risk of exposure (e.g. not sharing food if allergic to food, or taking precautions when outdoors if allergic to insects).

### ASCIA Action Plans for allergic reactions and anaphylaxis

ASCIA Action Plans include:

- Mild to moderate allergic reaction signs and symptoms.
- Actions to take when a person has a mild to moderate allergic reaction.
- Signs and symptoms of anaphylaxis.
- Actions to take when a person has anaphylaxis.
- Diagrams on how to give an adrenaline autoinjector.
- Actions to take after giving the adrenaline autoinjector.
- Emergency contact details of the parent/guardian (or other emergency contact).



ASCIA Action Plans should be:

- Prepared and signed by the person's doctor or nurse practitioner only. They should not be completed by a parent/guardian, school staff or early childhood education/care staff.
- Reviewed every 12-18 months when a new prescription for the adrenaline autoinjector is obtained or when the person's medical condition changes.
- Colour photocopies of the completed ASCIA Action Plan are required to ensure that a copy is:
- Stored with each adrenaline autoinjector, including when it is carried by the person at risk of anaphylaxis.

### **Can schools or parents complete an ASCIA Action Plan for Anaphylaxis or ASCIA Action Plan for Allergic Reactions for their students or children?**

No. ASCIA Action Plans have been developed as medical documents and must be completed, signed and dated by the patient's doctor or nurse practitioner. If copies are required then the original signed copy should be photocopied or scanned.

### **How often does an ASCIA Action Plan need to be updated?**

ASCIA Action Plans should be reviewed when patients are reassessed by their doctor or nurse practitioner, and each time they obtain a new adrenaline autoinjector prescription, which is approximately every 12 to 18 months. If there are no changes in diagnosis or management, the medical information on the ASCIA Action Plan may not need to be updated. However, if the patient is a child, the photo should be updated each time, so they can be easily identified.

*Please note: Current ASCIA Action Plans (<https://www.allergy.org.au/hp/ascia-plans-action-and-treatment#r1>) are the 2021 versions, however the 2020 and 2018 versions are still valid for use throughout 2021, or until the review date on the plan. ASCIA Plans do not expire, and therefore the plan is still valid beyond the date of review, which is a guide for patients to see their doctor.*

## **'ALLERGY' AWARE POLICIES**

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

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

- Peanut butter sandwiches
- Nut snacks
- Nutella
- Pesto
- Muesli bars, health bars and biscuits containing nuts.

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

*For further information visit the Australasian Society of Clinical Immunology and Allergy (ASCI) website: <https://allergy.org.au/>*



## TREATS, BIRTHDAY FOOD, CRUNCH AND SIP

In order to maximise the health and safety of all students Loreto Nedlands has a healthy eating policy. Parents are requested to not bring in birthday cakes or birthday treats for students to have during the school day. Many students have serious allergies which may be a risk if they are exposed to food not provided by their parents. The school respects the right of parents to provide food of their choice for their children. Should parents want to handout birthday treats it needs to be done at the end of the school day, after the bell, outside of the classroom. Teachers are also requested not to hand out food treats to students at any time.

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

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

## DOGS ON SCHOOL GROUNDS

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

Parent cooperation with this matter is appreciated.

## RECOMMENDED MINIMUM EXCLUSION FROM SCHOOL

<b>Chickenpox</b>	Incubation Period: 13 – 17 DAYS  Period of communicability: From 2 days before rash until all blisters have crusted. Exclusion Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion
<b>Cold Sores</b>	Exclude from school until the cold sores are dry. Cold sores should be covered with a dressing where possible.
<b>Conjunctivitis</b>	Exclude from school until discharge from eyes has ceased.
<b>Diarrhea</b>	Exclude from school until diarrhea has ceased for 24 hours.
<b>Hand, Foot and Mouth disease</b>	Exclude from school until vesicles have crusted/dry.
<b>Impetigo (School Sores)</b>	Exclude from school until after antibiotic treatment has commenced. Lesions on exposed services should be covered with a waterproof dressing. Young children unable to comply with good hygiene practice should be excluded until sores are dry.
<b>Measles</b>	Exclude from school for 4 days after the onset of the rash.
<b>Meningococcal Infection</b>	Exclude from school until after treatment completed.
<b>Mumps</b>	Exclude from school for 9 days after onset of symptoms.



<b>Ringworm, Scabies, Lice, Trachoma</b>	Exclude from school until person has received antifungae treatment for 24 hours. For head lice, exclude until hair is treated, lice removed. For scabies and trachoma, exclude until the person has received treatment.
<b>Rubella (German Measles)</b>	Exclude for 4 days after the onset of the rash.
<b>Streptococcal Infection including Scarlet Fever</b>	Exclude until person has received antibiotic treatment for 24 hours.
<b>Whooping Cough</b>	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing.
<b>Worms (Intestinal)</b>	Exclude until diarrhea has ceased.

