



Parent Information Handbook 2025



Our Lady Star of the Sea Catholic Primary School Miranda
44 Kiora Road, Miranda 2228

Ph: 02 9524 5543

Email: info@olssmiranda.catholic.edu.au **Web:** olssmiranda.syd.catholic.edu.au



**Our Lady Star of the Sea
Catholic Primary School
Miranda**

Our Lady Star of the Sea Catholic Education Administration

Our Lady Star of the Sea Catholic Primary School Miranda

44 Kiora Road, Miranda 2228

Telephone: 02 9524 5543

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LEADERSHIP TEAM

Principal:	Mrs Maria Rose
Assistant Principal:	Mrs Louise Fairhall
Religious Education Coordinator:	Mr Lachlan Greer
Instructional Specialist:	Miss Matilda Raper
Leaders of Learning:	Mrs Lucy Chigioni
	Mrs Alison Poole
	Miss Natalie Burland

SPECIALIST TEACHERS/SUPPORT STAFF

Family Educator	Mrs Ellie Lindsay-Thus
Diverse Learning Coordinator	Mrs Susan Antonelli
Reading Recovery	Mrs Ellie Lindsay-Thus Mrs Janice Train
EALD	Mrs Jenny Hull
Sport	Mrs Elizabeth Miller
Library	Mrs Janine Wilson Mrs Janice Train
School Counsellor	Miss Kate Riordan
Student Wellbeing	Mr John Bonello
Administration	Mrs Anna Deacon Mrs Kathryn Stephenson Mrs Kaye Palmano Mrs Sharlene Hartwell

CLASS TEACHERS

Kindergarten	Mrs Sarah Smith	K Blue
	Mrs Sarah Miedzinski	K Gold
	Mrs Kate Cooper	Grade Teacher - Mon to Wed
	Mrs Melanie Mead	Learning Support Officer
Year 1	Mrs Alison Poole Miss Grace Neilson	1 Blue - Mon to Thurs 1 Blue - Fri
	Miss Natalie Burland Miss Grace Neilson	1 Gold - Mon to Wed, Friday 1 Gold - Thurs
	Mrs Maria Boyd	Grade Teacher - Mon to Wed
	Mrs Janine Wilson	Learning Support Officer



Year 2	Mrs Bianca Allum Miss Matilda Raper	2 Blue - Mon and Tues 2 Blue - Wed to Fri
	Mrs Danielle Carr	2 Gold
	Mrs Rebecca Munro	Grade Teacher - Mon to Wed
	Mrs Kascia Henniker	Learning Support Officer
Year 3	Mrs Cassandra Mead Mrs Alison Frost	3 Blue - Mon and Tues 3 Blue - Wed to Fri
	Mrs Jessica Trovato Mrs Daniela Serbati	3 Gold - Mon to Wed 3 Gold - Thurs and Fri
	Mrs Patricia Austin	Grade Teacher - Mon to Wed
	Ms Athena Papas	Learning Support Officer
Year 4	Mrs Renee Sauvonnnet Mrs Monique Taylor	4 Blue - Tue to Fri 4 Blue - Mon
	Mrs Louise Beattie	4 Gold
	Mrs Sarah Taylor / Mrs Louise Fairhall	Grade Teacher to Wed
	Mrs Michelle Debattista	Learning Support Officer
Year 5	Miss Bronte Rams	5 Blue
	Mrs Vanessa Petrovski	5 Gold
	Mrs Elizabeth Miller	Grade Teacher - Mon to Wed
	Ms Anna Yeum	Learning Support Officer
Year 6	Mr Matt Watson	6 Blue
	Mr Lachlan Greer Mrs Yasmine Caine	6 Gold - Mon to Wed, Friday 6 Gold - Thurs
	Mrs Yasmine Caine	Grade Teacher - Mon to Wed
	Mrs Sharlene Hartwell	Learning Support Officer

About Our School

Our Lady Star of the Sea is a school that caters for students K-6. The current enrollment for 2025 is approximately 420 students. We offer a curriculum that is student centred and we provide a vast variety of experiences and opportunities for the students.

We believe that every student is an individual and teachers differentiate to cater for their particular learning.

Principles of the school are based on the Gospel and life of Jesus Christ; these values permeate through everything we do.

Our curriculum follows the syllabus documents mandated by the NSW Education Standards Authority (NESA) and consists of the seven key learning areas as well as the Religious Education Curriculum developed by Sydney Catholic Schools.



