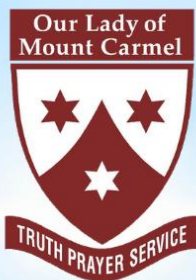


Our Learners Make



Connections to their



Faith



Education



Community

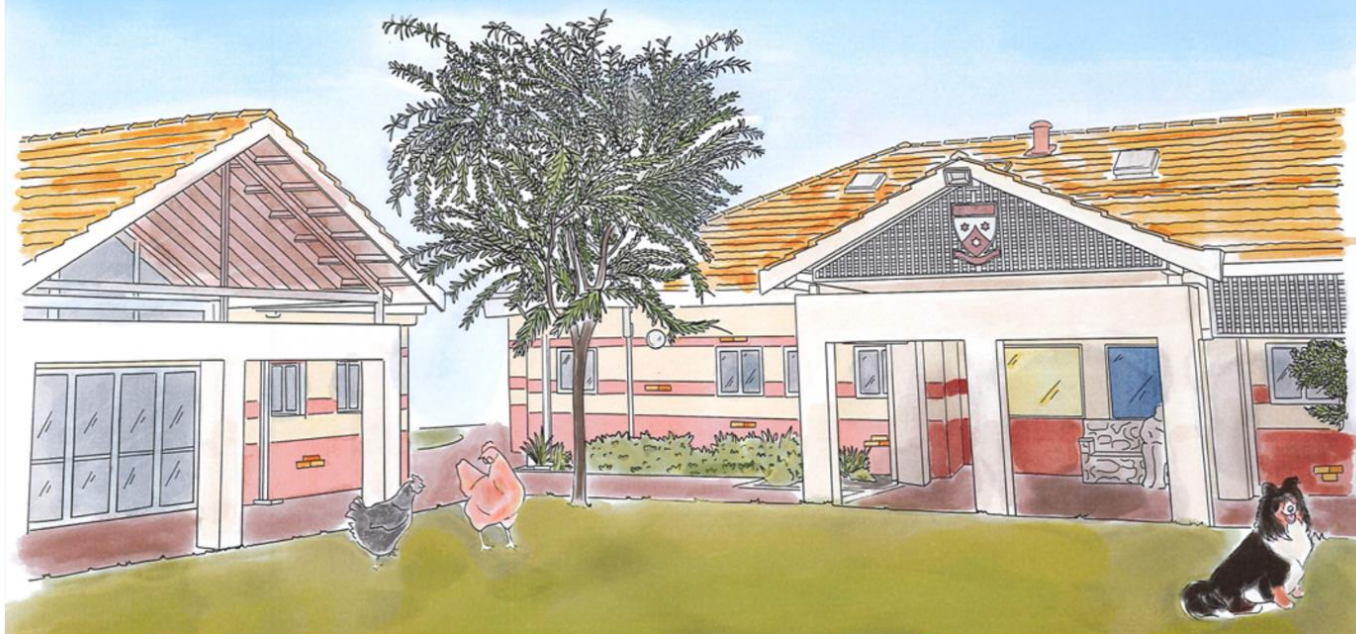


Future

Our Lady of Mount Carmel School *Parent Handbook*

2026

This document is updated on the website at various intervals. Please check the website for the latest information.



Our Past



Our Present



Our Future



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SCHOOL INFORMATION

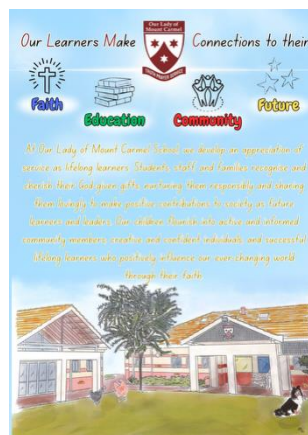
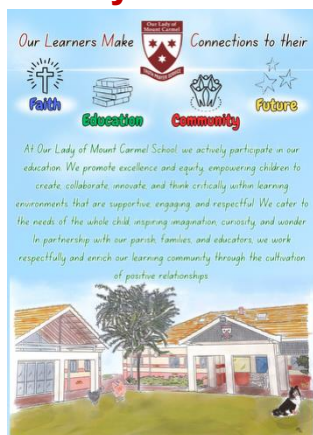
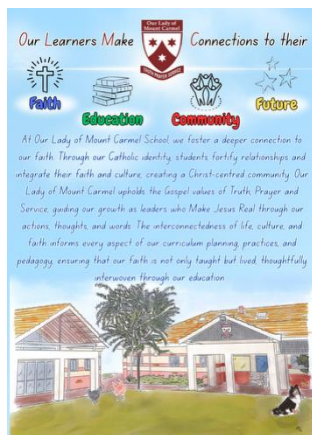
School Focus and Mantra

Our Lady of Mount Carmel School Vision for Learning



The idea of 'Our Learners Make Connections' needs to permeate all that you do within the school and your curriculum. Make connections explicit for the children and families. Use the mantra and the word connection/s regularly in your communications.

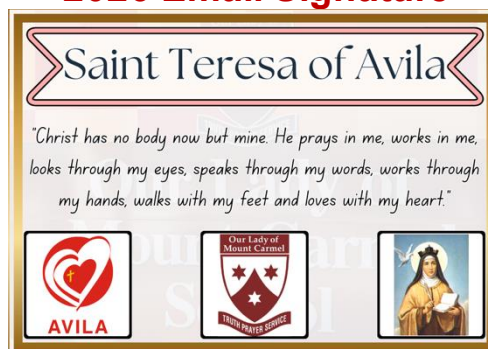
Our Lady of Mount Carmel School Pillars



2026 School Mantra



2026 Email Signature



Contact Details

Our Lady of Mount Carmel School, Hilton
82 Collick Street
HILTON WA 6163

Telephone (08) 9269 2000

Email admin@olmchilt.wa.edu.au

Website www.olmchilt.wa.edu.au

School Logo



The Carmelites follow in the footsteps of the prophets Elijah and Elisha and the many holy men who lived and prayed on Mount Carmel in Israel. From the beginning, the men of Mount Carmel had a special devotion to Mary, the mother of Jesus. Over time, the Carmelites travelled to other countries to preach and care for those in need. In 1881 they arrived in Australia and in 1956 to Hilton Western Australia. Our school crest is the Carmelite crest, which has been used for centuries. The symbols on the crest are Mount Carmel and three stars. The largest of the three stars represents Mary and the other two, the prophets Elijah and Elisha. Throughout their lives, Mary and the prophets Elijah and Elisha were faithful to God in truth, prayer and service. Their faith was fulfilled in Jesus.

The values of truth, prayer and service are important to the community of Our Lady of Mount Carmel School. As a community of believers, we celebrate our faith through prayer. By bearing witness to the truth of God's love for each one of us, we promote self-worth and an appreciation and acceptance of others. We give service to others by sharing our gifts and talents to create a just, respectful and supportive Christian community.

Truth – 'I am the way, the truth and the life'. (John 14:6)

Jesus came to show us the way to the Father and to reveal the truth of God's love for us.

