ST ROSE CATHOLIC PRIMARY SCHOOL
COLLAROY PLATEAU

PARENTS’ QUICK GUIDE
CLICK ON THE LINKS

ADMINISTRATION

ABSENTEEISM

ASSEMBLIES

Each morning a brief assembly is held in the undercroft. This is to pray together, acknowledge birthdays and move to class.

Every 2nd Friday at 2.30pm an Assembly is held at which class presentations are made, 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.

BEFORE & AFTER SCHOOL CARE AT ST ROSE

BELL TIMES

Children are not to be at school prior to 8.15am.

8.15 am.
Playground duty commences
8.45 am.
Morning Assembly Bell
11.00 am.
Children proceed with teacher to playground
11.28 am.
Children move to undercroft area and wait for teacher
11.30 am.
Assembly and teachers collect children from undercroft area

1.00 pm.
Children in Years 2-6 eat on top playground
Children in Years K & 1 eat on back decks
1.25pm
Second half lunch
1.48 pm.
Children move to undercroft area and wait for teacher
1.50 p.m.
Assembly and teachers collect children from undercroft area
3.00 pm.
Announcement is made for all classes to proceed to undercroft area and assemble for dismissal
3.05 p.m.
Dismissal – children directed to various dismissal areas
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/ice blocks etc rather than a large cake to cut. The ingredients must be listed and given to the teacher for any items made at home. 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.

BUSES

CALENDAR – PRIMARY PARENT PLANNER

CANTEEN

CLASS PARENTS AND CLASS KITTY

COMMUNICATION

COMPLAINTS AND GRIEVANCES

- Diocesan Policy states that members of staff with a complaint about a student should first raise the issue with the principal.
- If you are a parent with a complaint about a student other than your own you should raise it with your child’s class teacher.
  - If you 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).

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.
CONTACT DETAILS

FOOD ALLERGIES

LOST PROPERTY
Please ensure all items sent to school are clearly marked with your child’s name. 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

MONEY
It is encouraged that parents pay fees via EFT / Bpay and large sums of money are not sent to the office via students. All events where payment is required are coordinated via “school24” an online ordering system.

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-THE ROSEBUD

OFFICE HOURS

PARISH

PARENT EDUCATION

PARENT ENGAGEMENT NETWORK - (PEN)

PARKING – SCHOOL ZONES

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.

PRIVACY

SCHOOL FEES
SICK CHILDREN

STAFF

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.

UNIFORMS

SECOND HAND UNIFORM

Please refer to the newsletter for 2nd hand uniform shop opening times and information.

VOLUNTEERS

When volunteering all Volunteers must:
- Sign on at the front office, and wear a visitors badge whilst in the school grounds.
- 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).
MAP OF THE SCHOOL

The following map is a guide to the location of the school facilities including easy access facilities.
TEACHING AND LEARNING

CLASS PAGES

CURRICULUM

CO-CURRICULAR

EXCURSIONS AND WORKSHOPS

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

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

LIBRARY AND CHILDREN’S BOOK WEEK

REPORTING AND FEEDBACK

Parents are given various opportunities to meet and communicate with teachers to discuss their child’s progress, as well as times when teachers choose to meet with parents to discuss particular areas. Ongoing and continual feedback should be relevant and timely, including meetings, email or phone conversations. At St Rose the following reporting and feedback practices are in place.

February- Parent Feedback Form and invitation to make a time to discuss their child with their new teacher.
During Term 1 - Teachers may call a meeting to discuss emerging trends in a child’s learning
End of June- Semester One reports emailed to parents

September – Parents invited to make a time with their child’s class teacher to discuss their progress

December- Semester Two reports emailed to parents

Throughout the year separate to the above times- Teachers or Parents may request a meeting to discuss particular items or progress.
Parents of students who are identified as ‘Validated’ requiring additional learning support, are given a further two opportunities to meet to develop or review and update their child’s Individual Plan.
Parents are assured that at any time they have a concern regarding their child they should make direct contact with their child’s teacher.

SPORT

SCHOOL IMPROVEMENT PLANS

STUDENT WELL BEING

ANTI-BULLYING POLICY included in the Pastoral Care Policy

AWARDS

BUDDY PROGRAM

DEFINITION OF THE PROGRAM:
In Term 4 every year, we welcome our new Kindergarten students and their families who will begin at St Rose in the new year. Our orientation program is held in October and November, and involves the upcoming Kindergarten students getting to know their new school environment whilst their parents/carers attend information sessions.

Each new student attending Kindergarten is partnered up with a Year 6 buddy (in some cases students are given 2 buddies). The purpose of the Kindergarten/ Year 6 buddy program is to promote a smooth transition from preschool to school. The goal is to develop positive relationships between the younger and older children, ensuring the children are immersed in a friendly and supportive school community.
The Buddy Program establishes social networks by introducing the pre-schoolers to their Year 6 buddies who act as a support for the new Kindergarten students.

Buddy activities are embedded throughout the classroom transition program.

SEQUENCE OF EVENTS:

Orientation:
- Meet Year 6 buddy
- Have morning tea and playtime with their buddy (getting to know you time)
- Complete craft activity with their buddy

Terms 1 & 2:
- Meet and greet buddy at the school gate in the first few weeks of Term 1
- Have morning tea and playtime with their buddy
Participate in a range of shared activities with their buddy

- Story time (every second Friday of Term 1)
- Art and craft activities
- Sport
- Mass attendance

Terms 3 & 4:
- Story time (once a month)

As the Kindergarten students gain more confidence and independence at school the Year 6 buddies enable them to interact in and around the school more individually.

The overall buddy program is evaluated annually to inform preparation for the coming year.

**CHERUB MUMS**

**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.

CRISIS SUPPORT

SUPPORT FLOWCHART FOR FAMILIES IN NEED OR EXPERIENCING A CRISIS

- School is notified ➔ Admin contact class parents ➔ Class parents coordinate support for family, this may be in the way of assistance such as;
  - Cooked meals
  - Transporting children
  - Food vouchers
  - Contacting family to check in
  - Preparing lunches
  - Any other assistance that the class parents are able to provide
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.

EXPECTED BEHAVIOURS - SCHOOL RULES

STUDENT LEADERSHIP