

Our Lady of the Rosary Catholic Primary School, The Entrance



Celebrating Community

Parent Information Handbook

Dear Parents,

Welcome to Our Lady of the Rosary Catholic School. You have chosen a school whose basic belief is that God loves us and we are called upon to respond to Him in love, thanks and praise. We hope your stay with us will be happy and fruitful.

You are your child's first and best teachers. Already you have taught your child more than she/he will learn at school. You have taught your child to walk, talk, the importance of faith and God, Catholic values, good manners, friendship and a myriad of other things. No one can know or love your child more than you do.

The staff and I are pleased to work with you in further developing your child's potential.

Your child benefits when you are involved in his / her formal education and when the staff develop a relationship based on trust, mutual respect and confidence. Thus, we hope you will be able to participate in the many activities available for parents during your child's stay at OLR Catholic School, The Entrance.

Yours sincerely,

Mr Gerard McGilvray
Principal



OUR LADY OF THE ROSARY CATHOLIC SCHOOL, THE ENTRANCE

Our Lady of the Rosary Catholic School, The Entrance had been a two-campus school for over 25 years, with the Infants campus situated at The Entrance and the Primary campus four kilometres away at Shelly Beach. A building program was undertaken in 2000 to consolidate the two campuses onto the Shelly Beach site. In December 2000 we finally came together as a “whole school”. In 2002 we celebrated our 50th year as a catholic school.

The School motto of “Celebrating Community” encourages all to celebrate our faith and give witness to the Gospel values within a caring and supportive community of parish, parents, staff and children.

The Vision Statement of OLR states that:

Our Lady of the Rosary is a Catholic Community where, as disciples of Jesus we show **respect**, grow through **learning**, **forgive** others and act with **justice**.

*There is currently a **school population** of approximately 430 within 16 classes. Currently, there are three Kindergarten and Year 1 classes. All other classes are two-stream.*

*The **School Leadership Team** consists of the Principal, Assistant Principal, Religious Education Coordinator and 3 Coordinators focusing on various aspects of the school’s Strategic Plan. The Leadership Team is committed to **collaborative leadership**.*

*Staff and parents feel **informed and included**, through the organizational structures of the school, regular communication, decision-making processes and practices. The school is known for fostering a welcoming, affirming and pastoral environment where relationships are valued and nurtured.*

There is a Learning Support Teacher, Learning Support Assistants, Librarian and a specialist PE teacher (RFF support). The Learning Support Team enjoys a close working relationship with all staff, children and families.

*Our **beliefs about teaching and learning** underpin and impact upon, all practices and decision-making within OLR. A culture of reflection and review is well established amongst staff.*

*OLR has an active and supportive **parent community**, offering support to staff in all areas of school life. The support comes in many forms – through the Parents and Friends Association, Class Parent helpers, class parent network and the Pastoral Care Team.*

*Catering for the needs of the **mixed ability classroom** has been a focus over recent years with all teachers receiving professional development and support to assist them in their classroom practice. All staff currently plan differentiated learning tasks to support students’ learning.*

There is an ongoing commitment to develop the Literacy and Numeracy skills of students, with a focus on differentiating the curriculum and improving learning gains.

*Our Lady of the Rosary Catholic School has access to the Internet, Wireless Mobile Lab, Interactive Whiteboard and encourages the use of **technology** to further enhance quality teaching and learning. All classrooms have ready access to a number of networked computers and the Internet, as well as a Technology Room in the Library. While Our Lady of the Rosary Catholic School is able to offer students access to a computer network for electronic mail (e-mail) and the Internet, an ‘Acceptable Use Policy for Internet Users’ is required to be signed by the students and their parents.*

*The children have the **opportunity** to hire and learn a musical instrument through Australian Teaching Services, to participate in the School Band, School Choir, Debating, Chess, Interest Groups, Sporting events and competitions and Enrichment Activities.*

*We have strong links between the **Parish** and the School and are very fortunate to be able to work with our Parish Priest Fr William Stevens and Assistant Priest Fr Nathan, who are very supportive of the school. Staff are actively involved in the life of the parish, and supportive of the Parish Pastoral Plan.*

Some Suggestions for Parents:

Parents are always looking for ways of helping their children do well at school. None of us lives in isolation. Home, community and school are all interconnected. For our children to learn and thrive, they need the support and encouragement of us all.