Prayer – 'Mary said, 'My heart praises the Lord; my soul is glad because of God my Saviour, for he has remembered me, his lowly servant!' (Luke 1:45-48)

Mary was the first disciple, and her life was a faithful example of service and prayer.

Service – 'Lord God Almighty, I have always served you – you alone'. (1 Kings 19:14)

Elijah and Elisha called on the people to serve the one true God.

School Prayer



Dear Lord,
Through Mary Our Lady
of Mount Carmel,
may we come to know
the truth of your love.
Help us to lift our hearts
and voices in prayer,
and give service to all
those in need.



History

Our school was opened on the 7th March 1954, by the Sisters of St Joseph of the Apparition and was known as 'Our Lady of Assumption Catholic Primary School'. This was a time of amazing drive, determination and commitment by the whole community as parents and parishioners worked closely together to design, raise money and build a wonderful school. What the community may have lacked in resources at this time, they certainly made up for in spirit, goodwill and generosity.

When the Carmelite Fathers arrived in Hilton in 1956, the school's name was changed to 'Our Lady of Mount Carmel Primary School.' OLMC was staffed by the Sisters of Nazareth from 1963 until 1992, when the first lay Principal, Mrs Margaret Sweetman was appointed.

After the withdrawal of the Sisters of Nazareth from the school and from Foley Village, (the aged care facility next door) OLMC was entirely staffed by lay teachers. The Carmelite Fathers however, continued to live next door at the Priors and a close and fruitful relationship between the parish and school was carefully nurtured – a relationship that has continued through the years to the present day.

From 1994 to 2000, the school embarked on a building programme to enlarge and modernise the facilities and grounds. This resulted in a new library, a modern Administration block and the creation of a Kindergarten classroom. The undercover area was also renovated, and the playgrounds upgraded. Additional work included the addition of pergola areas behind classrooms, the completion of a new sports shed, upgrading of the lower oval and the development of an all-purpose playing court area.



Houses

There are four Houses here at Our Lady of Mount Carmel School.

Marian




MARIAN

In the Catholic Church, Marian feast days celebrate key events in the life of Mary, Mother of Jesus, with major Solemnities like January 1 (Mother of God), March 25 (Annunciation), August 15 (Assumption), and December 8 (Immaculate Conception).

Saint Facts

- Our school was opened on the 7th March 1954, by the Sisters of St Joseph of the Apparition and was first known as 'Our Lady of Assumption Catholic Primary School'.
- The dedication of our school to Our Lady continued when it was renamed 'Our Lady of Mount Carmel School'.
- The name 'Mary' (Our Lady) has links to the Hebrew word 'Miryam' (English translation: Marian).
- Mary allowed herself to be guided by the Holy Spirit: she was filled with the Holy Spirit.
- Mary was chosen by God to do His will 'Thy will be done'.
- Jesus gave us his mother, Mary, to be our mother too.

Avila




AVILA

The Catholic Church celebrates the feast day of Saint Teresa of Avila (or Teresa of Jesus) every year on October 15, honoring the Spanish mystic, reformer, and Doctor of the Church who founded the Discalced Carmelites.

Saint Facts

- Saint Teresa was born in Avila, Spain, March 28, 1515. She died on October 4, 1582.
- From a young age she showed a great love of God. Her mum died when she was young and her dad was quite strict on her.
- In 1535, she entered the Carmelite Monastery at Avila to become a Nun.
- Teresa was intelligent, friendly, humorous and loved helping others.
- After entering the convent, she had many years of being unwell and during this time she developed a love of quiet prayer and writing about how to be close to Jesus.
- In 1970, she was declared a Doctor of the Church by the Pope for her writing and teaching on prayer. She is one of two women to be honoured in this way.
- St. Teresa of Avila famously stated "It is love alone that gives worth to all things."

Larmenier




LARMENIER

Although it's a Congregational Feast, not universally on the main Catholic calendar, the Sisters of Nazareth celebrate the Feast Day of their Foundress Victoire Larmenier on June 16, celebrating her life and the legacy she left.

Saint Facts

- Victoire Larmenier founded the Sisters of Nazareth. Also known as Mother St Basil, she was born on July 21, 1827 in France and died on June 16, 1878.
- Our Lady of Mount Carmel School was staffed by the Sisters of Nazareth from 1963 - 1992.
- The Sisters of Nazareth are founded on the core values of love, compassion, patience, respect, justice and hospitality.
- The Sisters of Nazareth try to present the love of Christ to all, especially the poor, through care and education.
- They value and respect the dignity of each human being, based on the words of Christ: "You did it to me." Matthew 25:40.
- Nazareth Day is held on 21st July (Victoire's birthday).

Carmel




CARMEL

In the Catholic Church, Carmel Day, also known as the Feast of Our Lady of Mount Carmel, is celebrated on July 16, honoring Mary as the patroness of the Carmelite Order and marking the significance of the Brown Scapular devotion.

Saint Facts

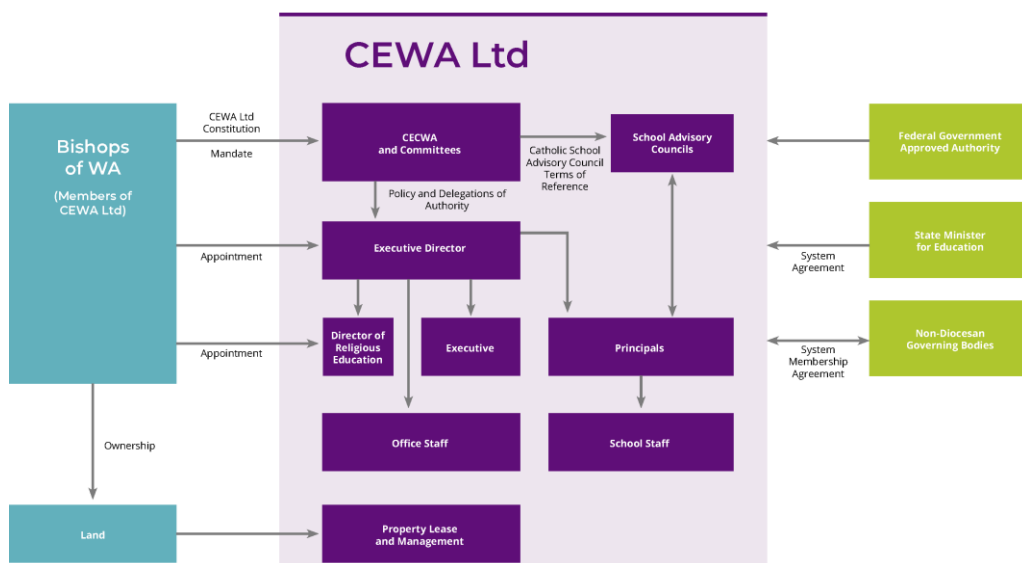
- This house's origins lie with the Carmelite link to our school.
- Mount Carmel is located in Palestine. Hundreds of years before Jesus was born, it was already a place dedicated to God by the Prophet Elijah.
- Carmel comes from the word 'Karmel' meaning 'garden'.
- In the year 1251, the Carmelite prior-general, Simon Stock, had a vision of Mary on Mount Carmel. Mary presented him with the brown Scapular and promised to look after all those who wore it.
- The Carmelite cross shows a mountain and three Stars. The two stars at the top are symbols of Elijah and Elisha. Elijah was a prophet and Elisha was sent by God to look after Elijah. The single star at the bottom is for Mary, Our Lady of Mount Carmel.
- The Carmelite Charism - or graces - is based on Prayer, Community and Service.

