ST ROSE CATHOLIC PRIMARY SCHOOL
COLLAROY PLATEAU

PARENTS’ HANDBOOK

ST ROSE PRAYER

Heavenly Father, I give you today all that I think and do and say. Fill us, O Lord, with your love and goodness and help us to be friends. Holy Spirit you live in me, show me what to do and give me the strength to do it. St. Rose, pray for us, Mary Mother of Jesus, pray for us.
CONSTANT AND TRUE

Is reflected in our:

- Pursuit of excellence
- Commitment to faith
- Service to others

VISION STATEMENT

At St Rose we aim to create a Catholic learning community which nurtures, inspires and prepares individuals for their future.

MISSION STATEMENT

At St Rose we:

- Walk together as a faith community on a journey of discipleship in service to others
- Provide excellence in teaching and learning so that the potential of each child is achieved

Contact details
Some handy information:
School Phone: 99821467
School Fax: 99715560
School Address: 8 Rose Avenue Collaroy Plateau 2097
E-mail address: srp@dbb.catholic.edu.au
Website: www.srcpdbb.catholic.edu.au

Key: Red refers to Child Protection information
MAP OF THE SCHOOL

The following map is a guide to the location of the school facilities including easy access facilities.
ABSENTEEISM AND ILL CHILDREN

Should your child be unable to attend school due to illness, please contact the school office by 8.45am. When the child returns to school please advise the class teacher in writing of the reason for the child’s absence. If a child becomes ill at school, there is a “sick bay” area where a child may rest supervised, until they feel they can return to the classroom. If the child is unable to return to the classroom, the school secretary will contact the child’s parent and advise them of the situation. In this case, parents are requested to collect the child from school as soon as possible, for the safety and comfort of the child.

All staff are annually trained in CPR and Emergency Care and Admin staff are also trained in Senior First Aid. Where deemed necessary, the school will contact medical assistance for the child e.g. ambulance to ensure the safety of the child. Parents will be advised immediately if outside medical assistance has been requested for their child.

Planned Leave should be discussed with your child’s teacher well ahead of the required time. Confirmation of the child’s absence should be given to the teacher in writing before the absence.

ADVISORY BOARD

This group is a support for the Principal in the leadership of the school. The Board is made up of parents, parishioners and staff, and work on strategic goals and finance and enrolment committees.

AFTERNOON PRAYER

Heavenly Father,
Thank you for this day
For all my friends,
my work and play
Bless the evening still to come
And send your peace to everyone
Holy Spirit be with me
As I share my love with my family
St Rose pray for us
Mary Mother of Jesus, pray for us.

ANTI-BULLYING POLICY

Statement Against Bullying

There is a zero tolerance bullying policy at St. Rose Catholic School, and all reported incidents are treated as a serious breach of accepted behaviour.

Children at St. Rose should at all times feel safe, and should be made aware that they should see a teacher or the Principal to report any form of bullying. Every person who is a part of the community at St Rose has the right to feel safe and happy. Any person who bullies another is denying them that right. St Rose Catholic School will not accept any form of bullying or actions that undermine a person’s right to feel safe and will take appropriate steps to prevent such behaviour.
St Rose Catholic School Anti-bullying program incorporates strategies to:

- Assist the school community to develop and maintain a culture in which bullying behaviour is not accepted.
- Ensure that all teaching and learning programs incorporate opportunities for students to develop skills in collaborative learning, problem solving, communication and assertiveness.
- Implement effective, consistent and transparent procedures (e.g. procedures for reporting bullying incidents, involving parents, etc.).
- Support those who are bullied – peer support program, peer counselling, assist children to recognise the difference between dobbing and reporting, and encourage other children to take responsibility for their more vulnerable peers.
- Change the attitudes and behaviour of the bullies.
- Support bullies to take responsibility for their behaviour and to act on their ability to make choices.
- Assist bullies to develop appropriate non-violent ways to meet their needs.
- Reason with bullies and help them to appreciate the feelings of others.
- Assist bullies to understand the consequences of their actions on others.
- Mediate in a non-accusative, non-threatening way.
- Encourage other students to influence bullies positively.

If you suspect your child is being ‘bullied’ please encourage them to complete a ‘Hassle Form’ that is available in every classroom and on the school intranet class pages. We also recommend that you make contact with the class teacher or principal to inform them of the incident, which they will follow up.

ASSEMBLIES

Each morning a brief assembly is held in the playground. This is to discuss any issues that are relevant to the day’s proceedings.

Each Friday at 2.30pm an Assembly is held at which class presentations are made, the weekly Merit Awards are presented to children from each class and special events that are up-coming or have occurred in the previous week are noted and relevant details advised. Primary and Infants alternate Assembly weeks.

The weekly School Assembly is also used for children to practise their speaking skills in front of an audience, and also an opportunity for classes to perform or display their work.

AWARDS

Herman Meyer Award

In 2007 the parish was given a generous donation from the Meyer family, after the passing of their father Herman. Fr Paul gave the school from this donation $5000, to put in trust and award a recipient each year a cheque for $500, to be used towards their high school education. The selection for this student was one that personifies the school motto and lives their faith. A plaque is displayed in the hall and the child receives a cheque

Ms Liz Macqueen – Herman’s daughter presents the Herman Meyer Scholarship at the Year 6 Graduation Liturgy.

In 2011, Mrs Macqueen donated a further $2500 to continue the scholarship until 2021.

St Rose Advisory Board Award

1. One award per stage- total 4 given at the end of year Mass. (an honour plaque is displayed in the hall and recipients will be given a medal of recognition)
2. Staff will discern recipient based on following criteria:
3. This award is given to a child that lives the mission of St Rose Catholic School- they are ‘Constant and True’ by:
   - Striving to Respect others, self and the environment
• Living their faith in their interactions and relationships with others
• Being aware of the school community and it’s members, committed to the common good.

4. Teachers may refer to awards given throughout the year for Student of the month.
5. This award is not to be given for academic or sporting excellence.
6. A Board Award is awarded to a St Rose Community member. The nominations are made by the school community identifying why their nominee aligned with the above criteria, should receive this award. Nominations are reviewed and the Board Award recipient is discerned by the Board.

AWARDS- END OF YEAR ACHIEVEMENT AWARDS

Achievement awards are only awarded to ONE child in each category for each class from Years 2 to 6. A plaque is displayed in the hall and each recipient receives a certificate.

ACHIEVEMENT AWARDS CRITERIA

ACADEMIC
• Shows excellence in at least 3 KLAs (with at least one being English or Maths)
• Displays ‘Highly Commendable’ effort in application to tasks

SPORT
• For each of the carnivals (excluding the school ones) a child will receive a point for their attendance, and the child with the most points receives the award. (this does not take into account individual achievements at any or all of these carnivals and is aligned with the criteria use by the diocese)
  o Has represented St Rose at Peninsula Carnivals
  o Has represented the Peninsula Catholic Schools at the Diocesan Carnivals
  o Has represented the Diocese at Polding Carnivals
  o Has represented Polding at State Carnivals
• Plays at least 2 sports

MOST IMPROVED
• Has progressed from the beginning of the year, with or without support.
• Displays ‘Highly Commendable’ effort in application to tasks

ARTS
• Plays an instrument, participates in the choir or displays talent in drama or art.