*In the centre is the home and that is where it all begins.
Here are a few hints that can be guaranteed to get results:*

- ❖ Help the child feel good about themselves and about learning. Encourage every effort. Try to praise rather than to blame.
- ❖ Read to them from the earliest age and let them see you reading. There is no better way to create a desire to read. This should be a daily occurrence.
- ❖ Give presents of simply written & well-illustrated books on a range of topics – both fiction and non-fiction.
- ❖ Keep a good supply of pencils, crayons and paper and encourage children to write regularly in a variety of ways – letters, diaries, factual accounts, shopping lists, imaginative stories etc.
- ❖ With the younger ones especially try to cultivate a sense of number, size, length, height, width, volume, area, money, weight and time in everyday life. Join with them in estimating, counting, calculating etc.
- ❖ Take time to discuss every day happenings. Encourage questions and show how answers can be found.
- ❖ Communicate- show an interest and listen to your children. Avoid asking direct questions (“What did you do at school?”) as most children will give as little information as possible in reply. Just chatting is more supportive and productive than an interrogation. When children grow up with good habits of communication, they are ready to learn, succeed and be confident students.
- ❖ Teach your children to do things for themselves. Patience in waiting for them to complete tasks (putting things away, getting dressed) will pay off later in self reliance. Show them how to break a job into small steps, which can be done one at a time – this works for everything from tidying a room to completing a major assignment.
- ❖ Value homework. Show you value education by expecting your children to develop regular homework habits.
- ❖ Establish realistic, consistent family rules as children learn security and responsibility through stable routines, consistent limits and high expectations.
- ❖ Regularly give them one of the most precious gifts you can – *YOUR TIME*.



OUR LADY OF THE ROSARY CATHOLIC SCHOOL, THE ENTRANCE

At OLR we are Disciples of Christ and follow Jesus' example in our work and play.

SCHOOL RULES:

We are Respectful

*Safe and caring hands
Speak and act with kindness
Know the rules and play by the rules
Only including, no excluding
Take turns*

We are Responsible

*Be in the right place at the right time
Care for appearance
Move safely around the school
Care for belongings
Care for our environment
Make good choices*



We are Learners

*Learn and let others learn
Be prepared to do your best
Be an active listener*

CORE VALUES & EXPECTATIONS

In this Catholic community, we live by the school core values of,

Respect

Justice

Forgiveness

Learning



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School Prayer

1. Vision

Our Lady of the Rosary Catholic Primary School The Entrance is part of the educational ministry of the Diocese of Broken Bay. The school is an integral part of The Entrance Parish, which sustains and supports it.

*Our Lady of the Rosary is a Catholic Community where as disciples of Jesus we show **respect**, grow together through **learning**, **forgive** others and act with **justice**.*

2. Administration

Phone No. : **4332 5594**

e-mail : mail@olrte.dbb.catholic.edu.au

Website : www.olrtedbb.catholic.edu.au

Office Hours: Monday to Friday 8.30a.m. – 3.30p.m.

Please address all school related correspondence to:

PO Box 210, THE ENTRANCE. 2261.

Parish Office: Ph. 4332 2216.

Fax No. 4333 5344

Principal:

Mr Gerard McGilvray

Assistant Principal:

Ms Patricia Miller

Religious Education Co-ordinator:

Ms Maree Sawyer

Parish Priest:

Fr William Stevens

Senior Administrative Officer

Mrs Lucy Thornley

Administrative Assistant

Mrs Tracy Hawkings

2.1 Fees

Tuition Fees are set by the Catholic Schools Office (CSO). These fees are set by the Board after consideration of the Diocesan Budget for the following year. It reflects the shortfall between government grants and the cost of providing teachers, administrative support and other resources.

School Education Fees are to cover the cost of the teaching materials and resources, cleaners' wages and cleaning materials, excursions and activities that children participate in throughout the year, eg Life Education Van, Swimming Carnival, and Performances etc.

Diocesan Building Levy is for the ongoing maintenance and building programs of the Diocese.

Accounts are payable three times a year, or alternative payment arrangements can be made through the School Office. If financial hardship is experienced please contact the School Office as soon as possible.

2.2 General School Regulations

School Hours

9 a.m.	to	11.15 a.m.
11.35 a.m.	to	1.05 p.m.
2.05 p.m.	to	3.15 p.m.

The school is responsible for the care and safety of the children between the hours of 8.30a.m. and 3.30p.m.

2.3 Supervision

Before School

Supervision of children begins half an hour before commencement of school (8.30am). Students **should not** be at school prior to 8.30am.

After School

Staff will supervise children waiting for school buses. If you pick up your child from school and you are unexpectedly detained please contact the Office so that suitable arrangements for supervision can be made.