House Logos



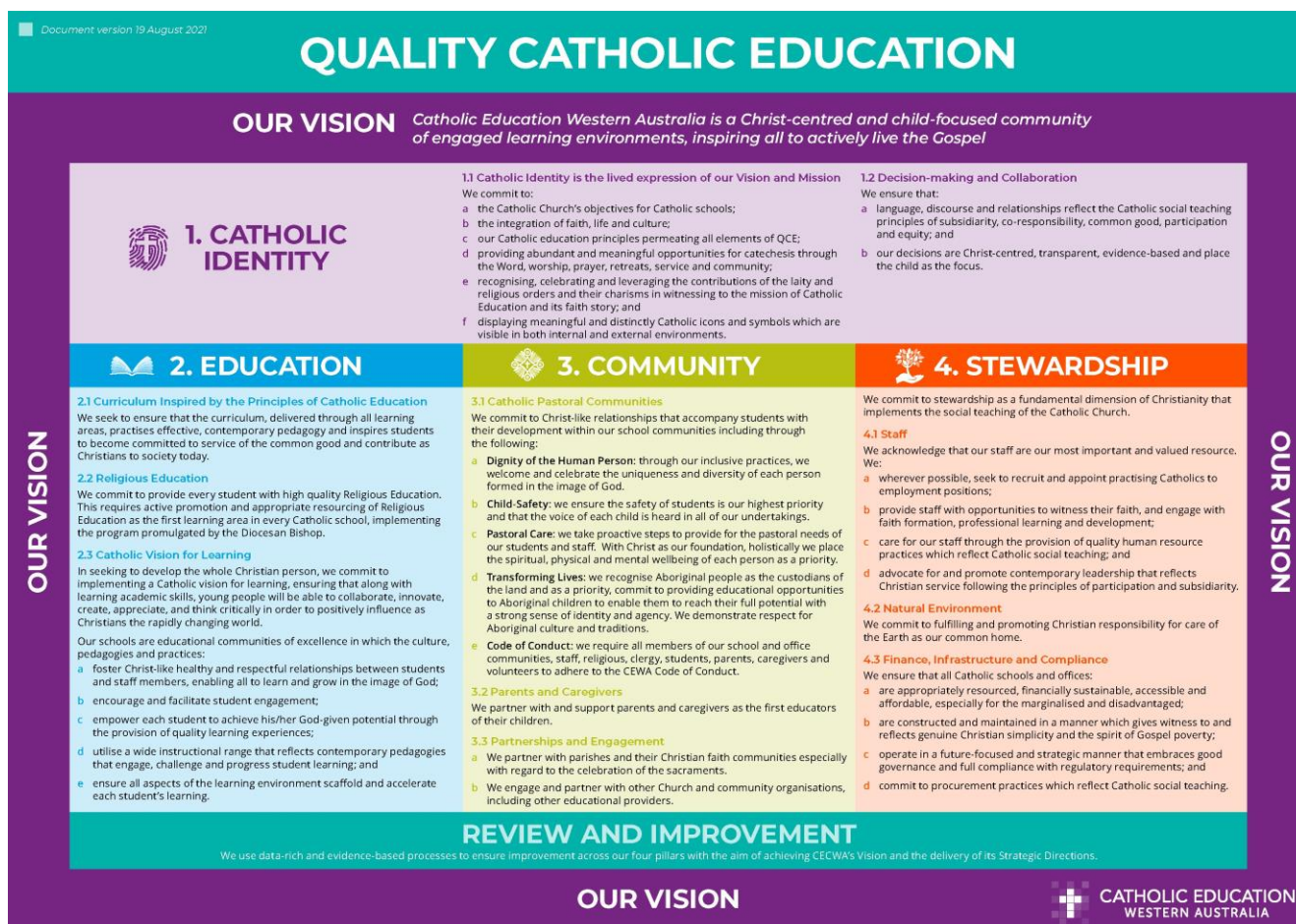
Catholic Education Western Australia Limited

The school is part of Catholic Education Western Australia Limited (CEWA Ltd). The governance structure for CEWA Ltd can be viewed in the diagram below.



Quality Catholic Education

The Quality Catholic Education (QCE) Framework provides guidance to all that takes place within Catholic schools in Western Australia. QCE is the basis for the Strategic Plan, School Improvement Plan and many other systemic and school level documents.



School Improvement Plan 2026

Catholic Identity

SI 1.1 - Foster a whole-school community culture of faith formation, grounded in the heritage of Our Lady of Mount Carmel School, through intentional and meaningful formation practices.

SI 1.2 - Implement purposeful professional learning that empowers all staff to confidently advance the vision and mission of Catholic education in their daily work.

SI 1.3 - Create Christ-centred and child-focused learning environments that are engaging and inspire our learners to actively live the Gospel.

Education

SI 2.1 - Strengthen and extend the consistent use of high-impact planning, teaching, and learning practices across all areas of Our Lady of Mount Carmel School, beginning with our first learning area Religious Education.

SI 2.2 - Embed the School's Vision for Learning throughout our school community to ensure high-quality practice that enables students and staff to thrive in their faith development, learning growth, and wellbeing.

SI 2.3 - Review the school's Mathematics learning opportunities, both curricular and extracurricular, to ensure they effectively support student engagement, growth, and excellence.

SI 2.4 - To strengthen literacy and numeracy outcomes through evidence-based teaching, early diagnostic assessment, and targeted small-group intervention, ensuring every student at OLMC makes at least one year's growth for one year of learning, considering CEWA Elevating Pedagogical Practice.

Community

SI 3.1 - Consolidate and broaden wellbeing, safety, and resilience services for students, staff, and parents.

SI 3.2 - Continue to explore and develop a range of differentiated professional and personal learning models that enable staff to grow and cultivate an appreciation of service as lifelong learners.

SI 3.3 - Foster impactful partnerships that highlight the value and contribution of Catholic education within our community, focusing on First Nations Education by strengthening relationships with our local First Nations community.