BEFORE & AFTER SCHOOL CARE AT STROSE

Catholic Care Out of School Hours Care (OSHC) operates Monday to Friday.
Morning: 7am to 9am
Afternoon: 3pm to 6pm

Location of OSHC at St Rose is as follows:
Monday St Rose School Hall
Tuesday St Rose IT Room / Library
Wednesday St Rose IT Room / Library
Thursday St Rose IT Room / Library
Friday St Rose IT Room / Library

Contact: collaroy.oshc@dbb.org.au
Mobile: 0407 316 875

PLEASE NOTE: IF YOU TEXT OR EMAIL TO BOOK YOUR CHILD FOR A CASUAL MORNING OR AFTERNOON- A CONFIRMATION EMAIL WILL BE SENT WITHIN 24HOURS, HOWEVER YOU CAN BE ASSURED YOUR CHILD IS ABLE TO ATTEND WITHOUT IMMEDIATE CONFIRMATION.
BELL TIMES

Children are not to be at school prior to 8.15am.
8.15am  Playground duty commences
8.45am  Morning Assembly
        Children forward into classroom
11.00am  Morning Tea
11.10am  Signals end of Eating time for morning tea
11.27am  Wash bell
11.30am  Class recommences
1.00pm  Lunch break
        Children sit to eat until a bell rings at 1.15 p.m.
1.15pm  Children are then asked to pick up lunch
        papers and assemble before going to play
1.25pm  second duty bell
1.47pm  Bell rings to signal end of play – children move to lines and wait for assembly
1.50pm  Children walk to class
3.05pm  Dismissal – teachers walk children to undercroft area.

Any child leaving school early should be collected from the office. A note should be sent to the teacher, and the ‘Leave Early’ Register should be signed by the parent in the office. Children are not dismissed before these times. (See reporting to the office & late passes)

BIRTHDAY CELEBRATIONS

Birthdays are celebrated at school and you may wish to send in something special for your child to share with their classmates. For safety reasons we suggest individual portions of cake or sweets that are suitable if you wish to celebrate your child’s birthday at school. We ask that you send in small patty cakes/biscuits etc rather than a large cake to cut.

Please be aware that there may be children with LIFE THREATENING ALLERGIES in your child’s class. Please check with your class teacher before offering any foods to other children. We ask you to take a moment to DISCUSS FOOD ALLERGIES WITH YOUR CHILD so they can understand why they need to be careful in offering food to other children. They also need to understand that a child may refuse their offer of food due to an allergy – rather than being offensive to the child.

BUSES

All infant children attending Kindergarten, Year 1 and Year 2 classes, are eligible for free travel on school buses irrespective of the distance from home to school. Primary students Year 3 – 6 must reside more than 1.6 kilometres from the school site or 2.3 kilometres or more by the most direct practicable walking route to the school to be eligible for free travel on school buses.

CALENDAR – PRIMARY PARENT PLANNER

The new PRIMARY PARENT PLANNER app is now up and running and free for all St Rose families. We hope that this keeps parents current on all school activities. You can select ‘Whole School Events’ and events that relate only to your child/ren’s class, and set a reminder to appear on your phone and the app will automatically enter the events into your calendar. The cost is FREE. Please click on the link to view information on how to install your PPP App.
CANTEEN

The canteen operates on Mondays, Wednesdays and Fridays, providing lunch only for the children and staff. LUNCH runs from 1.00pm until 2.00pm. Parents on Canteen duty are asked to arrive no later than 10.30am Monday & Wednesday and 10am Friday to prepare and organise lunches.

- Our policy indicates that the children are only allowed to purchase goods for themselves.
- The canteen is managed by a contracted manager and staffed by unpaid volunteer parents. Currently we require 2 – 3 parents per day of operation.
- The canteen aims to provide the children with nutritious and delicious snacks and meals.
- The menu varies according to the seasons and availability of goods. A menu and price list of items available is updated each term (or at any other time required).
- Children who wish to order lunch through the canteen must do so via the online ordering website Counter stock and frozen items cannot be pre-ordered.
- At the end of each semester our canteen co-ordinators ask for volunteers (via the school newsletter), to assist in the canteen on designated days throughout the term. We hope that volunteers will only need to operate the canteen once a month throughout the Term.

Online ordering is now available for lunch orders at the Rosebite Canteen.

Why use online ordering?
Online ordering is already in place at many schools because of its benefits:
- It aligns with the school’s philosophy of ‘Stewardship of the Earth’ to reduce our carbon footprint.
- You don’t need to find spare change for orders.
- You don’t need to write a lunch order every day.
- No more buying paper bags.
- Ordering is faster and easier for parents.
- Ordering can be done in advance or as late as 8.30am on the day
- The workload for volunteers in the canteen is reduced and the canteen can operate more efficiently.

How do I do it?
1. Go to www.school24.com.au and set up a parent account via the “REGISTER” and “CREATE ACCOUNT” tabs. The St Rose Registration ID number is 25257963
2. Set up your children as “students”
3. Put funds in your account via “Top Up”
4. Buy a school Sticky Beak Bag (if you don’t already have one). This is on the online ordering menu.
5. Place your child’s order. (Please note that the online price list and menu are the same as the 2014 Price List, which was distributed at the beginning of the year).

The system is reasonably straightforward, however for more detailed information and instructions please go to: http://www.school24.com.au/docs/Starter_Pack_for_Parents.pdf
Please note that St Rose does not offer the “Manual Top-Up” option.

What does it cost?
School24 passes on the Paypal charges for each top up as follows: 30 cents + 2.5% of the top up value. Thus it is better to do a few large tops ups, rather than several smaller ones.

There is also a user pays component for the School24 online service. Parents have two options:
- $2.20 per quarter for unlimited orders  OR  25 cents per order
The quarterly unlimited order charge is processed to cover the rest of the year, so in Term 1 you will be charged for 4 quarters ($8.80). This option is best if you expect your family to have more than 36 lunch orders in 2014.

Do I have to use online ordering?
As a transition arrangement, the current ordering system is available. However parents are strongly encouraged to adopt online ordering, as all lunch orders will be completely online from Term 4. Parents will also be required to purchase a Sticky Beak bag, as this is part of the online ordering system. Paper bags will not be available from Term 4 and the Sticky Beak Bag will remain in the canteen and be used for your child’s lunch when you order.

Counter sales will continue during morning tea and lunch time.

