2027 Parent Handbook

Our Lady Help of Christians School

LIFE TO THE FULL

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History

Our Lady Help of Christians School was established in 1964 at the request of Bishop Cahill of Cairns, who invited the Sisters of Mercy to open a school in the growing southern region of Cairns, now known as Earlville. Led by founding Principal Sr Mary Consilla Wallwork, with Sr Rovena Duffy serving as the final Sister Principal in 1978, the school opened on 28 January with 51 students from Years One to Four.

Originally housed in the old administration building, which also served as the Parish Church, the school gradually expanded, becoming co-educational from Years One to Seven in 1984, with a Preschool added in 1994. Over the decades, the school has undergone significant development, including full air-conditioning in the mid-1990s, and now offers modern facilities that support contemporary learning.

Throughout these years, the Parish made substantial financial contributions to ensure high-quality buildings and educational environments, despite challenges along the way. Our school was founded in the Mercy tradition and continues to be inspired by the Gospel, nurturing learners who are spiritually, socially and ecologically aware, and who are called to live with a 'heart of mercy.'

We are proud to bear the name of Mary, Our Lady Help of Christians, a title that emerged in the early 1800s as a call for her intercession and protection in times of hardship. We acknowledge the Gimuy Walaburra Yidinji people as the Traditional Owners of the land on which our school and Parish stand, and we are grateful for their sharing of the Gindaja story of the Bukal region and their enduring spiritual connection to Country.

Our Vision

Our Lady Help of Christians School aspires to nurture the fullness of life for every individual through its faith-filled, holistic learning community steeped in the Spirit of Mercy.

Our Mission

Our Lady Help of Christians community embraces Families, Carers, and the wider community in the provision of quality, innovative Catholic education.

We embrace the diversity in our midst and aspire to enhance the holistic development of every learner.

We respect and honour the traditional owners on whose land we are guests as we provide leadership and service through the lens of mercy bestowed upon us through the call of the Gospel and our founders, the Sisters of Mercy.

We strive to animate the gospel values of **Respect, Love, Mercy,** and **Community** as we build relationships with each other and all creation in our ongoing educational endeavours.

Values on which this Mission statement is based:

Respect

Love

Mercy

Community

Welcome to Our Lady Help of Christians School

Dear Parents,

Located just 10 minutes from the heart of Cairns, Our Lady Help of Christians School, nestled at the foothills of Earlville, is a welcoming Catholic primary school offering a world-class education. Our school provides a safe and inclusive environment where children and families feel truly at home.

We are proud of our strong and vibrant community, with our parent body playing a key role in driving engagement. Our Parents and Friends (P&F) group is thriving, consistently achieving record attendance at meetings. Their dedication enriches our school life through various special events that bring everyone together throughout the year.

At Our Lady Help of Christians, we prioritise student wellbeing as a cornerstone of our approach to education. A key part of this focus is Lucy, our permanent school therapy dog. Lucy plays a vital role in helping students regulate their emotions, providing comfort and support when needed. She also assists with student learning, particularly with reading, where her calming presence helps students develop confidence and enjoyment in their literacy skills.

We are also fortunate to have an incredible team of staff committed to the success and wellbeing of our students. With access to excellent resources, our students have the best opportunities to thrive academically, socially, and emotionally.Our school life is centered around four key values: Respect, Mercy, Love, and Community. These values shape our daily interactions and are embedded in all that we do, helping guide and nurture our students as they grow.

Our emphasis on inclusion and diversity further ensures that every child feels valued and supported within our community. We are proud of the supportive, inclusive atmosphere we have cultivated, and we remain committed to providing an environment where every child can learn and grow in faith, knowledge, and friendship.

As the school Principal, I feel privileged to be a part of such a great community; I love my gate duties in the mornings, greeting our students and families. If you are interested in a school tour, please book via Trybooking, scan the QR code for the booking page.