Stewardship

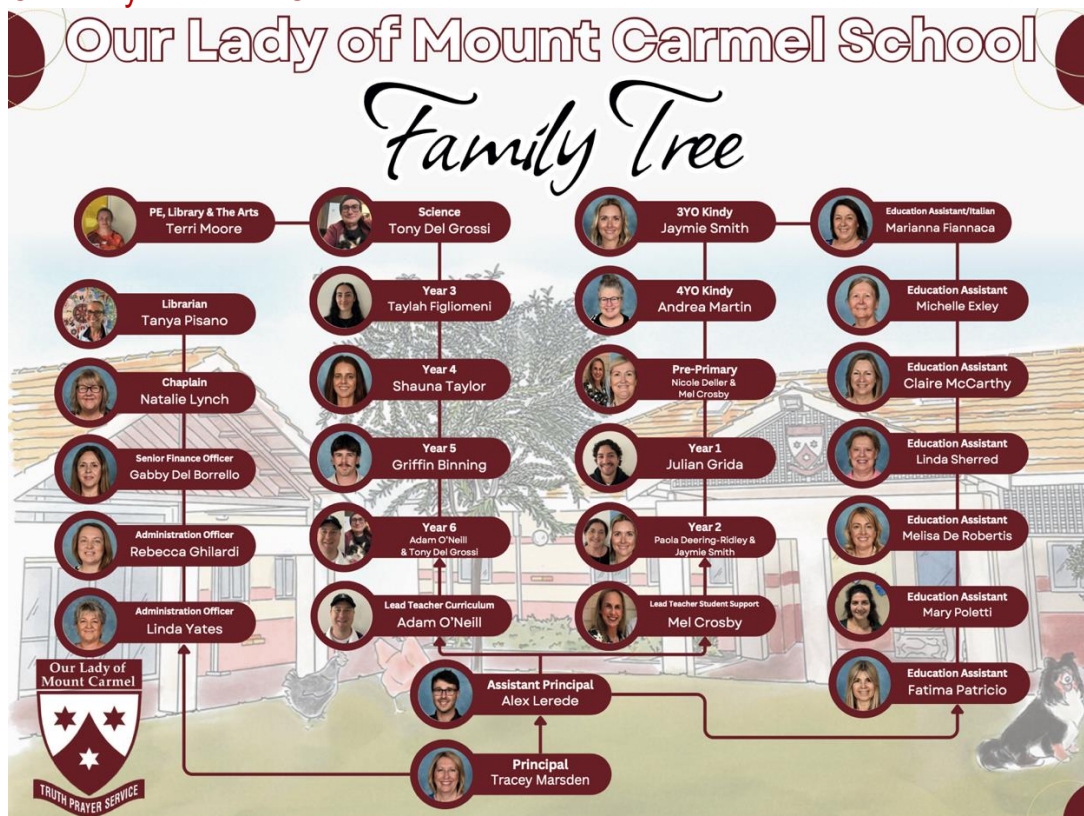
SI 4.1 - Continue to develop modern and enriching facilities and financial resource allocation to support student learning. Focusing on the refurbishment of the early years' surroundings, including new playground, and increasing sustainability practices.

SI 4.2 - Design and implement a strategic marketing plan that strengthens our school's profile and supports sustained enrolment growth.

SI 4.3 - Enhance sustainable practices across all areas of the school, guided by Laudato Si', to support long-term environmental responsibility and promote a culture of whole-school community stewardship.



Our Lady of Mount Carmel School Staff



School Advisory Council

The role of the School Advisory Council is to help the school fulfil its educational responsibilities in accordance with the guidelines and policies set out by the Catholic Education Commission of Western Australia.

The School Advisory Council meets at least once per term. The Annual Community Meeting is held in November of each year. A report by the Council Chairperson is given, the provisional budget for the ensuing year is presented and new Council members are elected.

2026 School Advisory Council Members

Chairperson	Rachel Hargate
Deputy Chair	Carmel Ozanne
Treasurer	Kylee Tassone
Treasurer	Deanna Protic
Secretary	Chelsea Curtis
Ex-Officio	Fr Michael Separovich
Ex-Officio	Tracey Marsden
Observer	Alex Lerede

Parents and Friends Association

The Association consists primarily of all parents and guardians of pupils enrolled at Our Lady of Mount Carmel School, Hilton. It forms an integral part of the life of the school. An executive committee manages the business affairs of the association. It includes the President, Vice President, a Secretary and a Treasurer.

At the Annual General Meeting, which is held in conjunction with the School Annual Community Meeting.

Staff members are encouraged to attend P&F Association events and functions, as this promotes community spirit. The P&F Association supports us in many ways and, as we are part of the community, we should support them.

ADMINISTRATION MATTERS

School Hours

Office Hours

Monday to Friday 8:15am to 3:30pm

Standard Supervision Hours (Pre-Primary to Year Six)

Monday to Friday 8:15am to 3:20pm

Three-Year-Old Kindergarten

Thursday
Doors Open 8:30am
Session Commences 9:00am
Session Concludes 2:45pm
Supervision Ends 3:00pm

Four-Year-Old Kindergarten

Monday to Wednesday
Doors Open 8:30am
Classes Commence 8:45am
Classes Conclude 2:45pm
Supervision Ends 3:00pm

Pre-Primary to Year Six

Monday to Friday
Doors Open 8:30am
Classes Commence 8:40am
Recess 10:40am
Classes Continue 11:00am
Lunch (Eating) 1:00pm
Classes Continue 1:40pm
Pack Up 2:50pm
Ready for Collection 3:00pm

Term Dates 2026

Semester One

Term One

Students: Monday 2nd February to Thursday 2nd April

Term Two

Students: Tuesday 21st April to Friday 3rd July

Semester Two

Term Three

Students: Monday 20th July to Wednesday 23rd September

Term Four

Students: Monday 12th October to Friday 11th December

2026 Pupil Free and Professional Development Dates

Catholic Primary schools are required to allocate several Pupil Free Days throughout the year. Four of these days are set aside for professional development opportunities and one is given in recognition of the extra time Catholic teachers give to sacramental programs, community Masses and extracurricular responsibilities.

Term One Friday 27th February

Term Two Monday 20th April /Tuesday 2nd June

Term Three Thursday 24th September

Friday 25th September

Student Absences

- Attendance is recorded at 8:40am and 1:40pm daily
- Absences are to be recorded by the teacher in charge of the class – this could be the classroom teacher or a specialist teacher.
- Parents and caregivers are expected to notify the school before 9.00am on the day of the absence and email or send a written confirmation when their child returns to school.
- Unexplained absences are regularly followed up via email.
- Children who arrive after the second bell at 8.40am are required to register via Seqta Kiosk in the Office and a slip will be printed and given to the teacher. A member of staff will accompany the child to class if the child is of certain age or requests.
- Should a student come late to class without a notification slip they must be sent to the office to register in.
- No child may leave the school grounds on their own during school hours.
- Where a student is being taken out of class for a particular reason e.g., a specialist appointment, a parent/guardian must register the student on the Seqta Kiosk in the office a slip will be printed and given to the teacher. Staff should be notified ahead of time when parents or caregivers intend to take students out of the school within school hours.
- The full Attendance Procedure are available on the website.

Non-Attendance Process

When a student's attendance falls below 90% or is identified as a concern, the classroom teacher contacts parents/guardians to investigate the reasons for the student's absence and/or help develop and implement strategies for improved attendance. If attendance does not improve to a point where it is no longer a concern, a formal meeting with the parents will be requested by the Principal or Delegate.

