



A Guide for New Parents

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 comprehensive information.

ADMINISTRATION

▪ School Hours:

- 8.30am – 3.15pm (*end of term dismissal - 2.30pm, end of year dismissal – 12.30pm*).
- Recess/play lunch: 10.45 – 11.00am.
- Lunchtime: 12.45 – 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 front gate. Parents are requested to collect Prep children from the grounds.

- **Office:** For all administrative matters, payments and enquiries. Office is open from 8.30am daily and closes at 4.00pm Monday to Thursday, and 3.30pm on Friday - earlier on the last day of term.
- **Arrival Procedure:** On arrival to school, students are required to place their school bag in their designated area and may then play until classes are accessible at 8.45am. In the event of inclement weather, students go directly to their classroom. 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 travellers 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 (e.g. 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 until collected and can not wait in the schoolyard.
- **Absences:** Please provide the school with information pertaining to your child's absence via; our online Absence Form (under Forms on the homepage), email or a written note.
- **Emergency 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

- **Assembly:** Whole-school assemblies are held on Monday, Tuesday and Thursday 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 every night. Flyers and notices are sent home with the eldest child in the family.

- **Communication Envelope:** All hardcopy notices are sent home with the eldest child each day. Messages for the office can be returned in this plastic envelope and will be delivered to the office from the various classes each morning.
- **Contacting Teachers:** 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. Please note that teachers are unable to respond to emails that do not come via the school email address.
- **School Newsletter:** Our Newsletter publications are available on the website. Hard copies are also sent to each family every Thursday afternoon in the Communication envelope
- **Excursions:** A general 'Permission Form' to cover all excursion within 50 kilometres 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 detail via special notices and/or The Newsletter. For excursions further than 50 kilometres a Permission Slip must be received for each event or the child will not attend.
- **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 admin@olivet.vic.edu.au and the School Website www.olivet.vic.edu.au
- **Assessment & Reporting:** Term 1 – Compulsory Parent Teacher Interviews - Term 2 Written Reports, Term 3 - Compulsory Parent Teacher Interviews Term 4 – Written Reports.

SCHOOL UNIFORM & PERSONAL PROPERTY

- **Uniform:** 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.
- **Uniform Shop:** 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 secondhand items are also available.
- **Hats:** A wide brimmed hat for Primary and an optional 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.
- **Art Smocks:** Students are required to wear protective outwear over their school uniform during art lessons. Old shirts are provided in the classroom.
- **Labelling:** Please ensure all your child's belongings are clearly labelled with their name including, lunch boxes, drink bottles, hats, bags, clothing and shoes.
- **Personal Property:** 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.
- **Money:** 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 by the local store
- **Lost Property:** 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.

SERVICES AND FACILITIES

- **Student Banking:** Olivet participates in the Commonwealth Bank Youthsaver Account program promoting disciplined savings habits. **For every new account opened, the school earns money as well as progressive commissions with every deposit.**

HEALTH & WELLBEING

- **Buddy System:** Your child will be paired with a peer buddy to help them feel comfortable during their first weeks.
- **eSmart:** 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.
- **Food at School:** Due to the high risk of cross contamination, it would be appreciated if you could refrain from sending any food to school containing nuts e.g. peanut butter sandwiches, nutella, loose nuts and snack bars containing nuts. For more information on Food at School,
- **Water Bottles:** Please encourage your child to bring a water bottle to school to use in the classroom.
- **Emergency Management:** Olivet has a comprehensive Emergency Action Plan in case of an emergency. The main evacuation area is the 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.
- **Yard Duty:** Staff exercise a great amount of care when supervising students within the school grounds. Teaching staff supervise the grounds during lunch and recess breaks, and are on duty from 8.30 – 8.45am, **before** school. 10.40am – 11.00am **recess**, lunch 12.45 – 1.30pm, and 3.15 - 3.45pm **after** school.
- **Celebrating at School:** Please speak to your child's teacher regarding birthday, Easter and Christmas treats prior to sending anything along to school.
- **Parental Engagement:** We focus on connecting learning at home and at school. This collaborative approach results in the development of positive attitudes and educational outcomes for our students.

IMPORTANT SCHOOL RULES

- **Walking, Riding and Parking:**
 - Riding of scooters, bikes, skateboards etc., is NOT permitted in the school grounds (school and non-school children),
 - Parking on Stephen Street is limited - double parking or going into school is NOT permitted,
 - For safety purposes, walking through the back of the bus parks is NOT permitted – please use pedestrian paths to reach the front of the school.
- **Use of Mobile phones and Electronic Devices:** 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.
- **Olivet Christian College Policies:** The Executive develops, reviews and updates school policies according to a formal review

*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: www.olivet.vic.edu.au*