Our Lady Star of the Sea Parish

[VIEW LIVE STREAM](#)

Our Lady Star of the Sea Parish
50 Kiora Road Miranda NSW 2228



Our Lady Star of the Sea
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Ph: (02) 9525 1448

Email: office@olssmiranda.org.au

Parish Priest: Rev John Greig

MASS TIMES MIRANDA PARISH

Our Lady Star of the Sea, Miranda

Saturday: Vigil: 5.00pm at Sylvania

Sunday: 8.00am and 10.30am

Monday: No Mass

Tuesday: 7.30pm

Wednesday: 9.15am

Thursday: 9.15am

Friday: 9.15am at Sylvania

Saturday: 5.00pm at Sylvania

Reconciliation: Tuesdays 7.00-7.30pm at Miranda. Saturday 4.00-4.45pm at Sylvania

Baptisms: By appointment .

Marriages: By appointment. At least 6 months notice should be given to enable the necessary preparation.

Exposition of the Blessed Sacrament: Tuesdays at 7.00pm before 7.30pm Mass

Our History

The School opened with 28 pupils in Miranda church-hall in January 1950. The Presentation Sisters (Wagga congregation) who had recently established a convent in Sutherland agreed to staff it. The first Principal, Sr. Ambrose O'Shea PBVM, taught First and Second classes, while Sr Joachim Keane taught Kindergarten. Classes were added each year until 1954, when it extended to Sixth Class for girls and Third Class for boys - older boys would go to the De La Salle School at Sutherland.

Meanwhile in October 1951, the Parish of Miranda was established and Fr Henry Slattery appointed as the first Parish Priest.

Fr Slattery galvanised the Parish into building a small school, which was opened in 1952. The Presentation Sisters withdrew from the school and were replaced by [Sisters of St Joseph of Orange, California](#).

By 1960 the school was crowded with 330 pupils taught by four sisters and two lay teachers. A major building program resulted in a new two-storey wing in 1963 and extensions completed in 1967. There was no government funding therefore school building and maintenance from 1950 to 1970 relied almost completely on donations of money and labour from the Parish.

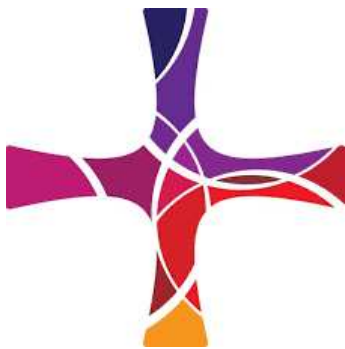
The interest of the people was clear as enrolments in 1969 peaked at about 550, the highest in the history of the school. Government funding from the late 1960s relieved some of the pressure on the people. The first wooden building was demolished and replaced by four new classrooms in 1978. More teachers could be employed, thus reducing class sizes.



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In 1977 the Sisters of St Joseph of Orange California ended their 26 years of leadership and teaching in the school, and the Catholic Education Office appointed Mr Bill Buckley as the first lay Principal. In 1989 the school and Parish were saddened by the death of Fr John Stack, their Parish Priest and supporter for over three decades.

From 1981 Our Lady Star of the Sea was co-educational from Kindergarten through to Year 6. In recent years the school was refurbished. At the beginning of 2010 the extension on the library and the new multi-purpose room were completed and ready for use. The COLA (Covered Outdoor Learning Area) and new rubber surface further enhance our school. This work was completed with a grant through the Building the Education Revolution Project and was opened in March 2010 and blessed by Bishop Julian Porteous.



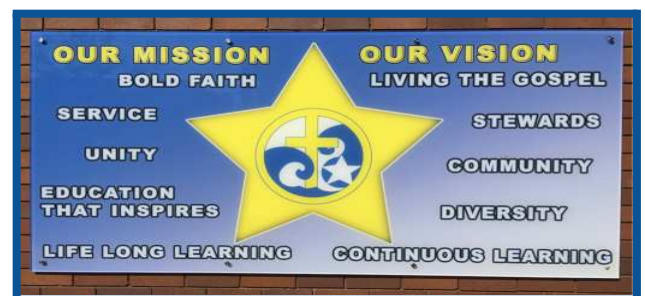
School Prayer

Like St Joseph may our lives show that:
Our God is in love with our world.
Our God is alive in the world.
Our God is at work in our world,
through all persons of goodwill.
Jesus, Mary and Joseph, pray for us,
Our Lady Star of the Sea pray for us,
St Mary Mackillop of the cross pray for us.