Throughout the process, CEWA School Attendance Resource Document is utilised.

Consultation Phase: (Tier Two as per CEWA Resource)

During the consultation phase, the Principal/Assistant Principal/Classroom Teacher/s should meet with the student and parent(s) to investigate the reasons for absences;

Consult with appropriate staff in the education;

Identify issues concerning the absences; and

Develop attendance improvement strategies. Notes of these meetings are to be saved on Seqta.

Should attendance not improve, the next steps are:

Consult with appropriate staff in the education regional office (which may include the school psychologist) or from the network for advice and assistance in appropriate strategies for attendance improvement; and Work collaboratively with the student's family and other agencies to restore regular attendance.

The Principal/Leadership Team member documents all intervention strategies used to address a student's absence, so that, should it become necessary to proceed further, it can be clearly established that all reasonably practicable steps to restore attendance have been taken.

When it is determined that school-devised strategies and supports undertaken in the Consultation Phase (Tier Two) have been exhausted and not resulted in any improvement to attendance, move to the Tier Three Resources as per CEWA School Attendance Resource Document.

Assemblies

- Assemblies are held on Friday morning, during the even weeks of term, commencing at 8:50am – subject to changes in the school calendar
- The Community Calendar indicates which class is responsible for organising the assembly on any fortnight.
- Merit Awards are presented to students at assembly each fortnight – Parents notified prior to the event.

Canteen

- The School canteen will be open every Wednesday AM for light snacks.

Café Lunch

- Café Lunch is run by an external provider, Sasida Café, with food delivered to the school. It runs on a Monday, Wednesday and Friday.
- Staff, and all students from Kindergarten to Year Six can order from the Canteen.
- Orders are to be placed online via [My School Connect](#).

Communication with Families

- Effective communication is important to an effective community.
- Telephone conversations and Seesaw is the preferred method of communicating with families.
- A Parent and Caregiver Information Evening will occur at the commencement of each year.
- Term overviews provide families with a clear understanding of what is occurring.
- Regular communication with families and teachers is an expectation.
- Should you wish to meet with a member of staff, please contact them to arrange a suitable time.

Complaints Handling Procedure

There is a school-based complaints handling procedure that is to be followed. This is available on our website.

Lost Property

- Lost property is located next to our Mother Mary statue.

Maintenance

- Should you notice items requiring attention, please report these to the School Office.

Photographs

- Photographs and videos are covered as part of the Privacy Policy from Catholic Education Western Australia Limited.
- OPT OUT of photographs used on social media platforms is an option. Please contact Administration for further details
- School photographs are taken once a year by a contracted photography company.

Pastoral Support

- Our school has access to both a Chaplain, Educational Psychologist, Behaviour Specialist and Parish Priest.
- To access these services, please contact your child's teacher.
- All referrals are made to your child's teacher and then approved by the principal.

Uniform

- All uniform orders are to be placed online via Quickcliq.

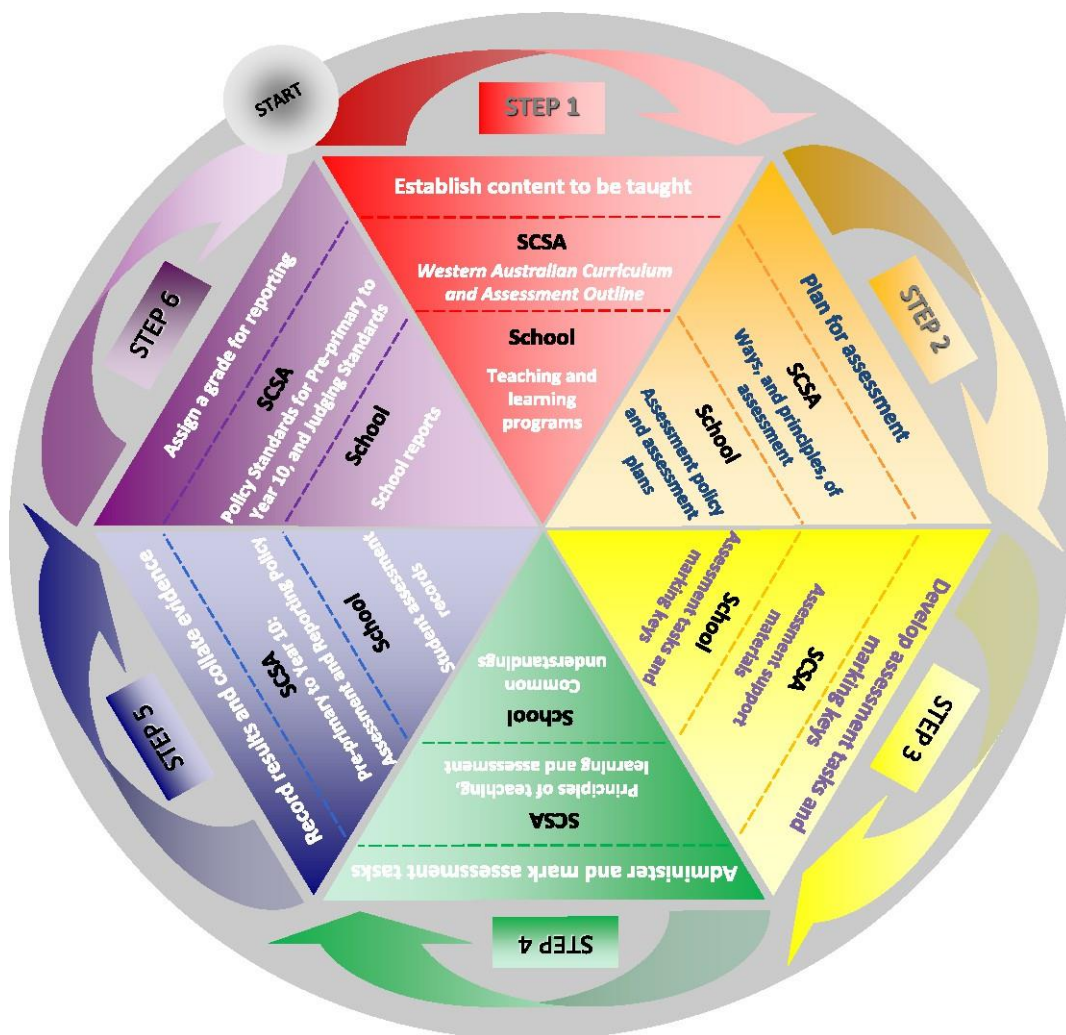
Four-Year-Old Kindergarten	Pre-Primary to Year Three
 Four-Year-Old Kindergarten - OLMC Kindergarten T-Shirt - OLMC Microfibre Shorts - OLMC Tracksuit Jacket - OLMC Trackpants - OLMC School Socks - OLMC Faction Hat - OLMC Library Bag - Sport Shoes Optional Items - OLMC School Backpack (compulsory from Pre-Primary)	 Pre-Primary to Year Three - OLMC Sky Blue Polo (worn three times a week – with days advised at the start of the year) - OLMC Faction Polo (worn twice a week – with days advised at the start of the year) - OLMC Microfibre Shorts - OLMC Tracksuit Jacket - OLMC Trackpants - OLMC School Socks - OLMC Faction Hat - OLMC School Backpack - OLMC Library Bag - Sport Shoes Optional Items - OLMC Excursion Bag
Year Four to Year Six – Summer Girls	Year Four to Year Six – Summer Boys
 Year Four to Year Six Summer Girls - OLMC Blue and White Checked Summer Dress with Embroidered Crest or - OLMC Unisex Shirt with Embroidered Crest with Unisex Grey Shorts (Unisex Shirt is required to be tucked into shorts.) - OLMC Tracksuit Jacket - OLMC School Socks - OLMC Faction Hat - OLMC School Backpack - OLMC Library Bag - Black School Shoes or Brown Sandals Optional Items - OLMC Excursion Bag	 Year Four to Year Six Summer Boys - OLMC Unisex Shirt with Embroidered Crest (Unisex Shirt is required to be tucked into shorts.) - OLMC Unisex Grey Shorts - OLMC Tracksuit Jacket - OLMC School Socks - OLMC Faction Hat - OLMC School Backpack - OLMC Library Bag - Black School Shoes Optional Items - OLMC Excursion Bag
Year Four to Year Six – Winter Girls	Year Four to Year Six – Winter Boys
 Year Four to Year Six Winter Girls - OLMC Tartan Tunic with Embroidered Crest and Unisex Shirt with Embroidered Crest or - OLMC Unisex Shirt with Embroidered Crest with Unisex Grey Trousers or Unisex Grey Shorts (Unisex Shirt is required to be tucked into shorts/pants.) - OLMC Tracksuit Jacket - OLMC School Socks - OLMC Faction Hat - OLMC School Backpack - OLMC Library Bag - Black School Shoes Optional Items - OLMC Excursion Bag	 Year Four to Year Six Winter Boys - OLMC Unisex Shirt with Embroidered Crest - OLMC Unisex Grey Trousers or Unisex Grey Shorts (Unisex Shirt is required to be tucked into shorts/pants.) - OLMC Tracksuit Jacket - OLMC School Socks - OLMC Faction Hat - OLMC School Backpack - OLMC Library Bag - Black School Shoes Optional Items - OLMC Excursion Bag
Year Four to Year Six – Sports Uniform	
The Sport Uniform is worn two days per week as advised at the commencement of each school year.  Year Four to Year Six Sports Uniform - OLMC Faction Polo - OLMC Microfibre Shorts or Trackpants - OLMC Tracksuit Jacket - OLMC School Socks - OLMC Faction Hat - Sport Shoes Year Six students can wear their Graduation Polo Shirt in replacement of their Faction Polo. Day to be advised.	