Kind Regards,
Brendon Napier

Scan the QR Code to Book a School Tour with Mr Brendon Napier
or enter this code: https://www.trybooking.com/CPAWF

Term Dates 2027

Term	Dates	Length
1	Wednesday 27 January -Thursday 25 March	9 Weeks
2	Monday 12 April - Friday 25 June	11 Weeks
3	Monday 12 July - Friday 17 September	10 Weeks
4	Tuesday 5 October - Friday 3 December	9 Weeks

Daily Routine

7:45	Gates Open
8:05	First Bell - Students line up outside their classroom
8:10	Second Bell - Entry into class
8:15	Gates Close
10:20	Morning Tea - Play
10:40	Morning Tea - Eat
10:50	Return to class
1:00	Lunch - Play
1:20	Lunch - Eat
1:30	Return to class
2:25	Gates Open
2:30	End of Day - Dismissal
2:45	Gates Close

Every Day Counts

Attendance/Absences

- **Regular attendance** is essential if pupils are to gain the greatest possible benefit from school activities.
- **Student absences must be notified** by the parent/carer, preferably via the **MyCE app** or email.
- **Parents or carers** are responsible for informing the school immediately with a reason for the student's absence.
- **It is necessary that every absence is notified** before 9:00am.
- **If you receive an SMS** notifying you of your child's absence, please respond as soon as possible with the reason for the absence.
- **Request for Leave** forms must be submitted and approved by the principal for leave periods of one week or more.
- **Medical certificates must be provided** for 2 or more days of absence.

If your child misses...	**1 Day** Per fortnight	**1 Day** per Week	**2 Days** per week	**3 Days** per week
That Equals	20 Days per year	40 Days per year	80 Days per year	120 Days per year
Which is..	4 Weeks per year	8 Weeks per year	16 Weeks per year	24 Weeks per year
and over 13 years of schooling that's ..	nearly **1.5 Years**	nearly **2.5 years**	nearly **5 Years**	nearly **8 Years**

"1 or 2 days a week can really add up..."

Attendance MATTERS

Every child, on time, every day

Help children start off on the right track

Attendance in Prep sets the pattern for attendance throughout their school years. Help your child to attend on time, all day, every day.

Every child, on time, every day

A system-wide response to improving school attendance

- Attendance is everyone's repsonsibility
- Parents and school communities are critical partners
- One or two days can really add up
- Punctuality is important
- Help your child to attend on time, all day, every day

Every child, on time, every day

1 or 2 days a week can really add up...

Attendance in Prep sets the pattern for attendance throughout their school years. Help your child to attend on time, all day, every day.

Attendance MATTERS

Whole School Behaviour Plan

Whole School Approach; a Multi-tiered System of Support (MTSS-E)

A whole school approach provides a continuum of supports (Universal, Targeted and Personalised) that acknowledges that students will need differing levels of support to be successful at school. MTSS-E is a framework that provides schools with the systems and processes to support students and improve student engagement outcomes.

Our Lady Help of Christians School, Earlville is committed to providing a safe, inclusive and respectful learning environment for all students, staff, parents and visitors.
This Whole School Behaviour Support Plan describes the staff responsibilities and processes we use in our school to promote an effective research-based approach to developing and maintaining positive student behaviour.
Its purpose is to facilitate high levels of student engagement across the school, ensuring that successful learning outcomes are maximised and that our students are enabled to fully participate and experience success.

Our Lady Help of Christians School aspires to nurture the fullness of life for every individual through its faith-filled, holistic learning community steeped in the Spirit of Mercy.
We live our values of Respect, Love, Mercy and Community, incorporating the Encounter Catholic Identity Framework values of respect, connect, reflect and embrace.

Our Lady Help of Christians School
LIFE TO THE FULL

STUDENT BEHAVIOUR MATRIX

Respect

- Support everyone's right to learn
- Use manners
- Care for the environment - God's creation
- Active Listening
- Use spaces appropriately

Love

- Help and encourage others
- Embrace Diversity
- Make safe choices
- Care for all

Mercy

- Be open to others perspectives
- Be kind on purpose
- Share play spaces and equipment
- Reconcile and forgive

Community

- Co-operate with staff and peers
- Actively participate
- Be an upstander
- Play fairly
- Welcome and include all

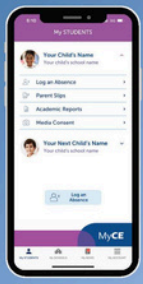
MyCE

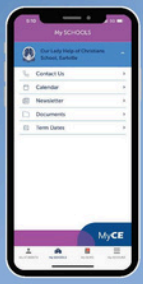
MY CATHOLIC EDUCATION
Parent App

We're online!