Our Mission And Vision

At Our Lady Star of the Sea Catholic Primary School, in the spirit of the Sisters of St Joseph (California), we shine the light of God's love:

Through bold faith
In service to others
With unity of purpose
By education that inspires
For lifelong learning



We will give expression to our Mission by:

Living the Gospel values through our actions and attitudes
Reaching out to others locally and globally
Working together as an educational community
Developing a shared Vision for Learning
Modelling continuous learning by providing a stimulating and challenging curriculum which links
Faith and culture



School Term Dates including Staff Development Days

Term One Friday 31 January to Friday 11 April	Staff Development Days
	Friday 31st January
	Monday 3rd January
	Monday 24th March
Term Two Monday 28 April to Friday 4th July	Staff Development Days
	Monday 5th May
	Monday 30th June
Term 3 Monday 21 July to Friday 26th September	Staff Development Days
	Friday 26th September
Term 4 Monday 13th October to Friday 19th December	Staff Development Days
	Monday 17th November
	Thursday 18th December
	Friday 19th December

School Timetable

Monday - Friday	
8:50 - 9:20	Gathering (every Monday) / Assembly (every second Friday)
8:50 - 10:50	Morning Block
10:50-11:00	Eating Time
11:00-11:20	Recess
11:20-1:20	Middle Block
1:20-1:30	Eating Time
1:30-2:00	Lunch
2:00-2:50	Afternoon Block

Our supervision of the children commences at 8.20am when a teacher begins duty.
Children should not be at school before 8.20am and should arrive by 8.45am.



Parent Charter

Please see a link to the newly released [2025 SCS Parent Charter](#) as an important document that helps establish the foundations that promote positive relationships within the school community.

Newman Selective Gifted Education Program School

A Newman Selective Gifted Education Program school seeks to provide a whole-school gifted education program embedded across the curriculum within a nurturing Catholic environment.



The program addresses the academic, social and emotional needs of gifted students, noting that these are best catered for when students are working with like-minded peers. Within Newman Selective Gifted Education Program schools, teachers trained in gifted education, deliver an appropriately differentiated curriculum to ensure the diverse learning needs of gifted students are met in and beyond the classroom.

Diversity of Learning Needs

A wide variety of learning exists with programs and procedures in place to identify and assist both the students requiring extension and the students who have special needs.

The Diverse Learning Team is made up of staff who oversee the educational programs for these students. This team includes our Special Education Teacher, Reading Recovery Teacher, EAL/D Teacher and Gifted Education Teacher, Learning Support Officers and other support staff.

Classroom Teachers differentiate the curriculum to meet the needs of all learners and assist with these programs also.



Amadeus

Sydney Catholic Schools (SCS) launched the Amadeus initiative in 2020. Students are provided with a high quality music education program offering students expert classroom music lessons, ensemble

lessons, and group tuition.

When choosing an instrument for each student we endeavour to cater to student needs and interests wherever it is feasible, taking into consideration students' physical suitability, size of the instrument and other factors.

In 2025 Amadeus will be on Thursday for all students in Years 3-6.

Library

All classes visit the library each week. It is compulsory for students to bring their library bag or communication folder on their designated library day. Books should be returned promptly.

Homework Expectations at Our Lady Star of the Sea, Miranda in 2025

Year	Homework
Kindergarten (Beginning in Term 2)	Daily Reading Log Daily Counting Log



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Years 1 - 5	Daily Reading Log Maths Mentals Textbook
Year 6	Daily Reading Log Maths Mentals Textbook One assignment per term

Please note that teachers will not be providing additional homework activities.

This schedule aims to provide a research-based and balanced approach to homework, fostering a positive learning environment while respecting students' developmental needs.

Attendance

Regular attendance at school is compulsory as required by Government Legislation. Teachers mark the electronic roll at the beginning of each day. It is a legal requirement that all student absences are explained. If a student is absent from school for any reason, parents need to add an absentee note on COMPASS stating the reason. Parents are responsible for explaining absences.

Exemption Leave Form

If a parent wishes to take a student out of school for 10 days or more, an Exemption Leave Form must be completed and authorised by the School Principal. This can be found in your School Favourites tab on Compass.

Travel

CAR LINE

Please remember students need to be able to independently get in and out of the car, to use the carline. Sydney Catholic Schools have mandated that teachers will not be directing any traffic, getting bags in and out of the car, or opening and closing doors on car-line. It is the responsibility of the driver to proceed in and out of the car-lines on both Clubb Crescent and Kiara Rd safely.