Visitors

- The school has limited access entry points to the school to maintain supervision of visitors.
- All visitors must enter the school via Administration and sign in on the Passtab iPad.
- Whilst on the school grounds a visitor badge must be worn to show they have been registered.
- Parents, who are on school grounds between 8:45am and 2:45pm are expected to sign in at the Front Office.
- Staff who see someone on-site without a visitor badge are to confirm that the person is allowed on school premises by sighting the visitor badge, or redirecting them to the School Office.

CURRICULUM MATTERS

Teaching, Learning and Assessment Wheel



Excursions

The students will be involved in excursions throughout the year, as they are used to enhance the classroom program. Parents will be notified of the details of excursions via Seesaw. As excursions are part of Our Lady of Mount Carmel School's educational program, permission slips are not required. If you have any questions about the excursion planned for your child, please contact your class teacher.

Handwriting Font

The font in use at the school for curriculum related purposes and for the teaching of handwriting is NSW Foundation Font.

Homework

- As a whole school we have agreed that all students from Pre-Primary – Year Six will take home regular homework.
- It is the teacher's responsibility to set and mark the homework each week; record who has completed their homework and follow up those students who do not complete their homework.
- Homework should be 'value adding' to your class program with a differentiation as required.
- It should be able to be done by the students.

- Spelling should form part of the daily teaching and learning program and as such, spelling should not be “taught” at home.

- Homework will not be given out Week 1, 5 (wellness week) or 10.

Pre-Primary to Year 2 Expectations

- **Mathematics** – (2 minutes) Students complete skip counting activity.
- **Reading** – (5 minutes) PLD Readers sent home.

Year 3 and 4 Expectations

- **Mathematics** – (2 minutes) Students complete their daily Times Tables activity.
- **Reading** – (10 minutes) Students are expected to be reading a novel in class and at home independently.
- Any Seesaw Activities that are incomplete at school should be finished as additional homework. This can include extension tasks.

Year 5 and 6 Expectations

- **Mathematics** – (2 minutes) Students complete their daily Times Tables activity.
- **Mathematics** – A Mathematics revision task will be given for students to complete in their own time throughout the week.
- **Reading** – (15-20 minutes) Students are expected to be reading a novel in class and at home independently. **All students will also need a novel to keep in their trays at school to read each day.**
- Any Seesaw Activities that are incomplete at school should be finished as additional homework. This can include extension tasks.

Instrumental Music Program

- Currently this is outsourced to two companies.
- For more information, please contact the School Office.
- The instrumental program is seen as value adding to the curriculum we can offer here at our school.

Library

- Library book swaps take place each Wednesday.
- Each student requires a library bag, which are available for purchase from the Uniform Shop.

Masses and Liturgies

- As a Catholic School, Masses form part of our Curriculum.
- Parish Masses are celebrated each Tuesday, Wednesday and Friday at 9.00am in the Church.
- Whole School Masses will be celebrated in the Church.

Prayer

- Prayer is an integral part of the life of a Catholic School.
- We participate in Class Prayer, Staff Prayer, Whole School Prayer.
- Students are taught formal prayers as part of the Religious Education Program, and they are invited to participate in a wide variety of other prayer experiences throughout their school life at the School.
- Music, symbols, poems, dance, silence, art, photographs, reflections and formal prayers will all be used to lead staff, students and parents into prayer at various times throughout the year.

Religious Education

- Religious Education is at the heart of all our learning.
- The school's Religious Education Program follows the Units of Work mandated for all Catholic Schools by the Bishops of Western Australia.