Bateau Bay OSHC Before and After School Care operates independently out of OLR School. Please see the School Office for contact details.

2.4 Enrolment Forms

Our official enrolment forms consist of :

Student Details

Family Details

Statement of Faith Form

Information supplied on these Enrolment forms are our official school record details. Please complete them carefully and inform the school if there is any change to the information you have given.

2.5 Student Health / Medical Details



The information provided here, especially emergency contacts, has to be kept current. Should there be any changes during the year, please let us know - particularly any changes in contact numbers and details.

2.6 Attendances / Absences

The following Information for Parents is a result of Amendments to Law about School Attendance for Students of Compulsory School Age.

*It is essential that children arrive at school promptly as lessons begin at 9a.m.
Some of the most important teaching is done during this morning period.*

- If your child is absent from school please inform us by phoning or e-mailing the School Office before 9.30a.m. on the first day of absence stating the reason for the absence and the likely date of your child's return to school and send in an explanatory note when your child returns to school.
- If any absence is due to sickness and lasts for several days, it would assist the school if you obtain a doctor's certificate and provide this with your written note.
- Principals may request a doctor's certificate if you do not provide one. Please note that in the case of frequent absences for which the explanations are questionable, Principals may decline to accept the doctor's certificate as a valid reason for absence. In this case, you would be informed of the Principal's decision in writing.
- The Principal is responsible for accepting or not accepting a parent's/carer's explanation for their child's absence. If an explanation is not forthcoming or is not acceptable, the absence will be recorded as A – Unexplained or Unjustified. If, after seven school days an explanation has not been provided, the absence will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal.
- If an unavoidable absence is planned (e.g. a medical appointment), the school office must be informed in advance, preferably by a hand-written note or email. It would be helpful if copies of relevant documentation (e.g. appointment card) are attached and the note signed by the parent/carer and dated. Alternatively, a phone call to the school office can be made and followed up with a note/email.

APPLICATIONS FOR LEAVE IN ADVANCE

- The Principal can allocate up to 15 days of leave per student in a school year.
 - Applications for leave should be made well in advance of the intended date. Only in exceptional circumstances will leave be granted without notice or retrospectively.
 - Leave is granted for reasons such as:
 - a misadventure or unforeseen event (i.e. exceptional circumstances)
 - participation in special events not related to the school (e.g. receiving a community award)
 - domestic necessity such as serious illness of an immediate family member
 - attendance at funerals
 - recognised religious festivals or ceremonial occasions
 - other reasons which, at the Principal's discretion, are deemed to be in the best interest of the child.
 - ***Generally, leave will not be granted for family holidays taken during term time.*** An exception to this may be that the family circumstances are such that the Principal considers that the holiday would be in the best interests of the child.
- NB. Should Parents/Carers take the leave regardless of the Principal's decision not to grant leave, the school will record the absence as "A – Unjustified Absence". Depending on the student's previous attendance record, this can have serious implications as outlined below.

- Leave applications for more than 15 days require an Application for Exemption from Attendance at School. The Principal may grant an Exemption of up to 100 days in a 12 month period. Applications for more than 100 days are forwarded (with a recommendation from the Director of Schools) to the Minister for Education. Detailed application forms are required

to be completed before an Exemption from Attendance is granted. Applications cannot be dealt with retrospectively.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Broken Bay Catholic Schools Office is required to take further action where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school.

2.7 Late Arrivals

If your child is late to school, parents must bring them into the school office and sign a late slip that your child must then take to the teacher.

- Lateness is recorded as a partial absence. When monitoring attendance, partial absences are totalled up and converted into the equivalent number of whole day absences. For example: A child regularly arriving to school 30 minutes late three times a week throughout the year will be deemed to have missed 10 days of school.
- When your child is late for school, please provide the school office with a written note/email explaining the lateness. The note should be signed and dated by the parent/carer. Where possible, the note should be provided when your child arrives at school. If not, the note/email should be provided on the next school day. If, after 7 school days an explanation has not been provided, the lateness will be recorded as A – Unexplained or Unjustified regardless of whether a subsequent explanation would have been acceptable to the Principal.

2.8 Messages

Interruption to classes must be kept to a minimum. Parents therefore are asked to make all arrangements with their child BEFORE he/ she leaves home in the morning, thus reducing the need to telephone during school hours. Children must not bring Mobile Phones to school.

