

*Our Lady of the Rosary
Catholic Primary School
The Entrance*



*Parent Information
Handbook
2020*

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**.*

*The **School Leadership Team** consists of the Principal, Assistant Principal, Religious Education Coordinator and 3 Coordinators focusing on various aspects of the school’s School Improvement 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.*

We have an excellent Learning Support Team including two Learning Support Teachers and Learning Support Aids, who enjoy a close working relationship with all staff, children and families. We have a school Librarian and a specialist PE Teacher Music Teacher who provide RFF support.

*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 our Parent Community Network (PCN) and Grade Parents.*

*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.*

*At Our Lady of the Rosary Catholic School, we encourage the use of **technology** to further enhance quality teaching and learning. All students have access to a range of technology including Chromebooks, iPads, Interactive Whiteboards, Spheros and Bee Bots.*

*The children have the **opportunity** to be involved in a variety of **extra-curricular activities** including School Band, Choir, Debating Team and a variety of Interest Groups. Children are also given the opportunity to participate in a variety of Sporting Events, Academic Competitions and Enrichment Activities.*

*We have strong links between our school and **Parish Community**. We are very fortunate to be able to work with our Parish Priest Fr William Stevens and our Parish Community who are very supportive of the school. Staff are actively involved in the life of the Parish and are supportive of the **Sacramental Program**.*

Contact Us:

Phone No.: **4332 5594**

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

Website: www.olrtedbb.catholic.edu.au

Office Hours: Monday to Friday 8.30am – 3.30pm

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

Mrs Maree Sawyer

Religious Education Co-ordinator:

Mrs Carmel Corda

Parish Priest:

Fr William Stevens

Senior Administrative Officer:

Mrs Christine Elward

Administrative Officer:

Mrs Tracy Hawkings

School Hours

School Start: 8:55am

Morning Session: 8:55-11am

Recess: 11-11:30am

Middle Session: 11:30-1:30pm

Lunch: 1:30-2:20pm

Afternoon Session: 2:20-3:15pm

School Finish: 3:15pm

The school is responsible for the care and safety of the children between the hours of **8.30am and 3.40pm**

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.

Busy Bee's OSHC Before and After School Care operates independently out of OLR School. Please see the school office for contact details.

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.

Student Health/Medical Details

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

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 of existing school buildings and new building programs within the Diocese.

PCN Levy replaces the majority of fundraising previously required. This levy and additional minimal fundraising events are used to support the school with resourcing, equipment and special projects.

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.

Attendance & 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 9am.

- If your child is absent from school, please use the **Compass App/Compass Parent Portal** to notify us of the reason for the absence.
- If any absence is due to sickness and lasts for several days, it would assist the school if you obtain a doctor's certificate.
- Principals may request a doctor's certificate for absences due to sickness that last more than a few days. 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/carer's explanation for their child's absence. If an explanation is not forthcoming or is not acceptable, the absence will be recorded as Unjustified. If, after seven school days an explanation has not been provided, the absence will be recorded as Unexplained or Unjustified.

Applications for Leave in Advance

- Applications for leave should be made well in advance of the intended date. Only in exceptional circumstances will leave be granted retrospectively.
- Leave applications for more than 10 days require an Application for Extended Leave.
- 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.
- 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 an Unjustified Absence. Depending on the student's previous attendance record, this can have serious implications as outlined below.

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.

Late Arrivals

If your child is late to school, parents must bring them into the school office and sign them in at the Compass Kiosk.

- 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.

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 and contact the school office during the day to give permission for someone other than you to collect your child.

When collecting your child, you must present to the school office, sign them out through the Compass Kiosk and your child's class teacher will be called to send them to the office with their bag.

No pick-ups during Recess (11-11:30am) and Lunch (1:30-2:20pm).

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.

Parent Community Network (PCN)

The Parent Community Network is the formal body through which you may participate in school activities. The PCN works very hard to plan events throughout the year with the purpose building a sense of community and raising funds to support the school. PCN meetings are held twice a term in Weeks 4 and 8 on a Wednesday evening at the school. This is a great way to meet new friends and help the school.

School Advisory Council

The purpose of the School Advisory Council is to assist the principal in decision making to provide the best possible learning possibilities for students. Using the Shared Wisdom model of decision making, the School Advisory Council adds another dimension to the governance of the school. Membership of the School Advisory Council may include representatives from the parent body, the school leadership team, teachers, members of the parish and the parish priest.

Visiting our School

When attending our school during school hours, all visitors are required to go to the school office and sign in through the Compass Kiosk. Visitors will be required to wear a visitor's badge throughout their stay at the school and return the badge and sign out at the conclusion of their visit.

Teaching and Learning at OLR

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. History and Geography
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.

Religious Education

Your child will participate in a Religious Education Program, 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. Students are given the opportunity to experience many forms of prayer and participate regularly in liturgies and Masses. This is all part of ensuring that our students' faith is nurtured and developed and that they have a strong connection to the Catholic tradition. It is very important that parents support the faith life of the school.

Learning Diversity Team (Learning Support)

We are fortunate in having a **Learning Diversity Team**, who assist class teachers with children who have been identified as needing additional support.

Teachers who are concerned about a child's progress and/or performance may refer the child to the Learning Diversity Team after discussions with the Principal.

The referral procedure involves all who are concerned with the child: parents, class teacher, Principal and Learning Diversity Team. It may lead to the development of an Adjustment Plan to support learning/behaviour. These plans are monitored and reviewed on a regular basis.

ICLT

The use of technology at OLR is for educational purposes and is utilised by students and teachers to enhance learning across all subject areas. All students have access to a range of technology including Chromebooks, iPads, Interactive Whiteboards, Spheros and Bee Bots. Students and parents sign a Technology Agreement at the beginning of the school year to ensure the safe and responsible use of technology when at school.