R.E UNITS OF WORK FLOW AT OLMC

TERM ONE PP-6

RECONCILIATION

LENT/EASTER

TERM TWO PP-5

BAPTISM

EUCARIST



TERM THREE PP-5

CHURCH

CONFIRMATION

TERM FOUR PP-5

PRAYER

ADVENT/CHRISTMAS

YEAR 6

TERM TWO

VOCATION

EUCARIST

TERM THREE

CONFIRMATION

PRAYER

TERM FOUR

GROWING AS
GOD WANTS

ADVENT
CHRISTMAS

Reports

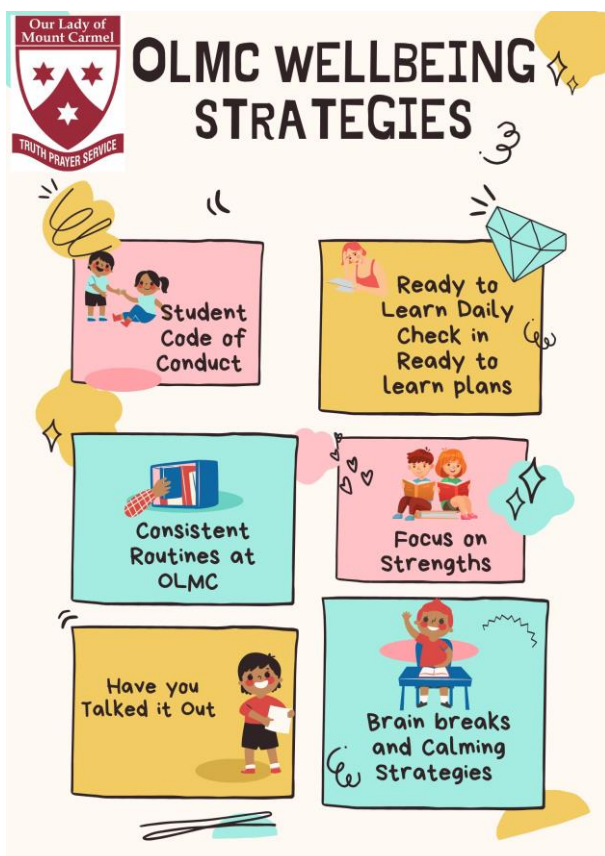
- Reports are issued to children in Pre-Primary to Year Six in the middle of the year and at the end of the year.
- The Mid-Year Report and End of Year Report are available via Seqta Engage.
- The school follows the School Curriculum and Standards Authority – Pre-Primary to Year 10: Teaching, Assessing and Reporting Policy.
- Students in Kindergarten have a Kindergarten Development Profile issued at the end of the year.

Sacramental Program

- Year Three – Sacrament of Reconciliation
- Year Four – Sacrament of Eucharist
- Year Six – Sacrament of Confirmation
- Students are prepared for this Parish based program as part of their class program each year.
- The Parish and the School work closely together.

Wellbeing

At Our Lady of Mount Carmel School, we have a range of Wellbeing Strategies that are incorporated into our classrooms. It is expected that all staff will make use of these within their classrooms and planning.



HEALTH AND SAFETY

Accidents

- All accidents are to be reported to a member of the Leadership Team or Office Staff – this should be done immediately after the injury, but no later than 24 hours.
- If First Aid is administered to any adult or child it is to be recorded on Passtab.
- Any injury to the head requires immediate contact to parent/caregiver or emergency contact by Office Staff.
- Any significant injury requires contact to parent/caregiver.

Bicycles

Students who ride to school must wear a helmet and have a chain to lock and secure their bicycle to the bicycle rack. Students riding bikes and scooters to school must walk these in the school grounds to avoid accidents.

Child Safe Framework (including Mandatory Reporting and Child Welfare Concerns)

All children have the right to a good education. Catholic Education Western Australia (CEWA) schools and early years learning, and care centres are Christ-centred, and child-focused learning communities that support each child to develop to their full God-given potential. Key to this is ensuring the learning environment is engaging, safe and supportive.

The Child Safe Framework has been designed to support schools in maintaining such an environment. The framework outlines the policies, practices and behaviours found in our school that underpin a culture prioritising the best interests of children and young people.

All members of our Catholic school community share the responsibility for this healthy culture. Working together, we can ensure all children and young people flourish in a safe, healthy environment.

The framework is based upon the following key concepts:

1. Situational Prevention

Evaluating various elements within our school – including physical and online environments, staffing, governance, behaviours, and culture with an aim to eliminate or mitigate situations that present risk for children and young people.

2. Extended Guardianship

When our leaders, staff and wider school community share a collective responsibility to actively support an environment that is engaging, supportive and safe. At a basic level this involves talking about behaviours that do not contribute to engaging supportive and safe environments.

3. Healthy and Respectful Relationships

Pope Francis says in AMORIS LAETITIA, as an essential requirement of love, “every human being is bound to live agreeably with those around him”.

Modelling healthy and respectful relationships creates an engaging, safe and supportive environment. It also equips children and young people with the understanding of how they should be treated.

Overview of Framework



Code of Conduct

- The Code of Conduct describes minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.
- Any breaches or suspected breaches of the Code of Conduct must be reported to the Principal.

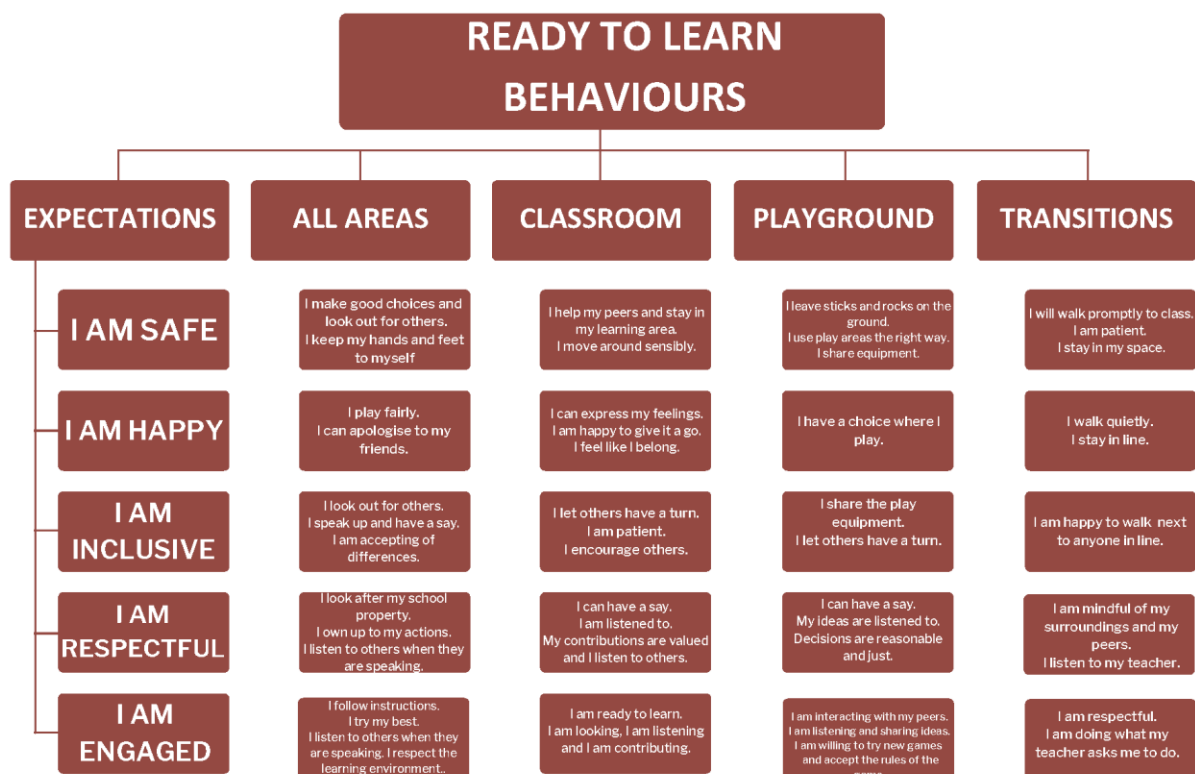
Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and wellbeing of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

OUR LADY OF MOUNT CARMEL SCHOOL STUDENT CODE OF CONDUCT



OUR LADY OF MOUNT CARMEL SCHOOL STUDENT CODE OF CONDUCT





Communicable Disease

- All community members are responsible for following the Western Australia Department of Health Communicable Diseases Guidelines.
- The guidelines can be found at https://ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines.
- Any suspected communicable disease outlined in the Western Australia Department of Health Communicable Diseases Guidelines must be reported to the Principal.