2.9 Collecting Children During School Hours

We ask that should you, or someone designated by you, need to take your child from class during the day, you inform the class teacher **in writing** beforehand. Before collecting your child from class **please call into the Office where you will be asked to sign for the child.** You will then be given a permission note to present to the class teacher. This is a safety measure to protect your child. This procedure must be followed every time.

2.10 Assisting our School

All parents have gifts and talents, which can enhance the school's activities. At the beginning of the school year, and at various times throughout the year, parent participation and involvement will be requested. Please respond when this is possible.

The benefits of parent participation and involvement cannot be measured. The whole school community benefits and the school is enriched by you. You and your children's teachers share a deep concern for your children's learning and welfare. There is no better way to encourage growth and development than by working together, whatever the age of the child.



It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- complete a Volunteer/Student Declaration declaring they not a prohibited person.
- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection – 2.14).

2.11 Visiting our School

When attending our school during school hours, all visitors are required to go to the School Office and sign the visitors register. Visitors will be required to wear a Visitors Badge throughout their stay at the school and return the badge and sign out at the conclusion of their visit.

2.12 Privacy at OLR

Collection of information will be used for the purpose of the education of your child. It is the policy of OLR to maintain the highest level of privacy in handling the personal and sensitive information of students and families. The school follows the Diocesan Policy in relation to the Privacy Act and has a “Standard Collection Notice” which is distributed to parents upon enrolment. If parents have objections or concerns about the use of their child’s photograph or name being published e.g. in school or Diocesan publications, parents are to notify the School Principal in writing.

2.13 Complaints and Grievances

Diocesan Policy states that members of staff with a complaint about a student should first raise the issue with the principal.

If you are a parent with a complaint about a student other than your own you should raise it with your child’s class teacher.

If you are a parent with a complaint about a member of staff the issue should first be discussed with the relevant teacher or the principal.

Please refer to the Diocesan Complaints Policy and Procedures available on the CSO website at

<https://curianet.dbb.org.au/Catholicschoolsoffice/dssresources/Pages/default.aspx>

2.14 Child Protection

At OLR we take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Respond appropriately when we suspect a child is at risk of harm from possible abuse or neglect by a parent/carers

2. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries
3. Follow an established process to address allegations of inappropriate behaviour by staff towards children

Responding to risk of harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal when they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report, the Principal will consider all of the information and seek appropriate advice from the Diocesan child protection team (CP Team). Any information about a child at risk is kept confidentially by the Principal.

In any situation where a child is considered to be at risk the school will develop a support plan and will work with the child and family to assist them as much as possible.

If you have concerns about a child at this school who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

Maintaining Professionalism

All staff at OLR are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

At OLR we understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If they see others acting inappropriately with children, report their concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently. Staff at OLR strive to:

- Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns
- Minimise physical contact with children unless it is absolutely necessary to exercise appropriate duty of care
- Follow the school's policies and procedures relating to child welfare and wellbeing including serious incidents and reporting risk of harm

Addressing allegations of inappropriate behaviour by staff

OLR is committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Ombudsman Act 1974*. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against employees.

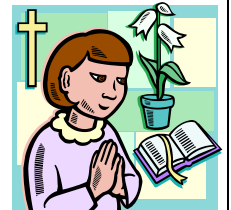
Because of the legal requirements such complaints are assessed by the CP Team. If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CP Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action. In relation to the child this may include counselling or other support.

3. Programs / Teaching and Learning

3.1 Parents and the Religious Education Programme



Your child will participate in a Religious Education Programme, which emphasises the unconditional love of God for each of us, the Person of Jesus, the Church and its community life and our response to God's love.

In addition to the formal program, we aim to establish a climate in which your child can experience learning and living in a Catholic community. This will assist the development of your child's faith, received as a gift at Baptism.

We assume our formal and informal curriculum complements what your child is learning at home. If it does, then your child has the optimum conditions for growth as a child of God. If it doesn't, then your child will be confused by double standards and will reject the values of the school in favour of the home where her / his greater love and security are. Parents don't, necessarily, have to know a lot about their Religion, rather, they have to live and practise their Faith.

Sacramental Programmes

Preparation for the sacraments of Confirmation, Reconciliation and First Eucharist is organised through the Parish. Confirmation and Reconciliation in Year Two, with First Eucharist in Year Three.

Details of these programmes are sent home through the school. Further details on these programmes may be obtained from the Parish Office on 4332 2216.

3.2 Learning Support

We are fortunate in having a Learning Support Team who assist class teachers with children who have been assessed as being eligible for Integration Funding.