If you have any queries, please contact the Rosebite Canteen Manager, Anne-Marie McInnes on annarmac@gmail.com or the school office.
**St. Rose Catholic Primary School**

**Rose Bites Menu**

**Term 2, 2014**

**Open Mondays, Wednesdays and Fridays**

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### TOASTIES (Wholemeal Bread)

**In the following only:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese</td>
<td>$2.30</td>
</tr>
<tr>
<td>Ham, Cheese &amp; Tomato</td>
<td>$4.10</td>
</tr>
<tr>
<td>Ham &amp; Cheese</td>
<td>$3.60</td>
</tr>
<tr>
<td>Chicken &amp; Cheese</td>
<td>$4.40</td>
</tr>
<tr>
<td>Vegemite &amp; Cheese</td>
<td>$3.40</td>
</tr>
</tbody>
</table>

### FRESH ROLLS (White rolls)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain or Buttered Roll (G)</td>
<td>$1.20</td>
</tr>
<tr>
<td>Vegemite, Jam or Honey (A)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Cheese (A)</td>
<td>$2.30</td>
</tr>
<tr>
<td>Ham (A)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Tuna (G)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Chicken 100% Breast (Shredded) (A)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Salad: Tomato, Lettuce, Carrot, Cucumber (G)</td>
<td>$3.00</td>
</tr>
<tr>
<td>And now with Beetroot - please just ask</td>
<td></td>
</tr>
</tbody>
</table>

### EXTRAS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese</td>
<td>$1.40</td>
</tr>
<tr>
<td>Salad</td>
<td>$2.10</td>
</tr>
<tr>
<td>Tomato, Lettuce, Carrot, Cucumber, Beetroot</td>
<td>$20c ea</td>
</tr>
<tr>
<td>Mayo, Tomato Sauce (A)</td>
<td>$20c ea</td>
</tr>
<tr>
<td>Sausage in a Roll</td>
<td>$3.40</td>
</tr>
</tbody>
</table>

**Green (G) = Healthy**

**Amber (A) = Select carefully**

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### SALAD BOXES FOR LUNCH

- **Mixed Salad** (with a drizzle of dressing) ........... $3.00
  (Tomato, Lettuce, Carrot, Cucumber, Cheese & Beetroot) with your choice of: Chicken, Ham, Tuna

- **Large Salad Bowl** (with a drizzle of dressing) .......... $4.50
  (Tomato, Lettuce, Carrot, Cucumber, Cheese & Beetroot) with your choice of: Chicken, Ham, Tuna

### OTHER SNACKS FOR LUNCH

- **Garlic Bread** (1/2 roll) .................................. 70c
- **Goulburn Valley Fruit Cups** (140g) ....................... $2.00
  (fruit salad, peaches, two fruits)

- **Homemade Muffins** ........................................... $2.00

- **Bulla Frozen Fruit’n Yoghurt**  
  Strawberry or Mango (100g) ............................. $2.00

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### MONDAY

- **Pizza Sub** .................................................. $3.40
- **Pizza sauce ham & cheese on a long roll** ................. $3.40
- **Sushi (A)** .................................................. $3.50
  Sushi roll slices:
  - Teriyaki chicken/avocado
  - Cucumber/carrot/avocado
  - Cooked tuna (plain)

- **Whole Sushi Roll**
- **Tempura Prawn**
- **Crumble Chicken**

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### DAILY LUNCH SPECIALS

**WEDNESDAY**

- **Chicken Burger** ............................................ $3.50
  (Crumbed bread, meat patty, lettuce & mayo) On a white roll + cheese .......................... $4.50

**FRIDAY**

- **Rose Bites Nachos (A)** ..................................... $3.70
  (Corn chips, beef/bean onion salsa and grated cheese, w/ sour cream) ...................... $4.20

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### MORNING TEA

**Rose Bites Morning Tea snack packs - sold over the counter only**

- **Homemade Muffins** .......................................... $2.00
- **Cheese & Crackers** ......................................... $2.00
- **Homemade Pikelets** .......................................... $2.00
  (Plain or with Strawberry Jam)

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**Please turn over for Drinks and Counter Food (lunch only)**

**+ general Canteen Info**

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CHESS

A Chess Club is independently co-ordinated and conducted each Friday lunchtime by our Chess teacher, Miro Nowak. Miro is a graduate in Linguistics, Wroclaw University (Poland). His interest in Chess began in Poland where he was the runner-up in the Polish Junior Chess Championships. He is a member of the Chatswood Chess Club and has been the winner of many championships. Children involved in chess may be invited to take part in interschool chess competitions between other peninsula schools.

CHILDREN’S BOOK WEEK

Children’s Book Week is celebrated each year in Term 3. The Children’s Book Council of Australia aims to foster children's enjoyment of books by organizing exhibitions and activities during Children's Book Week, by providing information and encouragement to authors and illustrators, and by sponsoring the Children's Book of the Year Awards.

A shortlist of six titles is chosen in each of five categories and a winner is selected for each category. The Awards are presented annually in August for a book written by an Australian, or a resident of Australia. The shortlisted titles are purchased for the library and a variety of activities are organised at St Rose School to celebrate Children’s Book Week.

CHOIR

All children are given the opportunity to participate in the Primary and Junior Choirs. For performance purposes, selection is based on interest, enjoyment and commitment.

CHILDREN’S SAFETY

The school class lessons run from the conclusion of Morning Assembly (which begins at 8.45am) to 3.05pm. We ask that you drop your child to school no earlier than 8.15am (and preferably by 8.30am), and that all children are collected by 3.05pm (unless attending pre-arranged activities at the school), as staff are not rostered to supervise children in the playground outside these times.

If you find you will be late picking up your child from school, you must call the office ASAP and notify them of your expected arrival time or if other arrangements need to be made on your behalf. The school Administration Officer and Principal will arrange for your child to be supervised in the office.

Pedestrian entrance to the school playground is via the driveway along the side of the Church. Absolutely no cars are allowed entrance through this driveway.

In order to provide a safe environment for the children to be delivered and collected from the school, you MUST NOT stop or park in the designated NO STOPPING zones in front of the school. These areas are designed as a site safety zone to be able to clearly see the children when they are crossing the road. Please DO NOT drop off or park in the presbytery area as access is for parish staff only and the driveway crosses the footpath.

Please do not stop in the BUS ZONES on either side of Rose Avenue, as this inhibits the safe pick up and delivery of children to St Rose and Wheeler Heights schools by bus. Parking is available on the Southern side before the crossing and after the crossing, on the Northern side of Rose Avenue and on the Western side of Veterans Parade. Parking rangers patrol the area and cars parked incorrectly will be heavily fined.

When collecting children please ensure that they are collected by an adult from the undercroft area – this avoids children running toward the road, and being in an unsupervised area – such as driveways, church gardens and yards.
Please ensure children do not play on the driveways leading into the school or on the grassed area in front of the school as a teacher does not supervise these areas.

All care is taken in our school to prevent accidents to the children. We ask that you respect our gardens by not allowing children or siblings to walk on or remove items from the gardens or climb in the trees.

A great deal of care is taken to maintain our surroundings and we ask that you respect this by using the bins provided. Residential dwellings surround the school and we ask that the children respect the residents’ rights. Because of the residential location, care also needs to be taken when crossing driveways and walking children to cars parked in the surrounding streets.

The Child Protection Act requires Mandatory Reporting of suspected physical, sexual or emotional abuse. All Volunteers who assist in our school are required to complete a ‘Prohibited Employment Declaration Form’.

CLASS PARENTS AND CLASS KITTY

The role of a class parent is to help out with social functions within the school, welcome new families to the class and to organise their own social get-togethers with their class. The class parents are usually the representative the school will approach to assist or disseminate information regarding support of families, fundraising and social events. Their role in the P & F is to foster FAITH, FRIENDSHIP AND FUNDRAISING.

Listed below is what the role requires you to do.