Hats

- All students and staff are to wear a school hat while outdoors all year round.
- There is an expectation of No Hat, No Outdoor Play.
- Teachers are responsible for notifying parents and caregivers when children do not have a hat.
- Hats are not allowed to be shared.

Incident Management Plan – Evacuation, Shelter-in-Place and Lockdown Procedure

Schools are obliged to plan for the safety of those attending their sites. As a consequence of this legal obligation, schools have a duty of care to ensure that all school related activities are conducted safely. In the emergency management context, the duty of care requires that pre-planning be undertaken for emergencies that might affect schools from time to time. Principals are responsible for managing on-site and off-site school related emergencies and critical incidents.

The purpose of the Incident Management Plan (IMP) is to provide details on how the school prepares, responds and recovers from emergency events. It outlines drills and procedures to support the immediate safety of all school personnel.

This document is used as a reference and instructional tool to support set up, training, testing, simulations and emergencies.

The IMP is applicable to all staff, students, volunteers and contractors working on or around the school grounds. It is applicable not only during school hours but covers after hours and off-site school coordinated activities. It is to be read and understood by all new appointments to the school and reviewed, in full, at least annually by all existing staff. Key appointments within the plan should review their Duty Cards twice per year.

Leaving School

- No student is permitted to leave the school grounds during school hours unless accompanied by a staff member, parent or guardian.
- Any parents wishing to remove their child from school grounds need to first report to the office and sign their child out.
- Permission needs to be sought from the Principal if a child is to leave the school regularly, inside of school hours (e.g., Speech Therapy).

Medical Plans, Medication and First Aid Procedures

Medical Plans

- Parents and caregivers are required to complete the appropriate Health Care Plan below for students presenting with a health issue, including, but not limited to:
 - Diabetes Management Plan and Action Plans from Diabetes WA
 - Anaphylaxis action plans from the Australian Society of Clinical Immunology and Allergy
 - Asthma action plans from National Asthma Council Australia
 - Epilepsy Management Plan from Epilepsy Smart Schools
 - Medical Action Plan (internal document) for any condition not listed above
- Parents and caregivers should educate the child about their medical condition and appropriate steps.
- Should there be any change to a child's medical condition, parents and caregivers must provide updated information to the school.

Administration of Medication

- Where possible, student medication should be administered by the parent/caregiver at home, in times other than school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, requirements as per this procedure are to be met.
- Parents and caregivers, must ensure that all medication is labelled correctly, is not out of date, and sufficient quantities are supplied for the student's needs. All medication should be in original packaging, clearly showing the name of the medication, student's name, dosage, expiry date and frequency of the dosage.
- The Office Staff will ensure that the parent/carer supplies the school with a Request to Administer Medication Form or an up-to-date action plan completed by the student's doctor or nurse practitioner.

First Aid

- If an incident occurs on duty, the staff member assesses any injuries and determines if first aid is required in the office.
- Office staff are to maintain current HLTAID012 and are responsible for the administration of first aid.

- First aid administered on site is to be recorded.
- First aid administered off-site is to be recorded and then transposed into the school record system.
- Parents/caregivers will be notified by phone if the injury is more than a simple graze or knock.
- Parents/caregivers will be notified if students have sustained any head/eye injuries.

Reportable Incident Notification

- Under Standard 7 (Registration Standards and Other Requirements for Non-Government Schools), it is recognised that governing bodies and school leadership have the responsibility for managing all critical and emergency incidents in the best interests of students.
- There is a subset of incidents that are required to be reported to the Director General of the Department of Education.
- These Reportable Incidents typically have a significant impact on student and staff safety and wellbeing, and may attract a higher level of public interest for either the school and school community, a wider group of schools, or the schooling sector more broadly than other incidents.
- The Department, on receipt of a reported incident, may request further information or clarification regarding the school's handling of the incident.
- Child safety and wellbeing information may also be shared with the Teacher Registration Directorate which in turn has an information sharing protocol with WA Police and the Department of Communities.
- If any staff member suspects that a situation could be a Reportable Incident Notification they must discuss this with the Principal.

Reportable Incident Categories

1. The death of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or during a school-related activity.
2. An actual or potential injury, illness or trauma of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or during a school-related activity and where the incident has resulted or may result in significant impact.
3. An incident requiring a police or other emergency services response when a student appears to have been taken or removed from the school or from a school-related activity without proper authority, or goes missing and cannot be accounted for.
4. An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
5. The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student by:
 - a) a staff member or another student; or
 - b) another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
6. Issuing a formal warning, a suspension or ceasing the employment of a staff member for a breach of the school's Code of Conduct involving suspected grooming behaviour.

Department of Education Fact Sheet

The fact sheet can be found at <https://www.education.wa.edu.au/dl/j9ldpr4>

Smoking

- Schools are a Smoke Free Zone; therefore, smoking is not permitted on the school premises.

Traffic Management Information

- All visitors to the school car park are to follow the directional arrows and posted signs, including speed limits.
- Students should be accompanied by an adult when walking through the car park.
- Staff members must not touch the vehicles.

Morning Drop Off

- A staff member shall be present during our hours of supervision at the main drive through to monitor the flow of traffic and to assist with the safety of children.
- The staff member will remain on duty until classes commence at 8:40am.
- Pre-Primary to Year Six students are able to make use of the drive through.

Afternoon Collection

- Only students in Pre-Primary to Year Six are able to make use of the drive through or Laidlaw Street gate as outlined below.
- Students in Pre-Primary are to be seated near the office door and will be collected through drive through.
- Students in Year One to Year Three are to be seated on the steps in front of the library and will be collected through drive through.
- Students in Year Four to Year Six who have a sibling in Pre-Primary to Year Three are to be seated on the steps in front of the library and will be collected through drive through.
- Students in Year Four to Year Six who do not have a sibling in Pre-Primary to Year Three are to be collected from the gate at Laidlaw Street.
- Students in Year Four to Year Six who do not have a sibling in Pre-Primary to Year Three and are not collected via Laidlaw Street by 3:15pm are walked by a staff member to the drive through.