## UNIFORM

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

Summer Uniform is worn in Term One and Term Four

Winter Uniform is worn in Term Two and Term Three.

The Sport uniform is worn on the class sport days.

Junior School have two sports days and wear:

Day One	Blue sports shirt
Day Two	House sports shirt

Senior students wear:

Day One	Blue sports shirt
Day Two	House sports shirt

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

### Uniform Shop

The School Collegewear Shop is located in 'St Omers' (opposite the Centenary Pavilion) and is open each Monday afternoon from 3.30pm to 4.30pm.

The School Collegewear Shop is run by our Uniform Shop Manager, Melina Dichiera, who will be happy to assist you. All items to be paid for at time of purchasing. Uniforms can be ordered online via Flexischools. [www.flexischools.com.au](http://www.flexischools.com.au)

### Hairstyles

Hairstyles must be kept neat, clean, natural and tidy. Students are not permitted to dye their hair. Extreme styles are not permitted, such as, but not limited to, mullets, shaved or partly shaved hair. Should a student choose to dye or cut their hair in an extreme way, they will not be permitted to attend any school formal occasion such as graduation and be requested to rectify immediately. All shoulder length or longer hair must be tied up with the appropriate coloured ribbons or scrunchies. Combs or clips, when worn must also be in the correct colours.



## Jewellery

Students may wear a simple cross and chain, and students with pierced ears are permitted to wear one pair of plain gold or silver studs or sleepers only. Watches may be worn, but the school takes no responsibility for their loss or damage. Garmin, Smart or Apple watches/trackers must be set on time only, and teachers can request to parents that Garmin or Apple watches are not worn if they become a distraction. No other jewellery may be worn. Coloured nail polish is not permitted.

## Lost Property

Parents are requested to clearly label all possessions and items of clothing belonging to their children. There is a lost property box next to the uniform shop. Property that has not been claimed after two weeks will be recycled through the uniform exchange or donated to charity.

## UNIFORM

Please purchase brand names indicated - other brands are not acceptable.  
These items are available from school.

Loreto Nedlands Back-Pack compulsory for Years One to Six  
Library Bag Years K-6 (Required, however, does not need to be purchased from the school)  
Homework Satchel for Years One and Two

## Boys Uniform

### Summer Uniform

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

### Winter Uniform

- Short or long winter pants 'Mycron' brand
- Shirt mid blue long-sleeved with crest
- Pullover royal blue
- Tie compulsory for Years Three to Six
- Socks grey ankle length
- Shoes black leather lace up
- Loreto Nedlands rain jackets
- School Blazer (Year Three to Six only)

### Sports Uniform

- Shorts navy blue 'Taslon' brand
- Loreto Nedlands sports shirt with embroidered gold crest
- Polo sports shirt in House colour
- Socks white with Loreto name
- Bathers navy blue racing style, or jammers (Compulsory for Years Four to Six)
- Rashies (Compulsory for Years One to Six)
- Loreto Nedlands Uniform tracksuit
- Loreto Nedlands Uniform sunhat
- Sandshoes plain white (ankle length NOT high cut)
- Sports Bag optional, available from Collegewear



## Girls Uniform

### Summer Uniform

- Dress light blue, yellow piping and crest
- Loreto Nedlands white ankle length socks
- Scrunchies light blue
- Uniform sunhat to be worn at all times when out-of doors
- Shoes black leather lace up or buckle, or, black Clark sandals
- Hair ribbons light blue

### Winter Uniform

- Tunic royal blue
- Shirt mid blue long-sleeved - no crest
- Cardigan royal blue
- Tie compulsory for Years Three to Six
- Loreto Nedlands socks black ankle length with blue band, or black tights
- Scrunchies royal blue
- Shoes black lace up or buckle
- Hair ribbons royal blue
- School Blazer (Year Three to Six only)
- Loreto Nedlands rain jackets

### Sports Uniform

- Skirt navy blue pleated sports skirt (Netball)
- Loreto sports shorts navy blue 'Taslon'
- Loreto sports shirt with embroidered gold crest
- Polo sports shirt in House colour
- Sandshoes plain white (ankle cut NOT high cut)
- Socks white with Loreto name
- Bathers navy blue/medallist design, 'Loreto' printed on front (Compulsory for Years Four to Six)
- Rashies (Compulsory for Years One to Six)
- Loreto Nedlands tracksuit
- Loreto Nedlands sunhat
- Sports Bag optional, available from Collegewear