Parents or teachers who are concerned about a child's progress and / or performance may refer the child to the Learning Support teacher after discussions with the Principal and Class Teacher.

The referral procedure involves all who are concerned with the child: parents, class teacher, Principal and Learning Support teacher. It may lead to some children becoming eligible for specific Learning Support. This is not a remedial programme.

Individual Profiles (IP's) are put into place for children who are receiving Learning Support. These Programs are constantly monitored and reviewed on a regular basis.

3.3 Library Bags

We have an excellent Library and the students are encouraged to use it regularly, both for pleasure and research. To keep the books in good condition every student is to have a Library Bag, which they bring to school on Library Day with their book/s in it. A cotton / linen bag with a drawstring is ideal.

3.4 Computers

The school is equipped, much of it through the generosity of the fundraising efforts of the Parents & Friends (P & F) Association, with computers for the children. Each class has access to computers and associated software both within their classrooms and in the (Library) Computer Room. All computers are networked, can access BBNET. (Broken Bay Intra Net – Internet facilities). We have Laptops set up as a Mobile Lab, a Wireless System and Interactive Whiteboards.

The Library and Administration are fully computerised.

All users are asked to abide by the “acceptable use policy” of the Diocese.

We have a School Website.

4. Information Concerning New Kindergarten Children

Things to practise before coming to school...

- ❖ Holding a pencil correctly.
- ❖ Writing their first name (lower case writing).
- ❖ Recognising their own name, including family name; phone number and address.
- ❖ Using scissors.
- ❖ Tying shoe laces.
- ❖ Doing up buttons.
- ❖ Knowing how to ask if they may go to the toilet.
- ❖ Toilet hygiene.
- ❖ Following simple instructions.
- ❖ Knowing what food is for little lunch (recess) and what is for big lunch.
- ❖ Knowing if they go on a “walkers” line or on a bus, and which bus is theirs.
- ❖ The sounds the letters make.



Hints about school bags

It is a good idea to put a small key ring type figure on your child's bag near the zipper for easy recognition.



Helpful Hints for the First Day

- ❖ Take your child into the classroom, help them find their seat. Put your child's nametag on them.
Help your child start the activity on their table.
- ❖ Say goodbye and leave, as soon as your child is settled.
- ❖ If your child becomes upset, try to reassure them or give them to the teacher. The quicker you leave the quicker they will calm down and get into classroom routine.
- ❖ When you come to collect your child – SMILE – they've survived their first day at school.
- ❖ Kindergarten children start school a day later than children in Years 1- 6, and for the first week of school come for only half a day, 9a.m. to midday.
- ❖ Encourage your child to carry their own bag and place it in the bay racks.
- ❖ After school, ask them about the best thing in class today? Best thing in the playground?



5. General Information

5.1 Staff Development Days

The school has pupil free days each year. These days are used for Staff Development. Notice of these days will be given in advance. It will be necessary for parents to make alternative arrangements for their children on these days. The first day of the school year is always one of these five Pupil Free Days.

5.2 Assessment and Reporting

Assessment is ongoing throughout the year and could be in many forms – eg observation, formal testing, running records, samples of work; This assessment then guides the teacher and the teaching program. Twice a year (end of Terms 2 and 4) parents will receive their **Children's Report**.

If you have any queries / concerns regarding your child's progress please make an appointment to see your child's teacher. We welcome the chance to get to know you, and discuss our shared responsibility.

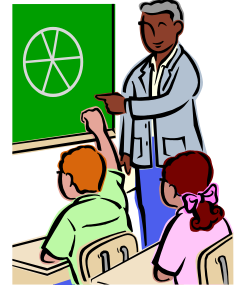
5.3 Class Parents

Class Parents assist the teacher in various aspects of schooling during the year. The Class Parent's role is to keep contact with the class teacher and relay important information to other parents, organise cards for leaving students: births and bereavements within the class community, welcome new students and their families, help the teacher within the classroom when available and attend P & F meetings.

5.4 The School Curriculum

In Catholic Primary Education, our curriculum covers seven KEY LEARNING AREAS (KLA's):

1. Religious Education
2. English
3. Mathematics
4. Science and Technology
5. Human Society and Its Environment (HSIE)
6. Creative Arts
7. Personal Development, Health and Physical Education (PD/H/PE)



Each KLA aims to develop in student's significant knowledge and skills, which will result in a quality education.

A new Australian Curriculum will be implemented at OLR over the next few years.