BUS AND TRAIN PASSES

OPAL CARDS are accessed online [here](#).

Mobile Phones

MOBILE DEVICES

To ensure the safety, privacy, and focus of all students and staff, mobile devices (including phones, smartwatches, and tablets) are not to be used during school hours or on school grounds.

Key Guidelines:

- Devices are allowed for emergency use before and after school only.
- All devices must be handed in at the office at the start of the school day.
- Devices are securely stored and returned at the end of the day. Use of devices is prohibited during school activities, including excursions and sports events.
- Devices are brought to school at the owner's risk. Respect for others and the learning environment is expected at all times.



Excursions / Incursions

Excursions/Incursions are designed to enhance the learning opportunities within each curriculum area. They are a valuable and necessary part of a student's development. It is expected that every student will attend. Parents are notified of all excursions and permission will need to be given via Compass. Excursion costs appear on the school fees account. No refunds are given if a child is away on an excursion day (unless previously advised).

Outside School Hours Care (OSHC)

SCECS Our Lady Star of the Sea Miranda Outside School Hours Care (OSHC) delivers high quality Before School Care 7:00am - 8:45am and After School Care 3:00pm - 6:00pm at Our Lady Star of the Sea Catholic Primary School Miranda for children in Kindergarten to Year Six.



Our OSHC Programs are delivered by knowledgeable educators and provide nutritious meals, homework help, and an indoor and outdoor play-based learning program.

Contact: 0436 935 580 or 02 9568 8628

Email: miranda.oshc@syd.catholic.edu.au

Hours: BSC: 7:00am - 9:00am, ASC: 2:45pm - 6:00pm

Enrolments: [SCECS](#) Enrolment and select 'Enrol now'.

Canteen

Our school canteen is operated by Wellbeing Canteen and is open five days per week and models various healthy food choices.

Should you wish to celebrate your child's birthday the canteen can organise a birthday bucket for you which consists of a zipper dooper for each child in the class.

All orders for the canteen are processed through the Flexischools App.

Uniform Policy



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All students are to wear the correct school uniform, including the correct shoes, socks and hair bands/ribbons. On designated sports days, students are to wear the correct sports uniform. Joggers are to be worn only on sports days. Hats are to be worn at all times when outdoors.

Boys' hair should: be clean, neat and above the collar; be of its natural colour; be free from extremes of length or fashion; be free from undercuts, scalp designs, rat tails or number one blades. Girls' hair should: be clean and neat; be of its natural colour; be free from extremes of fashion; be kept tied back once it reaches shoulder length. Hair ribbons, headbands, scrunchies, clips etc. must match the uniform colours ie blue.

Hairstyles should reflect the fact that our students attend a Primary School. Hair should be neat and tidy at all times. Trendy hairstyles such as Mohawks, Mulletts, shaving and colouring and steps are not permitted

Teachers are asked to be vigilant in checking that children follow the uniform policy and wear the correct uniform in a neat and tidy fashion.

OTHER UNIFORM INFORMATION

- Girls are to wear only blue, gold or school material hair accessories.
- Girls can only wear studs or sleepers, one piercing in each ear.
- Boys are not to wear earrings.
- Girls can only wear studs or sleepers, one piercing in each ear.
- Any tattoos need to be covered.
- Other Jewellery - a watch and signet ring ONLY.
- Nail polish is not permitted at school.
- All items of removable clothing are to be clearly labelled.
- Black leather school shoes.

Year 6 Sports Shirts: Personalised sports shirts are organised and ordered by the school for the Year 6 children to wear on their sports days. The cost of these shirts is met by the parents.

UNIFORM STOCKISTS

School uniform items are available from the Midford Miranda Uniform Shop. School hats may be purchased from the office.

The contact details for [Midford Miranda](#) are as follows:

Phone: 02 95246386

Address: 96A Kiora Rd, Miranda

Hours of operation: Monday 8.00 am - 4.00 pm

Wednesday 8.00 am - 4.00 pm

Thursday 10.00 am - 5.00 pm



Behaviour Policy

Behaviour within our school is the shared responsibility of teachers, children and parents. It is based on Restorative Justice principles that are inclusive, flexible, encourage problem solving, empower children, parents and teachers; forward looking; and optimistic. It builds relationships, respect and relevance. It encourages responsibility and an understanding of making informed choices that have clear consequences.