Assessment and Reporting

Assessment is ongoing throughout the year and could be in many forms – eg observation, formal testing, topic based assessment tasks, 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 written report on their child, followed by an opportunity to meet with the classroom teacher to further discuss their progress. We hold formal Parent/Teacher Interviews once a year in Term 2.

Concerns About Your Child

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

Staff Development Days

The school has five 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 and the last two days of the school year are always Pupil Free Days. There is also a day set aside at the beginning of the school year for Maths Assessment Interviews (MAI). Teachers conduct MAI's to assess students' mathematical understanding with an individual assessment which takes approximately 30 minutes. Interviews are booked through an online booking system.

Policies & Guidelines

The following Policies and Guidelines are available on our school website and/or the Compass Parent Portal:

- Anti-Bullying
- Attendance
- Behaviour
- Communication
- Uniform
- Pastoral Care and Wellbeing

- Behaviour Support

Information & Services

COMPASS Parent Portal

The Compass Parent Portal/Compass App is our main source of communicating important information to parents. The parent portal allows parents to:

- Monitor their child's attendance, and enter in explanations for late arrivals or absences.
- Download and view their child's semester reports.
- View 'My News', a news feed of school announcements, alerts and updates.
- View the school calendar.
- Pay and provide consent for events and excursions

Newsletter

Our Lady of the Rosary Catholic School Newsletter is sent home fortnightly on a Thursday via COMPASS. It contains important notices, items of interest and celebrations of things happening around the school.

Facebook

We have a facebook page, which we use to share exciting events that are happening in our community. Please follow us, so you can keep up to date.

Banking

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

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.

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 our reusable lunch order bags (or on a paper bag and place the money inside the bag), alternatively you can order lunch/recess via the Compass Parent Portal.

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.

Counselling and Support Services

Family Liaison Officer

Our Lady of The Rosary Catholic Primary School is fortunate to have a Family Liaison Officer (FLO) based at the school three days a week to support our families within the school community.

Our FLO, Nicolle Schwebel, is available at the school to provide understanding and to help ease some of the demands and challenges that can be faced by families.

Working in conjunction with the school's staff, our FLO maintains contact with families and can support them through difficult times by providing information, individual family support and advocacy, as well as referral to external agencies and community or support services as required.

The FLO is integral in various programs run by the school, such as The Transition to School Program for new Kindergarten students and their parents. She also oversees our Grade Parents Group and supports our Parent Community Network. In conjunction with the parent education team from the Catholic Schools Office, the FLO also facilitates parent information sessions and educational workshops that provide opportunities for families to increase their knowledge and skills around parenting and child develop.

All members of our school community are valued and our FLO welcomes families to engage with the school to build capacity, enhance learning outcomes, and cultivate a sense of wellbeing and belonging for everyone.

Please check the ORL school newsletter for regular updates and parenting tips from our FLO. Parenting courses, workshops and activities will be displayed in the OLR School Calendar on COMPASS

How can the FLO Support Me?

Some things the FLO can assist families with include:

- Guiding students and families with the transition to BIG school
- Helping parents / carers become involved in their child's education
- Providing support in times of family illness e.g. meals
- Financial stress and budgeting
- Balancing school / home life
- Parent education and workshops
- Family breakdown
- Crisis / Emergency

- Resources to support students with their educational and emotional wellbeing
- Navigating the NDIS application process
- Domestic and Family Violence
- Mental Health
- Behavioural concerns
- Addictions

FLO Availability

Nicolle Schwebel is available at the school 3 days a week (Monday, Tuesday and Wednesday). Appointments are not necessary. Just call into the office or contact her via telephone. Anything discussed with our FLO is always treated with the utmost confidence and respect.

Contact Details

Telephone: 4332 5594

Email: nicolle.schwebel@dbb.catholic.edu.au

School Counsellor

Our Lady of the Rosary also has a School Counsellor. Our School Counsellor – Nicole Ryder is a Registered Psychologist, who works 5 days a week across the Broken Bay Diocese.

Regular days at Our Lady of the Rosary will be Thursday's however, attendance at each school varies as needed.

The School Counselling role is varied but generally includes:

- short term individual intervention and counselling support for students,
- consultation, support and advice to parents,
- consultation or assistance with referrals to external providers,
- school support for programs promoting student wellbeing, resilience and mental health literacy.

The referral process for families is to touch base with the Classroom Teacher, Principal or Assistant Principal who will consult with me for general advice in the first instance and then can provide families with an official referral document to be completed and returned.

Initially parent meetings are offered to gather a clear understanding of the student's strengths and difficulties and to collaboratively determine suitable goals to work toward.

Travel

OPAL Card

Students in Grades K-2 are entitled to an OPAL card- irrespective of where they live and distance they travel to school. Children in Grades 3-6 must live a distance of 1.6km from the school before they are eligible for an OPAL card. Flyers are available from the school office or you can just go to transportnsw.info/school-students

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.

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.

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.

Car Park

The Staff Car Park is reserved for staff only between the hours of 7:45am and 4pm.

Bikes

Students may ride their bikes, if their parents permit. Please remember that students are required by law to wear helmets. We expect students, riding bicycles, to follow the safest possible route **directly 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, not permitted on school grounds.

Before and After School Care

Busy Bees 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.

School Uniform

School uniforms are available through Cowan & Lewis and all orders can be made online - <https://cowanlewis.com.au/product-category/our-lady-of-the-rosary-the-entrance/>

At all times students should be dressed showing pride in their uniform and school. Our Uniform Policy can be found on our school website and Compass Parent Portal.

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.