Access Student & School info from your phone!

Easy & convenient access to student & school information



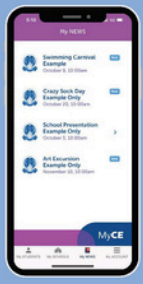


MyStudents

Access key information relating to your students, including class, timetable, parent slips, subject selection, Academic reports, media consent information and more.

MySchools

Access essential and important information about your school, including contact information, newsletter, term dates, documents, flexischools etc.



Log an Absence

With a few simple clicks, notify your school of your student/s upcoming absence.

Calendar

Stay current with all the key dates in the school's calendar.

MyNews

Receive targeted News direct to your phone.

Download our New App

Download on the App Store

GET IT ON Google Play

OUR LADY HELP OF CHRISTIANS SCHOOL

New version is available
Welcome to
MyCE
Access to
My Catholic Education
for Parents & Carers
LOG IN
Catholic Education
Diocese of Cairns
Download and update today
OUR LADY HELP OF CHRISTIANS SCHOOL
Download on the App Store
GET IT ON Google Play

MyCE
MY CATHOLIC EDUCATION
Parent App
Log an Absence
With a few simple clicks, notify your school of your student/s upcoming absence.
Download our New App
Download on the App Store
GET IT ON Google Play
ABSENCES
Children absent
Daniel
MAC3
Isabella
SP
Reason for absence
Illness
Notes
Start of absence
13/07/2023
8:00 AM
End of absence
13/07/2023
5:00 PM
Summary
OUR LADY HELP OF CHRISTIANS SCHOOL

Prep Transition Program

At Our Lady Help of Christians School, we are committed to supporting a smooth and positive start to school life through our Prep Orientation and Transition Programs, which begin in Term 4 of the year prior to students commencing Prep.

Our program is designed around key elements of effective transition practice, ensuring that:

- Transition to school is a core part of our school's approach.
- We are well-prepared to welcome both children and their families.
- Strong, respectful relationships are built between students, parents, and staff.
- Communication and collaboration are prioritised across all stakeholders.
- Dedicated resources support every step of the journey.
- The transition is guided by a thoughtful and well-planned approach.

Through these programs, we aim to:

- Provide a smoother entry into the school environment.
- Foster positive connections between children, families, and our school community;

Maintain ongoing professional links with early childhood services and relevant agencies.

Arrival & Departure

- **Students should arrive** at school by 8:05am.
- **Late arrivals** - Students arriving after 8.15am **MUST** enter via the front office and sign in before heading to the classroom. **Only students** are allowed past the office after 8:15am.
- **Early Departures** - Students leaving school early due to appointments or illness must be signed out by a parent/carer and collected from the office.
- **Please make sure** your student/s are collected on time.
- **Designated pick up** areas are Stop, Drop, Go on Balaclava Road and Mestrez Street.
- **The Staff and Parish** car park **should not** be used for dropping off and picking up students at school.
- **Families who may** experience difficulty with the pick-up times can enrol with Outside School Hours Care (OSHC).

Stop, Drop & Go

- **Stop, Drop & Go zones** are located on Balaclava Rd and Mestrez St - **the preferred zone is Mestrez St.**
- **There are rules** that apply to the Stop, Drop & Go Zones to ensure a smooth transition at drop off and pick up.
- **Safety is a Priority - Patience is Necessary.**
- **Please keep moving forward in** the queue before allowing child/ren to exit/enter the vehicle.
- **Drivers do not get out of the vehicle.**
- **It is preferable not to have school bags in the boot of the vehicle,** as it can pose a risk when a child needs to open the back of the vehicle.
- At pick up time, your child's name will be called out when you are at the front of the queue.

Uniforms (See page 28 for more details)

Uniforms are purchased from Uniform Link 2A/110Scott St, Bungalow, 07 4032 4918. It is expected that all parents will support the school's requirement that full and correct uniforms be worn at all times. Any deviation from this should be explained, in writing, to the class teacher.