- Organise class social activities
- Communicate to parents (any emails regarding whole school activities/requests for fundraising should be forwarded to the principal for approval)
- Assist in fundraising activities together with the social committee.
- Generate interest for and attendance to fundraising functions, weekly Masses, Family Masses (coordinating supper donations) and Coffee and Reflection each Thursday after assembly.
- Organise and distribute class contact lists
- Manage class kitty
- Attend P & F and class parent meetings each term
- Assist in Christmas hampers/ social justice initiatives set by the school.
- Assist with organising;
  - Kindergarten parents cater for Morning Tea for new Kindergarten parents on Orientation Day
  - Year 5 provide supper for Year 6 Graduation celebration.
  - Year 6 fundraising events (discos and Mother’s and Father’s day stalls) to purchase gift for school.
  - Year 6 jersey, year book and dinner.

During the year there are certain events that may happen within your class, such as the birth of a baby, a sick parent, fundraising, etc. At St. Rose it is helpful to ask each family to donate $20 into a kitty that is kept in trust by the class parents.

This is purely VOLUNTARY. The monetary donation should be used for:

(Suggested figure to spend)
- Gift for new baby in a family ($20-25)
- Get well card for either a sick parent or child ($20-25)
- Teachers’ birthday gift ($50)
- Bereavements ($20-25) The school also gives a plant on behalf of the school community.

The following items are also taken out of the class kitty:

- Teachers’ present at the end of the year ($100 per class teacher, not including part timers as this is organised by the P & F) The gift is presented at the end of year Presentation Assembly.

Class Parents must keep a record of where money is being spent and inform their class regularly of the balance. All remaining funds at the end of the year are to be carried over to begin the new school year. Funds must be handed into the office at the end of the year, to keep in trust until the new year begins.

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.
  o If you suspect your child is being ‘bullied’ please encourage them to complete a ‘Hassle Form’ that is available in every classroom and on the school intranet class pages. We also recommend that you make contact with the class teacher or principal to inform them of the incident, which they will follow up.

- 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 Parent and Community Information Brochure – Addressing Concerns About a School available on the CSO website at https://curianet.dbb.org.au/Catholicschoolsoffice/dssresources/Pages/default.aspx
- If you are parent with a complaint about the inappropriate behaviour of a member of staff towards any child or young person your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

Child Protection

At St Rose 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/carer
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
4. Ensure all people working in our school, including, parent volunteers, are appropriately screened for working with 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 St Rose are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of 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 St Rose 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 we see others acting inappropriately with children, report 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 St Rose 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

St Rose 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 staff. You should be aware that 'staff' includes paid staff as well as volunteer helpers.
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. Because of the legal requirements such complaints are assessed by 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.

CORPORAL PUNISHMENT

The school’s official policy relating to student discipline is that we do not permit corporal punishment of students attending St. Rose Catholic School, Collaroy Plateau. This policy is in accordance with the Education Reform Amendment (School Discipline) Act 1995.

The Education Reform Amendment (School Discipline) Act 1995 defines corporal punishment in the following terms:

"Corporal punishment of a student means the application of physical force in order to punish or correct the student, but does not include the application of force only to prevent personal injury to, or damage to or the destruction of property of, any person (including the student)".

CRUNCH AND SIP

Crunch & Sip is a set break to eat fruit or vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables at around 10am, assisting physical and mental performance and concentration in the classroom. This gives students a chance to refuel, a bit like putting petrol in a car.

Through Crunch & Sip, our school demonstrates a commitment to nutrition education in the classroom, by making links with the curriculum and creating a supportive school environment. The Crunch & Sip break gives students the opportunity to eat the piece of fruit or vegetables that might otherwise be left in their lunchbox or not eaten at all.

EMERGENCIES

Parents are always first contact in case of emergency. It is vital that family and emergency contact information held at the school is up-to-date and correct. If your details change please notify the office immediately.

EXCURSIONS AND WORKSHOPS

Class excursions are organised throughout the year to support programs of study, i.e. Taronga Zoo, Life Education. Parents are welcome to assist with supervision of children and are notified by teachers if needed. At various times throughout the year, guest speakers are invited to speak to classes or at whole school assemblies.

EXTRA CURRICULAR ACTIVITIES

The school offers a change of extra curricular activities both in and after school including: Band, Choir, Chess, Peer Support, Rock & Water, Sport, Student Leadership, Keyboard, Footworks Dance Co, Karate, Italian Lessons, Soccer, Homework Club.

Please refer to the ‘Extra Curricular’ section of the school website.
FOOD ALLERGIES –

NO SHARING OF MORNING TEA OR LUNCH
Our school has a policy of NO SHARING OF MORNING TEA OR LUNCH. We have children with severe food allergies, and our policy for all children is ‘eat only what has been packed and sent in from home’.

PEANUT BUTTER AND EGG SANDWICHES
Because our school has a policy of creating a SAFE and SECURE environment for ALL children, we ask you to respect the food allergies of some children and save peanut butter or egg sandwiches for home. Your support with this is very much appreciated.

FUNDRAISING

The P & F Association co-ordinates the fundraising activities for the school. All profits raised at functions are allocated to various areas of the school aligned with the School Strategic Plan.

We involve our local community as much as possible in the school by encouraging donations from local businesses (including those in which parents are involved), and by acknowledging these businesses in turn through the school.

An Executive Committee of the P & F assists with the running of the functions.

Year 6 traditionally presents a gift to the school at the end of the year as a memento of the year, and their time at St Rose. This involves a variety of student activities e.g. Mothers’ Day, Fathers’ Day and two Discos.

By assisting with the running of the functions by the school and/or attending the events, you will ensure that they will be a success and raise the money required for the various projects – you will also meet new friends and have a lot of fun at the same time!!

We generally have 1 major fundraising activity each term, to raise money for our school and for designated charities or Social Justice causes.

HEALTHY HAROLD-LIFE EDUCATION VAN

‘Healthy Harold’ as known by the children is a Life Education Van that tours NSW schools. The Van (portable classroom) remains at the school for approximately three days and all classes are allocated time to spend with the staff from Healthy Harold to learn about leading a Happy and Healthy Life. The program offered by the Life Education Van covers various aspects from the Personal Development and Health Syllabus.

HOMEWORK

Children are given homework each week via the Class Page on the School Website. Homework will take a reasonable time to complete and is an extension of the work the children are doing at school and should not usually require any teaching at home by parents.

Aim for it to be an opportunity for parents and children to share and reflect on the learning experience – good interaction between home and school.

Each class is given a recommended allocation of time for homework each night. Parents and teachers should be aware of this time and make allowances for the child who spends that amount of time profitably, but still cannot get the homework completed. It is the parents’ responsibility to inform teacher of homework patterns.
Some classes have homework set each night while some are given their homework on a weekly contract basis. Children may need guidelines in how to pace themselves so that they are spreading their work over the entire week and not cramming the work into one night.

**Recommended times:**

- **K** - 10 minutes
- **Stage One** - 15 to 25 minutes
- **Stage Two** - 25 to 40 minutes
- **Stage Three** - 30 to 60 minutes

Homework is not normally given on weekends. However some teachers may opt for homework to be returned on a Monday. All homework will be marked and returned to each child regularly.

**Guidelines for sending homework home**

Term 1- K- Week 5 start, Yr 1- Week 4 start & Yrs 2-6 – Week 2 start

Terms 2,3 & 4 Homework must start Week 1 and finish last Week of term.

Last week of each term homework must be set

Term 4- Friday of the second last week of term finish. This year that is Week 9.

