



A GUIDE FOR NEW FAMILIES

We hope your association with our wonderful school is a happy and productive one. We look forward to sharing with you, the many celebrations and milestones that your child/ren will achieve here at Olivet Christian College. The following is a quick reference to help you to settle in. Please refer to the comprehensive Parent Handbook for more information.

ADMINISTRATION

School Hours

- 8.45am – 3.15pm (end of term dismissal **2.30pm** / end of year dismissal **12.30pm**)
- Recess / play lunch: 10.45am – 11.05am
- Lunchtime: 12.50pm – 1.30pm

The school does NOT provide formal supervision for children who are on the premises before 8.30am, or after 3.45pm.

Students are directed to the buses by the drivers from the bus gate. Parents are requested to collect Prep children from the grounds.

Office

The office is open from 8.30am – 4.30pm Monday to Thursday and 3.30pm Friday (earlier on the last day of term) for all administrative matters, payments and enquiries.

Arrival Procedure

On arrival to school, students are required to place their school bag in their designated area and may then play until the bell rings to commence the day at 8.45am. In the event of very cold weather, students go directly to the hall. It is important that your child is at school by 8.45am in preparation for line up.

Late Arrival

Students who arrive at school after 9.00am must notify the office of their arrival by a parent. This is particularly important with bus travelers, so the drivers know they are in the grounds.

Leaving School During School Hours

If your child needs to leave the school during school hours (for example, for a medical appointment), it is necessary for you to notify the teacher via the diary or email so that our records are correct.

Dismissal Procedure

All students are expected to leave the school premises immediately after dismissal. **Students must not be left alone in the school yard after 3.45pm.** Should a parent be running late, the student will wait in a classroom or the office until collected. They can not wait in the schoolyard.

Absences

Please provide the school with information pertaining to your child's absence with an email or written note.

Emergency Contact Details

Please advise the school immediately of any changes, to enable prompt contact at any time. The details we hold for your child are sent home at the start of each school year and parents are asked to check ALL details and notify any changes.

COMMUNICATION

Other Communication

Olivet Christian College is committed to keeping our school community informed. Our various modes of communication include Student Diaries, Communication Envelopes, Newsletters, Emails from admin@olivet.vic.edu.au and the School Website www.olivet.vic.edu.au

Assembly

Whole-school assemblies are held on Monday, Wednesday and Friday mornings at 8.55am.

Student Diary

The primary means of communication between home and school is via the Diary. It is essential the diary is brought to school every day and checked by parents at night.

<p>Communication Envelope</p> <p>All hardcopy notices are sent home with the eldest child each day. Messages for the office can be returned in this plastic office and will be delivered to the office from the various classes each morning.</p>
<p>School Newsletter</p> <p>Our Newsletter is emailed home on a Thursday, with a hard copy also sent home to each family in their communication envelope. Prior newsletter publications are available on the website.</p>
<p>Excursions</p> <p>A general 'Permission Form' to cover all excursions within 50km of the College is completed at the start of each school year. This must be signed and returned by the due date. If a signed permission slip is not received, your child cannot attend or participate in the scheduled excursion. Parents are notified of the event in more details via special notices and/or the newsletter. For excursions further than 50km of the College, a specific permission slip must be received for each child or the child cannot attend the excursion.</p>
<p>Contacting Teachers</p> <p>Notes may be passed to teachers via the Student Diary or an email can be sent to admin@olivet.vic.edu.au – this will then be forwarded on to the class teacher.</p>
<p>Assessment & Reporting</p> <ul style="list-style-type: none"> • Term 1 – Compulsory Parent Teacher Interviews • Term 2 – Written Reports • Term 3 – Compulsory Parent Teacher Interviews • Term 4 – Written Reports