School backpacks and library bags are purchased at the school office. (See page 28)

All clothing should be clearly marked with the student's name.

Shoes: Plain black Joggers with black laces or velcro must be worn with both formal and sport uniforms. NO high-tops, coloured trim, or logos allowed.

Socks: Navy blue crew socks, ***must be visible above shoes.***

Hats: School bucket hat - Compulsory - **No Hat No Play.**

Jackets: School jackets are available at Uniform Link. **(No other jackets should be worn.)**

Hair: Collar-length hair or longer must be tied back; ribbons should be navy blue, white or made from the uniform check. NO undercut, tracks, lines, colours or tints.

Jewellery: One pair of plain gold or silver sleepers/studs – ears only. One chain with a religious medal/cross is permitted; no rings are allowed.

Makeup and nail polish are **not** permitted.

Formal Uniform

Shirt: Unisex checked shirt.

Shorts: Unisex shorts or skort.

Sport Uniform

Shirt: School sports shirt (Sports House coloured polo shirts can be worn for annual sporting events). Long-sleeved school Polo Shirts are optional.

Shorts: Unisex shorts or skort.

A sports uniform may be worn only on the days when the class has PE and annual sporting events.

Outside of School Hours Care - OSHC

Care services: Before School, After School, Vacation

Our Lady Help of Christians School Outside School Hours Care philosophy is guided by children's families and educators' input, ideas and values. Our philosophy, like our program, fosters children's wellbeing, learning and development through play and recreation.

OSHC is located at the rear of the school on Mestrez Street. Our service provides the opportunity for children to take calculated risks and further build their knowledge and skills. We believe in seeing the whole person and that mind, body and spirit are of equal importance.

Parents today choose our service for many reasons, including:
We provide a safe and supportive learning environment for children.
Our staff are dedicated to fostering success for all children.
We are a warm and welcoming community comprised of families who value education in the Catholic tradition.

Our staff are committed to ensuring every child is supported to develop their social and emotional skills.

Information & Communication

Information Can Be Found Via:

- **On the MyCE App -** You will be provided login details
- **On the Parent Portal -** You will be provided login details
- **On the School website**
- **On the CEDC Website** (Catholic Education Diocese of Cairns)

Communication is Shared Via:

- **The MyCE App**
- **SeeSaw**
- **Email**
- **Newlsetter**
- **Broadcasts**
- **InForm**
- **Facebook**
- **Booked**

Medication and First Aid:

Medication: If your child is required to take medication at school, a Medication Permission Form needs to be completed and signed. All medication is to be labelled with the child's name and dosage instructions.

First Aid is provided at the school for minor incidents; parents will be contacted if necessary. In the case of emergencies, an ambulance will be called.

Important Information:

Blue Cards: See volunteering.

Emergency Contact Information must be kept up to date at all times. Students are not allowed to leave the school grounds with anyone who is not listed as an emergency contact, unless written permission is provided. Details can be updated via the MyCE App or by emailing: secretary.earlville@cns.catholic.edu.au

Excursions, incursions, and school camps are important for learning and socialising and are part of the school program. Permission slips must be completed before a student can attend. School camps are limited to Year 6 students only (from 2026).

Extra-curricular activities are available before and after school, as well as at break times. Please ask for more information.

Fees & Levies are invoiced at the beginning of each term. Invoices are due for payment within 14 days of the statement date. For more details, visit the website or email: accounts.earlville@cns.catholic.edu.au

Gates open at 7:45am-8:15am, and at the end of the school day at 2:25pm-2:45pm.

Hats are to be worn outside at all times; no hat, no play.

Leaving school grounds is not permitted during school hours unless accompanied by a parent or carer, and student/s must be signed out at the office before leaving.

The School **Library** is available to students from 7:45am, before the first bell. Borrowing facilities are available to students. Loans are limited to two weeks; students are required to have a school library bag to protect books in transit.

Important Information Continued:

Lost Property can be found in a caged cupboard outside the administration office. Please name & label all items of clothing, bags, water bottles, hats, etc.

Lunch boxes need to contain an ice brick to keep food chilled. Prep & Year 1 students enjoy a fruit break mid-morning. Please pack a piece of fruit.