**Homework content**

**Kindergarten**
- Reading
- Sight Words

**Stage One**
- Reading
- Religion- home link task
- Spelling
  - Learning words
  - Activity
- Maths activity linked to class work
- News presentation preparation

**Stage Two**
- Reading
- Religion- Diary page and home link task
- Spelling
  - Learning words
- Tables
- Literacy task
- Numeracy task/ Mentals
- Speech preparation 1-2 a term

**Stage Three**
- Reading
- Religion- Diary page and home link task
- Spelling
  - Learning words
  - Activity
- Mentals
- Behind The News task
- 20mins Active Exercise
- Some extra HSIE/SC & TECH task throughout the year

**Homework Requirements**

**Infants**
- Green Reading folder
- Reading Log book
- Exercise book

**Primary**
- Diary
LEAVE

Confirmation of the child’s absence from school must be made in writing to the Principal. If parents choose to take their child out of school to attend a holiday, teachers are not required to provide work for the child to complete whilst on holiday. Please refer to the school website for the appropriate forms to apply for leave for more than 5 days.

“Section 22 of the Education Act 1990 requires: students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend that school whenever instruction is provided, or to be registered with the Board of Studies for home schooling.

Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available to authorised officers at all times.

Encouraging regular attendance is a core school responsibility. Parents and carers are responsible for ensuring that their children who are enrolled at school attend regularly.”

LIBRARY

The school library strives to reflect and support the philosophy of the school, sharing and implementing the school’s aims and objectives and being totally involved in the teaching and learning process. It is a centre from which the educational activities radiate.

The library caters for all levels and abilities through the selection of a wide, balanced, comprehensive and up-to-date collection of materials.

A stimulating and helpful environment is provided so that the students enjoy reading experiences and are encouraged to use the library facilities for independent learning.

- The Teacher Librarian is at school on Mondays, Tuesdays and Wednesdays.
- Each class has a library period of 45 minutes per week during which the students also have time to borrow books.
- Year 5 Library Monitors collect library returns on Monday, Tuesday and Wednesday mornings. The books are then re-shelved by the Library Monitors and parent helpers, to ensure that all students have access to all resources when they come to borrow items.
- Students can borrow books every week but can keep their books for a 2 week period if they wish to do so. Children can renew their books for another 2 week period or until they have finished with them unless it is requested by another student or teacher.
- Students must return their books before they can borrow other books.
- Replacement costs must be paid for lost or damaged books.
- All students should come to the library with a library bag and pencil case with pencil, coloured pencils or crayons etc for written work.
- The library is also open at lunchtime on Tuesdays and Wednesdays from 1.30 - 2.00pm for borrowing and browsing.
LOST PROPERTY

Please ensure all items sent to school are clearly marked with your child’s name. Each year many items of clothing are found left at the school and some are reunited with their owners as they are clearly labelled. Lost property is held in a box in the undercroft area. Items are held in lost property for one month for claiming. If they are unclaimed they are sold through the uniform shop at a low price.

MEDICATION

POLICY FOR THE DISPENSING OF MEDICATION
Dispensing of medication is carried out in accordance with the guidelines distilled in the STUDENT SAFETY IN SCHOOLS POLICY GUIDELINES produced by the Catholic Education Commission.

A Summary of the guidelines at St. Rose are:

- No medication will be given to a child without the written permission of a parent/guardian.
- Medication is only dispensed from the Office by the Secretary or Principal.
- Under no circumstance is medication to be dispensed from the classroom.
- A medication register for non-prescribed and prescribed medication is kept in the Office.
- All medication is kept in the Secretary’s Office in the locked First Aid Cabinet on the wall or if necessary in the refrigerator in the Sick Bay.
- Parents will be regularly informed of the school’s policy in regard to the administration of medication.
- Prescribed Medication must be supplied in the original container, clearly marked with the student’s name, the name of the drug, dosage, frequency of administration and prescribing doctor’s name.
- Appropriate equipment for administration, e.g. medication measures, should be supplied by parents.

MEDICATION FORMS KEPT IN OFFICE

Form 1 - Notification and request by Parent/Guardian for the Administration of Medication During School Hours

Form 2 - Deed of Indemnity

Form 3 - Request to prescribing Doctor for Medical Details Including Permission for Release of Information

Form 4 - Medical Advice to School (To be completed by prescribing Doctor)

Form 5 - School Acknowledgment of Request to Administer Medication

Form 6 - Notification of Change of Medication
ADMINISTRATION OF MEDICATION TO STUDENTS REGISTER

SCHOOL: 
STUDENT NAME: 
CONDITION: 

DOCTOR: 
NAME OF MEDICATION: 
PHARMACIST: 
METHOD OF ADMINISTERING THE MEDICATION: 

DOSAGE: 
TIME: 
DATE: 
PERSON WHO ADMINISTERED MEDICATION: 

1
2
3
4
5
6
7
8
9
10

PRINCIPAL’S NAME: 

NOTE THE NAME OF THE PARENT/GUARDIAN WHO REQUESTED THE MEDICATION ADMINISTRATION

NAME: 
RELATIONSHIP: 

CONTACT PHONE NO: 
UNUSED MEDICATION RETURNED TO CARER: 
YES 
NO

PERMISSION NOTE TO BE FILED IN STUDENT’S RECORDS

MESSAGES

Each class has a communication envelope which is used by the teacher to send all notes and monies to the office. Unless advised otherwise all notes should be given to the children to be sent to the office via the communication envelope.

MONEY

All monies, with the exception of Music, Band and LCF Club, which are paid directly to the tutor involved, are collected and sent to the office in the class envelope, first thing in the morning. Teachers tick off, excursion notes, etc on class lists in their rooms before sending it to the office. School fees are to be sent to the office in an envelope. (Please avoid cash for security purposes). When sending money, please label the envelope as shown below: Cash amounts must be exact, as change is not held in the office.

John Brown
$45
Date
Swimming Money

MOBILE PHONES

Any child in possession of a mobile phone should leave their phone in the office each morning and collect it every afternoon. A Mobile Register is kept in the office.
NEWSLETTER-ROSEBUD REMINDERS

Each Friday a school newsletter is emailed to each family attending the school and available on the website. Please contact the school if your email details change.

The Newsletter contains:
- Principal’s report
- Diary dates - coming events in the following 2 weeks
- Reminders
- Teaching and Learning- including Library information
- Catholic Life and Mission
- Pastoral Care- Positive Behaviour for Learning
- Weekly Events
  - congratulates individual students and staff on academic and sporting achievements
  - congratulates merit award winners from assembly of the previous week
  - advises of fundraising activities being undertaken and results when complete
  - advises of children and staff birthdays for the coming week
- Office information:
  - reminders for items to bring to school for various classes or events
  - may include permission slips for functions
  - promotes group activities within the school e.g. school chess club
  - uniform changes (seasonal, extra sports days, etc.)
  - other relevant information
- P & F news:
  - Canteen news
  - Canteen roster
  - Uniform Shop news
  - Parent social functions
  - other relevant information
- St. Rose Advisory Board News
- Community news
  - promotes relevant external academic and sporting groups and functions.
- Our Sponsors

Please return all forms and permission slips promptly to your class teacher to ensure successful organisation of events and co-ordination of activities.

Any item to be included in the newsletter must be emailed to the office on the Tuesday by 12 p.m.