6. Policies

Homework

Aims:

- ❖ To encourage responsibility within the child.
- ❖ To extend children's study into the home thereby enabling parents to be aware of and involved in children's work.
- ❖ To reinforce work done during the day and revise units already completed.
- ❖ To establish consistent practice across the school.



Objectives:

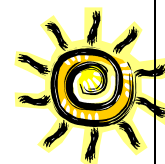
- ❖ That children who do homework will receive appropriate recognition and encouragement from their teachers.
- ❖ That children may come to understand the importance of homework and good study habits.
- ❖ That children will be able to collect information which can be obtained from the home / other environments.
- ❖ That children will do homework for ***no more than a specified period*** each day from Monday to Thursday as follows:

<u>Year 1</u> ~	10 minutes;	<u>Years 3 & 4</u> ~	30 minutes;
<u>Year 2</u> ~	10 – 20 minutes;	<u>Years 5 & 6</u> ~	30 – 60 minutes;

If homework exceeds these limits on a regular basis, please contact your child's teacher. It is expected that all children (Kinder to Year 6) will read each night.

- ❖ That the children's home situation will be taken into consideration and catered for where necessary.
- ❖ That the individual ability and work – rate of the student will be considered.
- ❖ That the children will realise that parents will be contacted when homework is frequently incomplete or not up to acceptable standards.
- ❖ That homework can be selected from the following: research, Religion, Health, Mathematics, English, Human Society and its Environment, Science and Technology.
- ❖ That parent/s, and / or guardian are to sign the homework.
- ❖ That parent/s and / or guardian, write an explanation, if homework was unable to be done or completed. This should be written in the homework book, Diary or Communication Book.
- ❖ That parents may feel free to comment on the pupils homework, but, not change the homework set.
- ❖ That the ***School Diary*** (Years 3 – 6), Homework Book, or ***Communication Book*** (Kinder – Year 2) can be used as a means of regular communication between teachers and parents.

Skin Protection



Our Lady of the Rosary has developed a **Sunsmart** Policy. The purpose of this policy is to ensure that all children attending our school are protected from skin damage caused by the harmful ultraviolet rays of the sun.

The children are expected to wear a school hat throughout the year and are encouraged to wear sunscreen when applicable. Children who do not wear an **approved school hat** will be required to stay in the shade.

Pastoral Care

At O.L.R. we uphold and live out the Gospel values of our Catholic community. We have three school rules – We are Respectful, We are Responsible and We are Learners. These rules and our four core values of Respect, Justice, Forgiveness and Learning, assist us in creating an environment where all students, their families and employees will feel safe and valued.

An effective network of care will be established and maintained strengthening the relationship between home, school, parish and the Catholic Schools Office. It is the responsibility of all members of our community to show Pastoral Care to each other and to follow the procedures set out in the Pastoral Care Policy.

O.L.R.'s Behaviour Management Code does not permit the corporal punishment of students attending the school by school or non-school persons including parents. "Corporal Punishment is defined by the Bill (Education Reform – School Discipline Bill) as the application of force in order to correct the student, but does not include the application of force only because of action taken to prevent personal injury to, or damage to or the destruction of property to any person, including the student."

O.L.R. recognises that both the school's reputation and the child's life can be affected through bullying and it is everyone's responsibility to minimise and prevent these behaviours. In accordance with the Diocesan Policy on Anti Bullying, O.L.R. has developed its own Anti Bullying policy.

Bullying is viewed as a breach of the School's Rules and Core Values. Any reports of bullying will be investigated and appropriate action taken. The response to bullying will provide:

- * guidance and other support for the recipient.
- * appropriate sanctions and support for the student who bullied.

7. Information / Services

7.1 Newsletter

Our Lady of the Rosary Catholic School Newsletter is sent home fortnightly on a Wednesday and is numbered for your convenience. It contains many important notices, items of interest and information.

Newsletters and other circulars are sent home with the eldest child in each family. Please check school bags for notes.

If the eldest child is absent when Newsletters / circulars are distributed, it is their responsibility to collect them from the teacher on their return to school.

As far as possible all correspondence to parents will be sent home with the Newsletter.



7.2 Medical Procedure

The school presumes that parents will provide all relevant medical details and that this information is held on file in the School Office. It is the responsibility of the parents to advise the school of any change in information when it occurs, e.g. Health Circumstances, phone numbers etc.

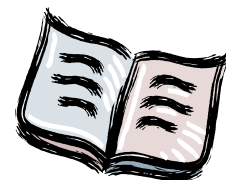
Children who become ill at school are sent by their teacher to the Office, and supervised until contact with a parent or nominated Emergency Contact can be made.