Media Consent forms are completed at the time of enrolment and can be updated at any time by submitting an updated form to the office. Students without media consent will be excluded from all school photography and videography, except for Student ID photos.

Mobile Phones are not permitted in class and are not to be used during school hours. The school phones are to be used if needed.

MyCE App - This application allows you to lodge absences and access all relevant information, including academic reports, the school calendar, newsletters, and term dates.

NAPLAN - National Assessment Program Language & Numeracy occurs in Years 3, 5, 7 & 9.

Newsletters are published in odd weeks of the school term.

Office hours are Mon - Fri 7:45am - 4:00pm. Occasionally, the office will close early for a meeting, and correspondence will be sent out accordingly. The school & office close at 12:00pm on the last day of the school year.

Parent-Teacher Interviews are held in Terms 1 and 3. Appointments are made via the Booked platform.

Important Information Continued:

P&F Association welcomes involvement from all families and the school community. General meetings are held on the second Tuesday of each month in the STEM lab.
The meetings are quick and efficient, and pizza and refreshments are available. The P&F coordinates several events per year, including Community Breakfasts, Mother's and Father's Day activities, School discos, and support for catering at the annual Christmas Carols Evening.

Permission slips are required for incursions, excursions, and various school activities. It is imperative that permissions are granted to allow students to participate. Please always review correspondence from the school and respond promptly.

Pick up time is 2:30pm; please arrive on time. If you are late due to an emergency, please contact the office immediately. Please enrol your child/children at OSHC if you are unable to collect students on time.

Sports houses are **McSweeny (Gold) McKenna (Red) McAuley (Blue) & MacKillop (Green).**

Staff & Parish car parks are for staff and parishioners only. They are not to be used for picking up and dropping off students.

Student Academic Reports are available at the end of Terms 2 and 4 via The Learning Dashboard; reports can be downloaded from the MyCE app.

Student Leadership comprises School Captains, Sports Captains, Mercy Workers and the Student Representative Council (SRC).

Important Information Continued:

Student Representative Council (SRC) serves as a voice for the student body, allowing it to convey concerns and ideas to the Leadership Team.

Treasures, toys & sports equipment are best left at home to keep them safe.

Tuckshop is available for morning tea and lunch, Monday to Friday. Orders are to be submitted before 7:45am.
The Flexischool App is the most convenient ordering platform.

Values are **Respect, Love, Mercy** and **Community.**

Volunteering at the school is a great way to be a part of the school community. All volunteers are required to complete the online mandatory training annually before volunteering. It is recommended to do this at the beginning of each school year. **Blue Cards** are required for all volunteers, except for legal guardians. However, new legislation stipulates that legal guardians must hold a Blue Card if an activity requires a sleepover, such as a school camp.

Water Bottles can be refilled at school from the water coolers placed around the school grounds.

Uniforms are available from Uniform Link. Backpacks and library bags are available from the school. The uniform policy is to be adhered to at all times. See page 15 & 28 for more information.

Useful Links

Volunteer Mandatory Online Training

Our Lady Help of Christians School Website

Catholic Education Diocese of Cairns (CEDC) Website

MyCE Parent Mobile App

CEDC Starting Prep

SunSmart Policy

Hats: Broad brimmed hats NO hat No Play	50+ Sunscreen Appropriate protective clothing	Model Sun Safe behaviour at all times.

Staff, parents, carers and visitors are to model Sun Safe behaviour.
Sun protection awareness will continue to be promoted through health lessons and integrated into subject areas.

Health & Wellness

Illness

When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 38°) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If your child is absent for 2+ days due to illness, a medical certificate is required.

Medication Policy

Prescription medications require a Medication Permission Form to be completed	All medication must be in its original packaging and handed into school at the reception by an adult	No medication (including cough drops) should be left in a child's backpack

Food & Allergy

Allergy & Food Safety Guidelines

Students are encouraged not to share their food.

Parents must disclose food allergies or dietary restrictions during enrolment.

EpiPens and inhalers must be provided by parents if needed. Please see instructions above.

A number of staff are trained in EpiPen administration and allergy response.