A term calendar is published at the beginning of each term to enable you to plan around major events in the school term.

NOTICES TO PARENTS

Curriculum letters are sent home in week two of each term and are an overview of the term’s work ahead. Other notes are distributed by teachers on a ‘needs’ basis.

This may include :-
- Liturgies arranged for the term
- Home activities in which parents can share
- Excursions planned
- Special projects

At the beginning of each year parents of each class are invited to join together to meet the teacher for their child’s class, at which time the teacher will explain curriculum, class program, homework and expectations for the children in general for the year to come.
OFFICE HOURS

The office opens at 8.30am and closes at 4pm. Please note phone calls outside these hours will go through to a message bank.

PARENT & TEACHER RELATIONSHIPS

Parents play an integral role in their child’s education. Parents are invited to participate in all avenues of their child’s education and are always welcome at school activities. Parents will be informed of their child’s progress and will be notified in the early stages if there are learning concerns.

The staff is always willing to discuss any concerns you have in relation to your child or the school. Please make an appointment with a member of staff to ensure you can have uninterrupted time to discuss the issue. Meetings with teachers should be organised before or after school and should not occur once school has begun at 8.45am.

PARISH

The Church of St. Rose is part of the Lakes Parish. The Parish Office is adjacent to St Rose School in Rose Avenue, Collaroy Plateau. The Parish Office hours are 9.00am to 5.00pm. You can visit the Parish Office or contact the office on 99821058 during these hours.

The Parish encourages families of St Rose School to become part of the Parish. Masses are held for classes throughout the year as well as Class Liturgies.

Various feast days are also celebrated in the church with a celebration Mass.

A number of St Rose parents offer their time as catechists, conducting scripture lessons at Wheeler Heights, Collaroy Plateau and Cromer State Schools. This program is co-ordinated through the Parish office and catechists are provided with clear and concise manuals to follow. If you are interested in becoming a catechist, please contact the Parish Office.

St Rose Feast day is celebrated in the church each year on 23 August. The children participate in the celebration with a School Mass followed by a picnic.

Mass times for St Rose Church are: Sunday 8am and 6pm. Family Masses are held once a month and each Wednesday, at 9.15 a.m., a Parish Mass is held (Years 2-6 attend on a roster basis).

PARENTS & FRIENDS (P&F)

The Parents and Friends Association is very active and provides much needed funds for the school, supports the Principal in running the school, provides a social outlet for parents and also is a means of informing and educating parents. Executive Committee Members meet twice a term to plan upcoming events, and plan the P & F’s General Meeting agenda.

P & F Members at large meet with the Executive members once a term.

All parents are invited to come along and find out what is happening “behind the scenes” at the school.

The school newsletter also keeps you informed of upcoming P & F meetings and plans.

The positions held are:
President, Vice President, Secretary, Treasurer, Social Coordinators, Diocesan Parent Representative, Class Parents (for each year), Canteen Committee, Pastoral Care, Scholastic Book Club, Second Hand Uniform Store.
PARKING – SCHOOL ZONES
When it comes to child safety, Warringah Council makes no apologies for fining drivers who break the law around schools and school zones. School Zones - No Apologies, No Excuses. If you are caught endangering a child by parking illegally in a school zone you will be fined. Parking offences in school zones carry heavier fines than most parking offences, plus the loss of two demerit points. Warringah Council Rangers patrol school zones daily during term time. School Zones operate between 8am - 9.30am and 2.30pm - 4pm on school days. Remember the speed limit is 40km/h in all school zones.

No Parking - What does it mean? You can stop in a NO PARKING zone for a maximum of two minutes to drop off and pick up passengers. You must stay within three meters of your vehicle at all times. Why is it there? To provide a safe place for older children to be set down and picked up without endangering other children.

PLAYGROUND EQUIPMENT
The playground equipment is only used in school hours by the children. Toddlers are not permitted to play on the equipment.

REPORTS
Three-way interviews are held at the end of Term 2, allowing 15 minutes per family. At the end of Term 2 & Term 4 reports are sent home. Parents and teachers can arrange for interviews at any time during the year to discuss the child’s progress. Classrooms are open each term for parents to view their child’s workbooks.

REPORTING TO THE OFFICE AND LATE PASSES
When dropping off your child after 8.45 and collecting your child prior to 3.05 parents need to call at the office to sign the register. Children will be given a late pass to be handed to their teacher. All late arrivals and early departures need to be recorded in the class roll. Parents are asked not to go directly to classrooms to collect children. If children arrive to school after the school assembly has commenced they are required to go to the office and sign a late register. If a child is late at least 3 times in one week, parents are notified by the principal.

PRIVACY POLICY

Personal Information Schools Collect:
Schools will generally collect personal information held about an individual by way of forms filed out by parents or pupils, face-to-face meetings and interviews and telephone calls. On occasions people other than parents and pupils provide personal information.

Personal Information provided by other people:
In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Use of Personal Information:
A school will use personal information it collects for the primary purpose of education, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or which have been consented to.

Pupils and parents:
A School’s primary purpose for the collection of information is to enable it to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which a school uses personal information of pupils and parents include:
a. to keep parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines.
b. day to day administration
c. looking after pupil’s educational, social, spiritual and medical wellbeing
d. seeing donations and marketing for the school
e. to satisfy the Diocese’s and the school’s legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enroll or continue the enrolment of the pupil. (Extract Diocese of Broken Bay Privacy Policy for Diocesan Systemic Schools, February, 2002)

SACRAMENTAL PROGRAM
The Parish also co-ordinates the Sacramental Program. The Sacramental Program is the Sacraments of Confirmation, Reconciliation and First Eucharist. Confirmation is made by students who are baptised Catholics in Year 2 at school. The Sacrament of Reconciliation is made by students who are in Year 3. After the Sacrament of Reconciliation, students then prepare for First Eucharist.

SCHOOL RULES –
At St Rose Catholic Primary School, Collaroy Plateau, we are CONSTANT AND TRUE when we …

<table>
<thead>
<tr>
<th>Respect Others</th>
<th>Respect Self</th>
<th>Respect Others</th>
<th>Respect Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gentle hands</td>
<td>Be in the right place at the right time</td>
<td>Care for your appearance</td>
<td></td>
</tr>
<tr>
<td>Speak and act with kindness</td>
<td>Care for belongings</td>
<td>Take care of our surroundings</td>
<td></td>
</tr>
<tr>
<td>Be a good listener</td>
<td>Care for your appearance</td>
<td>Take care of our surroundings</td>
<td></td>
</tr>
<tr>
<td>Always including, no excluding</td>
<td>Stop Think Do</td>
<td></td>
<td></td>
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</tbody>
</table>

All Areas and at All Times
Procedures for the Classroom & Playground

MINOR
Teacher action

Minor inappropriate behaviours are recognised as any behaviour that does not meet the “School Rules and Behavioural Expectations”.

1st Reminder
Remind
student of expected behaviour.
Re-teach
expected behaviour.

if behaviour continues

2nd Reminder
Remind
student of expected behaviour.
Re-teach

if behaviour continues

Remove
the student from the situation or trigger for behaviour.