SCHOOL UNIFORMS & PERSONAL PROPERTY

<p>Uniform</p> <p>Students are expected to wear the Olivet Christian College school uniform and should be neat and clean. Please make sure the uniform is in good repair at all times.</p>
<p>Uniform Shop</p> <p>The Uniform shop is located in the Foyer opposite the office area. Ask at the office or by email if your need to purchase any items. Good quality second hand items are also available.</p>
<p>Hats</p> <p>A wide brimmed hat for Primary and an option peak hat for Secondary students must be worn in Term 1 and 4 and should be kept in the classroom. Children who forget their hats will be reminded to stay in the shade.</p>
<p>Art Smocks</p> <p>Students are required to wear protective outerwear over the school uniform during art lessons. Art smocks or aprons are provided in the classroom.</p>
<p>Labelling</p> <p>Please ensure all your child's belongings are clearly labelled with their name including, lunch boxes, drink bottles, hats, bags, clothing and shoes.</p>
<p>Personal Property</p> <p>We strongly discourage bringing valuable items to school. The College does not hold insurance nor does it accept responsibility for personal property brought to school by students, staff and visitors. Olivet Christian College has no capacity to pay for any loss or damage to such property.</p>
<p>Money</p> <p>Children should only bring money to school for special purchases – and only a small amount. Lunch money should be the correct amount wherever possible in an envelope to be collected at the office.</p>
<p>Lost Property</p> <p>Lost property is stored in a basket at the front of the main assembly room. It is the student's responsibility to promptly collect any lost property. Any unnamed articles of clothing may be donated to the Uniform shop for re-sale. Items such as drink bottles and containers, etc. are removed at the end of each term and may go to the local op shop.</p>

HEALTH & WELLBEING

<p>Buddy System</p> <p>Your child will be paired with a peer buddy to help them feel comfortable during their first weeks.</p>
<p>eSmart</p> <p>Olivet is an official 'eSmart School'. eSmart is a guiding framework for schools to implement a whole-school culture and behaviour change relevant to the smart, safe and responsible use of digital technologies.</p>
<p>Food at School</p> <p>Due to the high risk of cross contamination, it would be appreciated if you could refrain from sending any food to school containing nuts, for example, peanut butter sandwiches, Nutella, loose nuts and snack bars containing nuts.</p>
<p>Water Bottles</p> <p>Please encourage your child to bring a water bottle to school to use in the classroom.</p>
<p>Emergency Management</p> <p>Olivet has a comprehensive Emergency Management Plan in case of an emergency. The main evacuation area is the outdoor Basketball court. When the emergency signal is activated, all members of the school community are required to stop and listen to the instructions that follow the signal. They will then be instructed to move to the evacuation area and report to a staff member.</p>
<p>Yard Duty</p> <p>Staff exercise a great amount of care when supervising students within the school grounds. Teaching staff supervise the grounds and are on duty during the following times:</p> <ul style="list-style-type: none"> • 8.30am – 8.45am: <i>before school</i> • 10.45am – 11.05am: <i>recess</i> • 12.50pm – 1.30pm: <i>lunch</i> • 3.15pm – 3.30pm: <i>after school</i>
<p>Celebrating at School</p> <p>Please speak to your child's teacher regarding birthday, Easter and Christmas treats prior to sending anything along to school.</p>
<p>Parental Engagement</p> <p>We focus on connecting learning at home and at school. This collaborative approach results in the development of positive attitudes and education outcomes for our students.</p>

IMPORTANT SCHOOL RULES

<p>Walking, Riding and Parking</p> <ul style="list-style-type: none"> • Riding of scooters, bikes, skateboards, etc. is NOT permitted in the school grounds (school <u>and</u> non-school children) • For safety purposes, walking through the area where the buses park is NOT permitted – please use pedestrian paths to reach the front of the school.
<p>Use of Mobile Phones and Electronic Devices</p> <p>Whilst on school property and during school excursions and camps, use of mobile phones or personal electronic devices is NOT permitted by students unless specifically authorised by the Principal.</p>
<p>Olivet Christian College Policies</p> <p>The Executive develops, reviews and updates school policies according to a formal review.</p>

Finally, don't forget to check out our **Parents Handbook** for anything else you need to know about! This (along with loads of other information!) can be accessed on our website at www.olivet.vic.edu.au