

# Our Lady of the Rosary Catholic Primary School The Entrance



## Parent Information Handbook

*Dear Parents and Carers,*

*Welcome to Our Lady of the Rosary Catholic Primary School, Shelly Beach. Selecting a school for your child is one of the most important decisions you will make for them and we thank you for choosing to join our community, of which you will become an integral part. Our Lady of the Rosary, affectionately known as OLR, has a proud history of being a welcoming community that values the important relationship between school and home.*

*You are the first and most important teachers of your children and we look forward to working with you to further support your child's spiritual, academic, social, emotional and physical growth.*

*Your child, along with all the students at OLR, are at the centre of all we do and decisions we make. Working together in a spirit of mutual respect, trust and confidence will ensure we provide our children with a strong foundation for the future.*

*Yours in Christ*

**Mrs Yvette Owens**  
*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 November 2000 we finally came together as a “whole school”. In 2002 we celebrated our 50<sup>th</sup> 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. Our Catholic faith and identity is integral to all we do.*

*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 organisational 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 three Learning Support Teachers and Learning Support Aids, who enjoy a close working relationship with all staff, children, and families. We also have a school Librarian and a specialist PE Teacher and Music Teacher who provide additional 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).*

*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 (one to one in years 5 and 6), 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](mailto:olrte@dbb.catholic.edu.au)

Website: [www.olrtedbb.catholic.edu.au](http://www.olrtedbb.catholic.edu.au)

**Office Hours:** Monday to Friday 8.30am – 3.30pm

Please address all school related correspondence to:

**Our Lady of the Rosary Catholic Primary School.  
1a Shelly Beach Rd, Shelly Beach**

**Parish Office** Ph. 4332 2216

Fax No. 4333 5344

Principal:	Mrs Yvette Owens
Assistant Principal	Mrs Maree Sawyer
Acting Religious Education Coordinator:	Mrs Joanne Moore
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.

## **School Fees**

**School Fees** are set by the Catholic Schools Broken Bay (CSBB) and comprise of three components: **Tuition Fees**, **School Education Fees** and the **Diocesan Building Levy**.

**Tuition 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. The fees

**School Education Fees** are to cover the cost of the teaching materials and resources, cleaners' wages and cleaning materials, excursions and other activities that children participate in throughout the year, e.g. athletics and swimming carnivals and performances etc.

**Diocesan Building Levy** is for the ongoing maintenance of existing school buildings and new building programs within the Diocese.

**Additional Fees:** The only additional fees are the camp fees for Years 5 and 6 students.

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 a legal requirement that all primary school aged children attend school everyday unless they have a reasonable reason for non-attendance. It is essential that children arrive at school before the bell rings to mark the start of the day and do not leave before the end of the school day. Appointments should be made outside of school hours unless they are essential and*

*cannot be scheduled out of these hours. This would apply for medical or other essential services eg: Therapy sessions etc*

- 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, the Principal may request a doctor's certificate. 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 Catholic Schools Broken Bay 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 at 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) unless absolutely necessary.**

## Parent Helpers & Volunteers

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. 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 helpers / volunteers are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitor's 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. Any inappropriate conduct by any parent or helper must be reported immediately to the Principal or Assistant Principal. Please see [Child Protection Guidelines for Staff](#) for further information.

It is expected that parents and volunteers have a prearranged time to help and do not just "drop in" to the class. Volunteers are not to take responsibility for an entire class or to be left in a classroom by themselves with students. They should receive appropriate induction regarding what is expected of them in their management of students. No volunteer is

permitted to chastise any student they are working with. Any problems are to be referred to the teacher.

### **Parent volunteers and younger siblings:**

Generally, we do not recommend that younger siblings accompany parents volunteering in the classroom as this can disrupt the learning and be a distraction for the parent volunteer. Please speak with your child's teacher to ascertain the appropriateness of a younger sibling being in the classroom whilst you are volunteering. We ask that parents respect the teacher's decision made in the best interests of their students and class.

## **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 of building a sense of community. PCN meetings are held twice a term in Weeks 4 and 8 on a Wednesday evening at the school or via Zoom. 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 opportunities 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 and sign out at the conclusion of their visit.

## **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 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 supports the Parent Community Network. In conjunction with the parent education team from Catholic Schools Broken Bay, 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 development.

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.

'OLR In the Loop' is posted each week via Compass and provides 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 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](mailto: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 are Thursdays and Fridays however this can vary based on need.

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 the Counsellor 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.

## **Teaching and Learning at OLR**

### **The School Curriculum**

In Catholic Primary Education, our curriculum covers seven **KEY LEARNING AREAS (KLAs)**:

- 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)**

### **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 a 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 twice a year.

## **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 Staff Development / Pupil Free Days each year. These days are used for Staff Professional Learning. 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 as supervision is not provided. The first day of the school year and the last two days of the school year are always Staff Development Days. There is also a day set aside at the beginning of the school year for Maths Assessment Interviews (MAI). Teachers conduct MAIs to assess students' mathematical understanding with an individual assessment which takes approximately 30 minutes. Interviews are booked through an online booking system. Children beginning Kindergarten will also undertake the Best Start Assessment and require an hour to complete both assessments.

## **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 communication for 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

### **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.

### **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**

Lunch may be ordered through the canteen which is open every day. Lunches are ordered via our secure online ordering system QKR. The QKR APP is available on your smart phones and is quick and very easy to use.

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 on a casual as required basis. We do need plenty of people willing to help in these circumstances.

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

## **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.

## **Mobile Phones/Devices**

Any contact between parents and their children during the school day, for example, last minute changes to pick up arrangements, should be done via the school office. Office staff will ensure the message is passed on to the classroom teacher.

As this procedure is in place, we believe that it is not necessary for students to bring a mobile phone to school and it is recommended that mobile phones be left at home. However, the school acknowledges that some students, because of travel arrangements may need to occasionally bring a mobile phone to school to access any parental messages after the conclusion of the school day. If that occurs, the phone is to be turned off and must remain in the student's bag throughout the day. If a student brings a mobile phone or device to school and uses it throughout the day, the phone will be confiscated, parents will be notified and asked to collect it from the office.

Smart watches may be worn by students but must be on aeroplane mode, so that they are not connected to data. If a student is wearing a Smartwatch and it is used to receive messages etc, it will be confiscated, parents will be notified and asked to collect it from the office.

Neither the school nor individual staff members will take responsibility for any loss or damage to a mobile phone or device belonging to a student.

## **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.

## **Travel**

### **OPAL Card**

Students in Grades K-2 are entitled to an OPAL card- irrespective of where they live and the 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](https://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.**

## **School Prayer**

*O God, our Heavenly Father  
Give your blessing to our school.  
Give to all who learn 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.*