The behaviour policy reflects a sense of justice, reconciliation, consistency and concern for the individual and promotes the development of responsible self-discipline among children. At Our Lady Star of the Sea corporal punishment is expressly prohibited by any person.

To support our Restorative Justice philosophy, the school has also adopted a research-based behaviour for learning program which explicitly teaches the skills required for improved learning and rewards those who demonstrate the behaviours. This program is School Wide Positive Behaviour for Learning (SWPBL). For more information on this see below.

Bullying is not tolerated in any form and action will be taken to ensure the target is supported and that the bully is made aware of his/her actions and the consequences that follow. We are committed to ensuring a safe and caring environment that promotes positive self-esteem and mutual respect for each other.

School Wide Positive Behaviour for Learning

At Our Lady Star of the Sea, Miranda, we are committed to fostering a positive and supportive learning environment for all our students. We achieve this through the implementation of School-Wide Positive Behaviour for Learning (SWPBL).

The school undertakes a research-based program that has success in improving learning and learning environments through improving behaviour. This supports our Pastoral Care and Discipline Policy and procedures as well as our Restorative Justice approach embedded within these practice's.

Our core values – Respect, Responsibility, and Safety – are central to our approach. These values are explicitly taught and consistently reinforced across all grade levels, from Kindergarten to Year 6. We believe that by clearly defining and practicing these expectations, we empower our students to thrive academically, socially, and emotionally.

Communication Policy

Communication between parents and teachers is of the utmost importance. If you have any concerns about your child please contact your child's class teacher via email or phone. Teachers are available to speak or meet with parents to discuss students progress and any concerns. Parents can make an appointment by contacting the office, or emailing the school via info@olssmiranda.catholic.edu.au.

Please note that it is school policy not to email the teachers directly, all correspondence goes via the school email info@olssmiranda.catholic.edu.au.



Students also have a communication folder, please check this for any notes. Parents may use the communication folder to send notes/messages to school.

Older children use a diary. Please check the diary regularly as it is used as a source of communication between home and school.

EMAILS

All emails to the school, including those for teachers, MUST be sent to the school's admin email address, info@olssmiranda.catholic.edu.au. These emails will be forwarded to relevant staff members and responded to when required. All emails will be kept on file.

Emails are responded to within a timely manner, as indicated on Sydney Catholic Schools - Communication between school and home document. This states that -

"For non urgent matters, staff including teachers, will return your email within three working days during the school term. School staff are not required to return emails at nights or on weekends, and generally will not be checking emails during these times."

Emails should be brief and informative and should not be used to discuss a sensitive issue. Issues that require immediate action or relate to a concern or problem, should be dealt with in person (preferred) or over the phone. Please contact the office to arrange an appointment with your class teacher.



COMPASS

Compass is the primary platform used by Sydney Catholic Schools to communicate with parents.

Using the Compass Parent Portal you will be able to:

- View up-to-date class and school attendance information
- Approve past FULL DAY absences and enter future FULL DAY absences for your child
- Access your child's Student Semester Reports
- Update contact details
- Access information regarding upcoming events (ie excursions)
- Access Newsfeed (Newsletter, parent notification information, etc)
- PARENT PORTAL - Pay School Fees, Check account balances

Please use the link to access a Parent Instruction sheet on how to download the COMPASS App to your phone. [Parent Instructions Compass App](#)

You may also access Compass through the school website.

ASSEMBLIES

Class Award Assemblies will be held fortnightly on Friday on odd weeks. Our Lady Star of the Sea families are always welcome to our assemblies.

WEEKLY GATHERING

Every Monday we have our Weekly Gathering. After the bell we gather together as a whole school community for Acknowledgement of Country, Prayer, the National Anthem and Student of the Week. We will also be celebrating student birthdays at this gathering. If your child's birthday falls in the week (Monday-Sunday), they will be recognised at this time.



SCHOOL NEWSLETTER

Throughout 2025 the school newsletter will be sent home in the even weeks. This newsletter will be sent out to all parents and carers via compass.

Medical Alert and Medication

ANAPHYLAXIS

In order to ensure the good health of children who have severe allergic and potentially fatal reaction to nuts, Our Lady Star of the Sea is a “Nut Aware” school. Please do not send PEANUT BUTTER, NUTELLA OR ANY NUT PRODUCT in your child’s lunch box. There are several students who have severe allergies to these products. This allergy is known as Anaphylaxis.