Reprimand
Short Time Out

- Remove from situation (in classroom)
- Asked to sit out of play (on playground)
- Age appropriate time out (1 minute per age year)

Long Time Out - Buddy Class
Where to go:
Year 6 to 5 and vice versa
Year 4 to 3 and vice versa
Year 2 to 2 and vice versa
Year 1 to Kindy

“LONGTIME OUT”

Respect Others
Respect Self
Respect Environment

Remember,
Time Out is used to bring about a positive change in behaviour, not purely as punitive action.

Major
Office referred

Major inappropriate behaviours are identified as deliberate actions that are offensive and/or dangerous to the physical and/or emotional well being of others. [or repeated minor]

Repeated minor inappropriate behaviours AND Inappropriate behaviours that are physically and/or emotionally dangerous

Long Time Out
- Send to buddy class with ‘Long Time Out’ card.
- No work to be sent.
- Age appropriate time out (1 min per age year)
 OR if on the playground
- Send to office with ‘Long Time Out’ card
- Age appropriate time out (1 min per age year)
 THEN
- Fill in and send ‘Long Time Out’ slip to principal who sends slip home to parents to sign and return.
- Slip is then added to school data.
- If a child receives 3 ‘Long Time Out’ slips a team meeting involving the child, parents and principal will be arranged to support the child to restore positive behaviours.

“Restoring Behaviours Sheet” may be used after office referral for inappropriate behaviour/s in order to restore right relationships and plan ways of supporting positive behaviour.
### PLAYGROUND & CLASSROOM LONG TIME OUT

**Respect Others**

**Respect Self**

**Respect the Environment**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Student Name:</th>
<th>Class:</th>
</tr>
</thead>
</table>

**WHERE**

- Back
- Front
- Fake grass
- Toilets
- Other

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT Brief Description of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Repeated minor [description of incident]</td>
</tr>
<tr>
<td></td>
<td>□ Major - Physical / Verbal - deliberate actions that are offensive or dangerous to the physical or emotional well being of other [description of incident]</td>
</tr>
</tbody>
</table>

**WHERE**

- Classroom
- Library
- PE
- MPR
- IT Room
- Other

<table>
<thead>
<tr>
<th>WHEN</th>
<th>Teacher on duty Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Immediate Long Time Out [Major or repeated Minor]</td>
</tr>
<tr>
<td></td>
<td>□ Follow up meeting</td>
</tr>
</tbody>
</table>

**COMMENTS:**

- Teacher Signature:
- Principal Signature:
- Parents Signature:
St Rose Catholic School
The School Song - The Rose

May The Love Of God Be With You

May the love of God be with you
In what you do and say
May the love of God go with you
In your heart for all of your days

Like a seed sown in God's earth
We are called to grow in the light
In this garden of love we are blessed
To live in Jesus our life

With gentle hands we are strengthened
To grow in God's love each day
At the table of Jesus we're nourished
In God's word we are nurtured in faith

In this garden of God we blossom
Like a rose we bloom and give joy
Bearing fruit and giving to others
In this circle of love we are joined

With your love in our heart we reach out
To follow in Jesus our way
To nurture this love in others
To be Jesus to all each day.
- Please click on the link to listen to the school Song

SCHOOL FEES AND ADMINISTRATION

School fees for the year are paid during the first three terms. Time payment arrangements can be made via the office. Tuition Fees and Diocesan Building Levy are determined by the Catholic Schools Office of the Diocese of Broken Bay. All School Fee Accounts should be settled within 21 days. Payment of accounts can be made by Bpay, Credit Card, Eftpos, cheque or cash. Direct Debit can be organized for those families paying by instalments.

We ask that parents/guardians keep the office informed regarding changes to address, telephone, mobile and emergency contact details.

SICK CHILDREN

POLICY FOR CARE OF SICK CHILDREN

To ensure appropriate care for children who are sick or unwell at school the following guidelines apply:

- Children are to be kept at home if they are sick or running a temperature.
- In the event that a child is sick at school, the class teacher will notify the Secretary by use of the intercom and then send the child to the Office.
- The Secretary in consultation with the Principal will determine if the child needs to rest in the Sick Bay or whether to telephone the child’s parent’s to collect their child.
- The Secretary or Principal will inform the class teacher of the action being taken and complete the Sick Bay Register.
- If a child needs to be sent home due to sickness the parents will be telephoned first. If the parents are unavailable and it is deemed an emergency then the Emergency Contact will be telephoned.
- All children who are being sent home due to sickness should be collected from the Office area.
- If a child is absent from school due to sickness or other reasons a note from the parent should be sent to school on the day that the child returns to school. The parent is asked to telephone the Office on the morning that their child is sick so as to inform the class teacher.

SENIOR STUDENTS’ EXCURSION (STAGE 3)

Each year our Senior students (Year 5 and Year 6) undertake a three day excursion. Every second year the children travel to Canberra and every other year the children participate in a Camp at Port Hacking. They are accompanied by three staff members, and each year the children eagerly await their special trip.

Each year Stage 3 also attend a two day Peer Support training camp funded by the school. This prepares the children to facilitate the Peer Support module with the school.
SPORT

In 2013 two P.E. teachers are employed to run the Physical Education program for each class one hour a week.

St Rose staff encourage students to be active and enjoy sports as part of the curriculum. Each class is involved in weekly sporting activities which vary each term.

Students are grouped together in house groups. The Sports houses are:
Rose  Red  Xavier  Blue  Lima  Green  Grady  Yellow

Students are allocated a House and siblings are kept together. Students will retain this House colour for their entire time at school.

The annual Swimming Carnival is held early in the first term of school. Students from Year 2 to Year 6 may enter a variety of races suitable for their age. All students are encouraged to participate in the carnival and freestyle (flotation) races are available for children who are still practising their swimming skills. The freestyle races are swum over a short distance and students may use whatever flotation devices they require. Outstanding sporting performances may allow a student to participate in the Peninsula Combined Catholic Schools Carnival, The Broken Bay Diocesan Carnival and Polding InterDiocesan Carnival.

The school also holds an Athletics Carnival each year and students from Kindergarten to Year 6 are all encouraged to participate and enjoy the fun. The carnival has short, middle and long distance races, field activities (e.g. long jump), and novelty activities throughout the day. Students are encouraged to support their house through cheering and wearing their house colour.

Students that perform at a high level may be eligible to compete in the Peninsula Combined Catholic Schools Carnival, The Broken Bay Diocesan Carnival and Polding InterDiocesan Carnival.

The school also participates in an Inter-School Peninsula Round Robin for Primary classes, which includes Netball and Rugby League. The school also submits teams for various Gala Days including Eagle Tag, Netball, Soccer and Cricket.

Cross Country is held mid year for children aged 8 years onward.

Children are encouraged to participate in sport within the school as well as through sporting clubs.