In cases of a serious accident or emergency, it is usual for the student to be taken by Ambulance to the nearest hospital. Parents are notified as soon as possible.

7.3 Banking

Banking takes place on Tuesday with the Commonwealth Bank. Children will take home a form giving details.

7.4 Book Club (Ashton Scholastic)



Book Club order forms are sent home during the term. Order forms are to be returned to school by the due date in an envelope marked with the child's name/ class/ amount and Book Club Order. Parents are asked to tender the correct amount whenever possible.

7.5 Canteen / Lunch Orders

Lunches may be ordered through the Canteen which is open every day. Write your child's name, class and lunch order on a paper bag and place the money inside the bag. The child will place this in the lunch basket on arrival in the classroom. Price lists are sent out at the beginning of the year or are available from the Office.



The success of the Canteen depends entirely upon volunteer help through parents. Assistance with the staffing of the Canteen is appreciated. You may not be able to help on a rostered basis, but be available for emergencies. We do need plenty of people willing to help in an emergency.

We strongly urge all parents to put a limit on the amount of money children (Kinder to Year 6) bring to school to spend.

7.6 Band



The students (3 – 6) have the opportunity to participate in music lessons provided by Teaching Services Australia Pty Ltd. These lessons involve tuition in woodwind and brass instruments and are given during school hours. The students have the opportunity to be part of our School Band and to perform on several occasions throughout the year.

8. Travel

8.1 Bus Passes



Students in **Infants** grades are entitled to a bus pass- irrespective of where they live and distance they travel to school. **Primary** children must live a distance of 1.6km from the school before they are eligible for a bus pass. Application Forms for a Pass are available from the School Office.

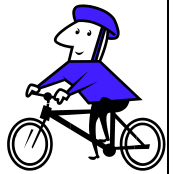
Lost Passes: If a Bus Pass is lost or destroyed, please contact the School Office for a Replacement Form and the costing of a replacement Bus Pass.

Behaviour: Children who travel on buses are expected to behave in a suitable and safe manner. Fitting with the Bus Co. Policy, any child found to be misbehaving may have their passes confiscated.

8.2 Car Travel

Parents who collect their child/ren after school are required to walk inside the school grounds, collect them from the lunch seat area and escort them to the car. These children sit together supervised by a teacher until collected. Please do not wait on classroom verandahs as this distracts the children. **Do not park / stand / stop at the school gates, within the school crossing, or in the bus bays.** For the safety of all pedestrians please do not park in the Staff Car Park before or after school, limited car parking is available at other times.

8.3 Bike Riders



Students in primary grades may ride their bikes, if their parents permit. Students are required by law to wear helmets. We expect students, riding bicycles, to follow the safest possible route to and from school. We assume you have taught your child the rules for safe cycling. All bikes must be placed in the bike racks.

The school cannot be responsible for the loss or damage of bicycles.

Please note: Skateboards, Scooters, Rollerblades & Rollerskates (or the like) are NOT permitted to be ridden to or from school and are, therefore, are not permitted on school grounds.

8.4 Variation to Routine

Children who catch a different bus from time to time, or are being picked up by someone else must present a note stating the reason for departure from routine. Verbal messages will not be accepted except in cases of emergency.

8.5 Before and After School Care

Bateau Bay OSHC – Before and After School Care – is a privately owned enterprise and is operated in the school grounds. It runs from 6.30am to 8.30am and 3.15pm to 6.00pm. Contact information can be obtained from the School Office.

9. P. & F. Association



The P& F Association of Our Lady of the Rosary Catholic School is the formal body through which you may participate in school activities. The Association works very hard to provide funds for educational resources. It encourages parent involvement in many social activities that are available throughout the year and is the forum where matters related to education may be raised. General meetings are held each term in the Multi Purpose Room – notice of times and dates are given in the Newsletter. This is a great way to meet new friends and help the school.

10. School Uniform

School uniforms are available through the School Uniform Shop, which is open Monday, Wednesday and Friday Mornings. Order forms are available from the Office.

At all times students should be dressed showing pride in their uniform and school.

Clothing Pool

Used clothing can also be purchased through the Uniform Shop. If you need to purchase anything you may do so by attending at the above times or alternatively by placing your money in an envelope, clearly marked with your child's name, class and items required.

10.1 Uniform Policy

EARRINGS:- A maximum of 2 earrings per child i.e. on in each ear, are to be worn. Only a plain stud or small sleeper will be permitted (unless your child has just had their ears pierced, then they are permitted to wear the earrings put in for the specified time).