Home-Packed Morning Tea & Lunch

- Lunch should be healthy and balanced, avoiding sugary snacks and soft drinks

Foods Not Allowed

- Chips, lollies, chocolate, and soft drinks.
- Processed fast food or highly sugary items.

FEELING UNSAFE?

EVERY CHILD HAS THE RIGHT TO BE AND FEEL SAFE AT HOME, AT SCHOOL AND IN THE COMMUNITY

STUDENT PROTECTION CONTACTS

REMEMBER nothing is so awful that you can't talk about it with someone

Some of the people at school you can talk to are:

Mr Brendon Napier

Ms Karina Brady

Mrs Toni Foley

Ms Jaimee Hislop

REMEMBER: Every student has the right to feel safe all the time!

If you don't get the help you need at first DON'T GIVE UP

Keep reporting your concerns until something is done, and you feel safe again.

Our Lady Help Of Christians School
Fees & Levies Schedule 2026
Prep to Year 6

ABN: 42 498 340 094
Email: accounts.earlville@cns.catholic.edu.au
Phone: 07 4280 7200

Application Fee	**$ 50.00 per child (non-refundable)**
Enrolment Fee	**$150.00 per child (non-refundable on non-commencement)**

Tuition Fees

2026 Per Student Tuition Fees (Discount for multiple children within the Diocese)
As per the Catholic Diocese of Cairns – Tuition Fee Schedule (See Attached for details)

	Per Term/Per Child	Per Annum/Per Child
1 Child	$ 457.00 ea	$1,828.00 ea
2 Children	$ 389.00 ea	$1,554.00 ea
3 Children	$ 319.75 ea	$1,279.00 ea
4 Children	$ 240.00 ea	$ 960.00 ea
5 Children	$ 192.00 ea	$ 768.00 ea

Please note- these figures have been rounded for presentation purposes.

Family Levies

	Per Term	Per Annum
Capital Levy	$ 187.50	$ 750.00
P & F Levy	$ 37.50	$ 150.00
Total	**$ 225.00**	**$ 900.00**

Resource & Activities Levy (per child)

Prep to Year 6 includes camps & one excursion which all students are expected to participate in, as part of their overall learning. Year 6 Senior Shirt

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Resource Levy (Per Annum)	$700.00	$685.00	$695.00	$700.00	$695.00	$695.00	$735.00
Resource Levy (Per Term)	$175.00	$171.25	$173.75	$175.00	$173.75	$173.75	$183.75
Activities Levy (Per Annum)	$225.00	$170.00	$230.00	$180.00	$245.00	$330.00	$515.00
Activities Levy (Per Term)	$56.25	$42.50	$57.50	$45.00	$61.25	$82.50	$128.75

Our Lady Help of Christians School Uniform

Boys - Formal Uniform 3 days per week	Boys - Sports Uniform 2 days per week	Girls - Formal Uniform 3 days per week	Girls - Sports Uniform 2 days per week
	 Gender neutral		 Gender neutral

Bucket hat with school logo	Reverse side of bucket hat

Shoes: Plain black joggers with black laces or velcro must be worn with both formal and sports uniforms. No high tops, coloured trim or logos allowed.
Socks: Navy blue crew socks, *must be visible above shoes.*

Jacket	**Long pants** **Minimal Stock Held**

Backpacks – Phasing in of Compulsory School Backpack

	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
2025							
2026							
2027							
2028							
2029							
2030							
2031							

HAIR: Collar length hair or longer must be tied back; ribbons should be navy blue, white or made from the uniform check. NO Undercut, tracks, lines, colours or tints

JEWELLERY: One pair of plain gold or silver sleepers/studs – ears only. One chain with a religious medal/cross is permitted, no rings allowed.

MAKEUP: Makeup or nail polish is **NOT** to be worn.

Uniforms are purchased from Uniform Link - 2A, 110 Scott Street, Bungalow

School backpacks and library bags are purchased from the school office.

Our Lady Help of Christians School

www.OLHOC.qld.edu.au
07 4280 7200
secretary.earlville@cns.catholic.edu.au

Our Lady Help of Christians School
18 Balaclava Road,
Earlville, Qld, 4870