STRATEGIC PLAN

A copy of the Strategic Management Plan and Annual School Improvement Plan is published on the website for parent perusal.
STAFF

The Staff is made up of the following teams:

LEADERSHIP TEAM
Principal
Assistant Principal
Religious Education Co-ordinator
Co-Ordinator

CLASSROOM TEACHERS 2013
Kindergarten
Year One
Year One
Year Two
Year Three
Year Four
Year Four
Year Five
Year Six
Religious Education Co-ordinator Release (1 day)
Assistant Principal Release (1.5 days)
Co-ordinator release (1/2 day)

SPECIALIST TEACHERS
Teacher Librarian
Physical Education
Music

LEARNING SUPPORT TEAM
Learning Support Teacher
Learning Support Assistant

ADMINISTRATION
Senior Administration Officer
Admin Assistant

ANCILLARY STAFF
Speech Therapist
Band Master
Cleaners and Maintenance

The Staff have 3 pupil free days each year to allow planning and study to enhance their teaching skills. These days are usually scheduled to coincide with the first day back after school holidays (but may not always occur). This means that children may be returning to school on a Tuesday after a break. Please check your term calendar and newsletters for exact details.
STUDENT LEADERSHIP

St. Rose has a strong leadership program which aims to encourage commitment and service and build upon leadership capabilities amongst students from Kindergarten to Year 6.

The Student Representative Council provides a voice for the students and enables them to adopt a proactive approach within the school. Four Councils, one each term, are convened in a year and are chaired by the SRC Team Leaders. Every class elects two representatives each semester to attend meetings and feedback to the class the decisions reached by the Council.

In Year 5 students choose a role to undertake - Technology; Library; Garden Maintenance, and Liturgy. When these students are at the end of Year 4 they prepare a speech with a choice of 2 committees. The principal and class teacher decide on the most appropriate committee for the student to participate in. They are also trained to facilitate with the Year 6 in Peer Support.

Year 6 students are given specific leadership responsibilities. At the end of Year 5 each student prepares a speech based on the specific leadership positions they wish to be elected for. This speech is given to the 3-6 classes, teachers and Principal. The children and staff then vote and a tally is formed and counted for each student. From this the Principal and Assistant Principal will interview students whose skills would suit the Captains positions. All year 6 students are included in one of the following student leadership teams:

- Captains’ Leadership Team
- Colour House Leadership Team
- Mission Leadership Team
- Environmental Leadership Team
- Music Leadership Team
- Student Representative Council

Part of the Student Leadership Team’s responsibilities is to be part of the Buddy Program, in which Year 6 students are role models to not only their Kindergarten Buddies but to all St Rose students. The Buddy Program also assists the Kindergarten students achieve a smooth transition into school.

The Peer Support Program is led by the Stage 3 students. These senior students participate in a training program in which they learn the necessary skills to lead the groups. The peer Support Program involves the whole school working in ‘family’ groups one afternoon per week, during term 2.

(See ‘Student Leadership Policy’ on school website)

STUDENT SECURITY

Student security is a priority at St Rose. The school gates are closed after the first bell of a morning and no student is permitted to leave the site unless accompanied by an adult. This includes teachers escorting students out for dismissal. Children are required to hand in to the office their mobile phones, where the admin will keep in a secure store. This may also include other items of value that children need to bring to school under special circumstances. There are clearly identified areas in and out of bounds and students and teachers are reminded of these regularly. Rooms must be kept locked during before school, recess and lunch and students are not permitted to enter any room unless supervised by a teacher.
YEAR SIX GRADUATION YEAR

Year Six attend a day retreat to prepare for the liturgy and reflect on their years at St. Rose. This is funded by the school. Graduation Liturgy is held in the school hall with Year Six and their family and friends.

At this liturgy the children are acknowledged for excellence in various Key Learning Areas, their leadership, and will reflect on their years at St. Rose. They will also be presented with certificates and other gifts from the school. Families leaving the school are also recognized and presented with a gift and special acknowledgment.

Following the Graduation Liturgy, students, parents, families and staff are invited to a light supper catered for and served by Year Five families. (The organisation and funding of this is to be determined by the Year Five families). A graduation cake, catered by the school, is cut and served with tea and coffee.

At the final Mass for the end of the school year the Year Six children lead this Mass, participating in all parts of the Mass and are formally farewelled by the entire school community.

SCHOOL UNIFORMS

All necessary School Uniform items can be ordered and obtained from Pickles Schoolwear in Brookvale. Order Forms are available at the school office.

Details: Pickles Schoolwear  
Unit 8, Ground Floor, 42 – 46 Wattle Road  
Brookvale NSW 2100  
(East Point Business Centre)  
Phone: 02 9905 2711  
Fax: 02 9905 2815  
Web: www.youruniformshop.com.au

SECOND HAND CLOTHING

Good quality School uniform items that are no longer required can be donated to the school uniform pool. These will be graded and priced according to their quality (but at a greatly reduced price compared to new items). The Second hand uniform shop opens on the 2rd Thursday and 2nd last Thursday of each term.
UNIFORM LIST - Please ensure that all items are labeled

<table>
<thead>
<tr>
<th>GIRLS’ SUMMER UNIFORM:</th>
<th>BOYS’ SUMMER UNIFORM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer maroon tunic</td>
<td>Grey school shorts</td>
</tr>
<tr>
<td>Detachable maroon tie</td>
<td>Short sleeve light blue school shirt with emblem</td>
</tr>
<tr>
<td>White socks</td>
<td>Grey socks</td>
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<tr>
<td>Black shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td>School hat</td>
<td>School hat</td>
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<tr>
<td>Hair accessories – Hard Alice Headband/Soft Headband/Scrunchie; all maroon</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>GIRLS’ SPORT UNIFORM:</th>
<th>BOYS’ SPORT UNIFORM:</th>
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</thead>
<tbody>
<tr>
<td>Maroon Skort</td>
<td>Maroon school sport shorts</td>
</tr>
<tr>
<td>Blue Unisex school sport shirt</td>
<td>Blue unisex sport shirt</td>
</tr>
<tr>
<td>White socks</td>
<td>White Socks</td>
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<tr>
<td>White sandals</td>
<td>White sandals</td>
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<table>
<thead>
<tr>
<th>GIRLS’ WINTER UNIFORM:</th>
<th>BOYS’ WINTER UNIFORM:</th>
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</thead>
<tbody>
<tr>
<td>Winter maroon tunic</td>
<td>Long grey trousers</td>
</tr>
<tr>
<td>Detachable maroon tie</td>
<td>Long sleeve blue shirt with school emblem</td>
</tr>
<tr>
<td>Long sleeve blouse (no emblem)</td>
<td>Maroon school tie</td>
</tr>
<tr>
<td>Maroon tights</td>
<td>Grey socks</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Black shoes</td>
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<tr>
<td>School hat</td>
<td>School hat</td>
</tr>
<tr>
<td>Hair accessories – Hard Alice Headband/Soft Headband/Scrunchie; all maroon</td>
<td>Polar fleece jumper or V neck sweater</td>
</tr>
<tr>
<td>Polar fleece jumper or V neck sweater</td>
<td>Dry and cosy jacket (fleece lining) - optional</td>
</tr>
<tr>
<td>Dry and cosy jacket (fleece lining) - optional</td>
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<thead>
<tr>
<th>GIRLS’ WINTER SPORT UNIFORM:</th>
<th>BOYS’ WINTER SPORT UNIFORM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as Summer, with the addition of – Maroon dance pants</td>
<td>Same as Summer, with the addition of – Microfibre track pants</td>
</tr>
<tr>
<td>Please note: no white below ankle socks</td>
<td>Please note: no white below ankle socks</td>
</tr>
</tbody>
</table>

ADDITIONAL ITEMS FOR BOYS AND GIRLS:
*School bag    *Library bag

VOLUNTEERS

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).
We warmly welcome you and your family to the St. Rose community and look forward to working in partnership with you.