Each time a child has a reaction the allergy becomes worse. The next time the child is exposed they may have an even more severe reaction. A reaction can occur from 1/200th of a single peanut.

Peanut butter is a particularly sticky substance and can leave children with contaminated hands, face and clothing. Unknowingly they then spread the PEANUT BUTTER/NUTELLA throughout the school – classroom desks, door handles, hand railings and school Equipment.

Severe reactions can occur from skin contact or by inhalation of these minute food particles eg. difficulties with breathing, very severe swollen eyes. We urge all parents and carers to PLEASE not send any of these products to our school and ensure our children are not at risk from this potentially FATAL reaction.

ASTHMA

An authorised and detailed Asthma Action Plan is to be submitted to the school office with required medication for the prevention or treatment of asthma. These Action Plans are to be updated annually.

MEDICATION AND CHILDREN

Any medication your child may need throughout the day needs to be provided and accompanied by a written note or email detailing dosage and frequency, signed by the parent/carers.

This medication will be administered by the office staff at the required time, only with written permission. Individual records of medication are maintained in the office. Children do not keep medication with them at school. It is to be held at the office.

Authorised student medications are taken in a first aid kit to all excursions and sport events off site.

No medications or treatments can be given to children without the written permission of the parent/carers, including dosage details.



Leadership

STUDENT LEADERS

The procedure for Electing School Captains, Vice Captains, Prefects and House Captains is as below.

TERMS 1 - 3	Discuss with the students throughout the year the expectations and qualities needed to be a good leader. These students will become part of the Leadership Team that is nominated and elected for the following year from Year 5 students.
TERM 3 (Near end of term)	Reinforce and emphasis that in Term 4 the nomination process will begin. Students should seriously think about and consider their ability to be either a School Captain or part of the Leadership Team.
TERM 4	Year 5 teachers to inform students when the nomination process commences. Students who wish to nominate themselves for School Captain, Vice-Captain or Prefect are invited to start to think about their qualities and what they have to offer as a potential leader.
TERM 4	During Term 4, the Principal and present Year 6 Leadership Team are invited to talk to Year 5 students about their experiences, the privilege of representing the school as leaders and the responsibilities involved.
TERM 4	Year 5 students are given the opportunity to nominate themselves. They will be informed and given a set time in class to prepare a short speech to present to a panel. Their speech is to be brief – state who they are, the qualities they possess that would make them a good Leader and what they have contributed to school life over the years. The panel consists of Year 5 teachers, Year 6 teachers, Principal and Assistant Principal. They will listen to all nominations and choose 4 boys and 4 girls each. A final list of 4 boys and 4 girls is decided upon.
TERM 4	Successful students (4 boys and 4 girls) are informed and announced. They are invited to prepare a formal speech (2-3 mins) to deliver to Years 4, 5 and 6 students and teachers who will then vote for School Captains (1 boy 1 girl), Vice Captains (1 boy 1 girl) and Prefects (2 boys 2 girls) for the following year.
	Students and staff votes are collated by the Principal and Executive Staff. Students are informed the day before the End of Year Mass and parents are notified. This is then announced to the school community during our End of Year Mass.
TERM 4	House Captains are elected before the School Swimming Carnival at the end of each year. Students in Years 3-6 gather together in their Sports Colour Teams. Any Year 5 students who are not in the Leadership nominations can nominate themselves to be elected as a House Captain of their colour - 1 boy and 1 girl. Interested students are invited to informally speak to their group as to why they would be a suitable House Captain. Students vote informally with the guidance of the teacher in charge. Captains are then informed and announced to the School Community. Badges are presented to Sports Captains at the following year's Opening School Mass.

STUDENT REPRESENTATIVES

Our Student Leaders are chosen to identify and build on the leadership qualities possessed by individual students.

The members of the School Representative Council (S.R.C) represent their classmates. Students nominate themselves and then are elected to the role by their classmates. Each class has two representatives - one boy and one girl. These students are elected and voted for at the beginning of the year. They are recognised and receive their badges at the Opening School Mass where we welcome our new families and Kindergarten Students. These students belong to our Student Leadership Team from Years 1-6 and are referred to as SRC members



Student Councillors meet with nominated members of the school staff on a regular basis to discuss ways to make our school a happy and safe place. They also report back to their classes and keep them informed of changes, suggestions, activities and current school events.

Thank You

We thank you for choosing Our Lady Star of the Sea for your child's school journey and thank you for taking the time to read this handbook. Should you have any further questions please contact the school office on **02 9524 5543**.