NECKLACES:- A Crucifix or religious type of necklace may be worn provided it is under the school uniform. NO shells, pearls, beads, trinkets, leather straps etc will be permitted.

RINGS:- One ring will be permitted if it is flat eg signet or birth rings of great emotional, sentimental or cultural significance. NO rings that have raised areas eg. Claw settings, will be permitted.

BANGLES:- NO bangles or wrist jewellery, including charm bracelets, friendship bracelets etc. are to be worn to school other than a wrist watch or birth bangle that is now too small to be removed over the hand. Rubber promotional bands and “power bracelets” are not permitted.

NAIL POLISH:- NO nail polish of any colour or type will be permitted.

HAIR:- Any students, male or female, with hair over their face or eyes must have it clipped back by either a hair clip (in the school colour) or by tying it back. Hair of shoulder length or longer, both male and female, must be worn tied back.

HAIR ACCESSORIES:- Plain blue (in the school colour) ribbon, scrunchies and elastics will be permitted only. NO flowers, coloured hair accessories etc will be permitted. Hair styles which restrict the effective wearing of the school hat will also not be permitted.

HAIR COLOUR:- Hair colour should be natural.

SHOES:- Black leather lace up, or Velcro shoes – not joggers or boots.

SOCKS:- White ankle socks are only permitted on Sports Days and must be plain white or the OLR sports socks sold by the Uniform shop and only worn with the Sports Uniform. The school blue short socks should be worn on other days.

GIRLS UNIFORMS:- Length should be a sensible, practical and modest length.

BOYS SHORTS:- The band on the boys school and sports shorts must be worn at a reasonable height, NOT hip height or below, boxer shorts and underpants are not to be visible.

SCHOOL SHIRTS :- All school shirts (summer for males and winter for male and female) must be tucked in at all times ie. whilst in transit to and from school and whilst at school.

SPORTS SHIRTS:- On Sports Days, Sports shirts may be worn out and will only need tucking in if they are not neatly hemmed.

10.2 Variation to Uniforms

At times children may need to be without part of their official school uniform, including hat. Should this occur we ask that you send in a note to the class teacher.



10.3 Uniforms

Girls (Summer)

BLUE Check dress
SKY BLUE socks (ankle length)
BLACK Leather shoes (lace up or buckle, not joggers or boots)
NAVY BLUE ribbons or Scrunchie
HAT / Cap (with school logo on)

Boys (Summer)

NAVY BLUE Shorts (with longer legs)
BLUE short sleeve shirt (with logo printed on pocket)
BLACK Leather shoes (lace up, not joggers)
NAVY BLUE socks
HAT / Cap (with school logo on)

Girls (Winter)

ROYAL BLUE Serge Pinafore, or
ROYAL BLUE Winter Slacks
SKY BLUE Shirt (Peter Pan style)
NAVY BLUE Sloppy Joe or Zip Jacket with school logo
NAVY BLUE Tights with Pinafore
SKY BLUE SOCKS with Slacks
BLACK Leather Shoes (as above)
NAVY BLUE Ribbons or Scrunchie

All stock (other than shoes) can be purchased from the School Uniform Shop

Boys (Winter)

NAVY BLUE Trousers (Long trousers not shorts)
BLUE Shirt (Long sleeve)
NAVY BLUE Sloppy Joe or Zip Jacket with school logo
BLACK Leather shoes (as above)

Girls (Sports Uniform)

SKY BLUE T-Shirt (with collar, with logo printed)
ROYAL BLUE Pleated skirt or Unisex shorts
WHITE Sand-shoes / Joggers
NAVY BLUE Track Pants (NO stripes)
WHITE Socks
HAT (with school logo)

Boys (Sports Uniform)

SKY BLUE T-Shirt (with collar, with logo)
ROYAL BLUE Unisex Shorts
WHITE Sand-shoes / Joggers
NAVY BLUE Track Pants (NO stripes)
WHITE SOCKS
HAT (with school logo)

School Bags

NAVY BLUE SCHOOL bag with school logo printed on.

School Prayer

O God, our Heavenly Father
Give your blessing to our school.

Give to all who work here
the true love of knowledge.

May the spirit of loyalty
bind us closer together

So that we may work,
for our own good and the common
good.

May your wisdom help
our work and our play
so that we may grow to love
all that is true, honest and good.

Please help us to remember
that you are our Father,

Your Son became our Brother,

The Holy Spirit lives in us
and Mary is our Mother.

Our Lady of the Rosary pray for us.

