St Rose Parent Information
School Rules and Behavioural Expectations

At St Rose Catholic Primary School
Collaroy Plateau,
we are CONSTANT AND TRUE when we ...

Respect
Others
Self
Environment
School Rules and Behavioural Expectations

BEHAVIOURAL EXPECTATIONS

At St Rose Catholic Primary School, Collaroy Plateau, we are CONSTANT AND TRUE when we ...

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**All Areas at All Times**

- **Gentle hands**
  - Speak and act with kindness
  - Be in the right place at the right time
  - Care for your appearance
  - Learn and let others learn
  - Learn and let others learn
  - Stop, Think, Do.

- **Care for belongings**
  - Take care of our surroundings

**Always including, no excluding**

- Be a good listener
- Be a good listener
- Be a good listener
- Be a good listener
- Be a good listener
- Be a good listener
COMMUNICATION

Start the way you intend to continue

• Sign and return permission notes ASAP
• Read the Newsletter EVERY week
• Check PPP regularly for calendar updates
• Become VERY familiar with the school website
COMMUNICATION

- *Emails*
- *Newsletters*
- *Website*
- *PPP*

Please keep the office informed of ANY CHANGES to your
- Address
- Mobile phone
- Emergency contacts
Every Friday

THE ROSEBUD
Carpenter & Trade School Newsletter
Monday to Friday

Friday 4th December 2015 – Term 4 - Week 11

PARENTS' MEETING

LEARNING AND TEACHING
- MOTHER OF GODS - computer science is a foundation for every student. Join us to help millions of new learners start with the "mother of God".
- GOOD LUCK to Gaby T. who will be competing in the national Timetronic Cup in Canberra this weekend.
- GIVING TO OUR Students who celebrate their graduation on Monday evening. Thank you to the 40 families for being a truly supportive. Thank you to the graduates who made the outdoor show possible. This will be a great celebration for all.
- NURSERY DRESS_FINALS - Congratulations to Cafe, 'Nana F. and Cafe G. who represented our school last Sunday and were placed 18th out of 27.

PASTORAL CARE AND STUDENT WELLBEING
- POSITIVE BEHAVIOUR FOR LEARNING - Terms 3 & 4 - Denham's new support.
- NEW PARENTS - Welcome to our school for Seniors and Junior.
- NEW SCHOOL DRESS_FINALS - Congratulations to Den P. and cafe T. who represented our school last Sunday and were placed 18th out of 27.

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USEFUL INFORMATION FOR PARENTS
Please refer to the school website for more information:
- www.rosebud.catholic.edu.au or click on the links below:
- Our School
- Faith and Mission
- Learning and Teaching
- Student Welfare
- School Community
- News and Events
- Enrollments and Contacts

CATHOLIC MISSION
- A FAMILY LAY' S BAY - 1st November December
- NEWCHERG PATH IN AUNDEY'S SERVICE - support the Christmas Mission
- CATHOLIC MISSION - Click here if you want to make a difference in 2016.

GREATFUL SOULS
Please support the businesses that support our school – click here.
Primary Parent Planner
PPP - APP

UPDATE REQUIRED at the beginning of each year - Handy Hint - always choose ‘Whole School’ in addition to your child’s class.
PRIMARY PARENT PLANNER

FRONT PAGE

St Rose Collaroy Plateau

Students
Events
Messages

Newsletters
Notes
Sports

Latest News
Calendar Sync
Report Absence

ST ROSE SCHOOL CALENDAR

Events

- 11 Feb: Secondhand Uniform Shop
  Whole School Events
- 13 Feb: RECONCILIATION PRESENTATION
  Year 3
- 15 Feb: PEN MEETING AT 7PM
  Whole School Events
- 15 Feb: CLASS PARENT MEETING
  Whole School Events
- 15 Feb: RECONCILIATION SESSIONS
  Year 3
- 17 Feb: PARISH MASS - YR 5 - 9.15AM
  Year 5
- 19 Feb: SCHOOL DISCO - 6.30PM
CALENDAR ITEM DETAILS

- **Date**: February 19th
- **Event**: School Disco - 5:30 PM
- **Class**: Whole School Events
- **Time**: 17:30:00
- **Location**: St Rose
- **Description**: 5:30 - 7:30 pm

REPORT ABSENT FROM SCHOOL

- **Student First Name**
- **Student Last Name**
- **Student Class/Year**
- **Parent/Carer First Name**
- **Parent/Carer Surname**
Primary Parent Planner cont...

NEWSLETTERS – PERMISSION NOTES RSVP’s
ST ROSE WEBSITE
UPDATED REGULARLY

WELCOME TO OUR SCHOOL

St Rose Catholic Primary School, Collaroy Plateau, is a K to 6 co-educational school located in the Diocese of Broken Bay on Sydney’s northern beaches.

2015 Highlights: Winners in Debating, Athletics, Rugby Union, Soccer, Eagle Tag, Netball, Art and above State average results in NAPLAN in both Years 3 and 5 Literacy and Numeracy.
Who to contact if you have a ???

School Policies, Procedures and Current Information

CONTACT INFORMATION

- Who to Contact and Raising Matters with Staff.
- Parent Handbook as at October 2015
- Year 5 & 6 Survival Guide

ABSENCES

Student Absence Form - FULL DAY ABSENCE 1-9 days

Request for Leave Form (10+ days) for TRAVEL FORM A1
Relevant travel documentation such as an E-Ticket (in the case of a flight bound travel) or itinerary (in the case of non-flight bound travel within Australia only), must be attached to this application.

Request for Leave Form SPORTING / ELITE Event/Training FORM B1

BUSES

BUS ROUTES  Bus numbers and routes are available on the Sydney Buses website - LINK
CONTACTING YOUR CLASSROOM TEACHER

• Teachers can be contacted by Email.

• Teachers Email address can be found on the class page on the Website

• As the teachers do not check their email whilst they are teaching, please do not expect an immediate response.

• Teachers will respond to emails within one week.

• Do NOT send change of arrangements for afternoon pick up to the teachers. Call the office

• If your matter is urgent please contact the teacher VIA the office
School Policies, Procedures and current Information

IN ALPHABETICAL ORDER

Information for all Co-Curricular activities

- BAND
- CHOIR
- CHESS
- PEER SUPPORT
- ROCK AND WATER
- KEYBOARD
- INSTRUMENT TUITION
- DANCE CLASSES
- KARATE
NEWS AND EVENTS

- Newsletters
- Permission Notes
- And RSVP's
PRIVACY AND VOLUNTEERING AT ST ROSE

Under “Policies Procedures and Current Information”

VOLUNTEER HANDBOOK

NEW Volunteers

- Read
- Sign
- return to the office
Canteen

The Rose Bite canteen operates on Mondays and Fridays for recess and lunch.

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, and is updated each term.

Children are only permitted to purchase goods for themselves.

Breakfast is available from 8:30 am for $2.00.

Lunch is available from 11:30 am for $5.00.
CANTEEN ORDERING

Pay with your phone:
Pay for food, drinks and much more directly from your iOS or Android smart device

WATCH VIDEO>
Canteen and Qkr!

Canteen Ordering and Volunteering

- APP - Qkr by Mastercard

Getting started is easy, try it yourself.

- Download the Qkr app
- Register your information
- Find your school
- Register your child or children

Access Qkr from your iPhone, Android, iPad, PC and Laptop

Guide to Getting Started - iPhone, Android, iPad
Guide to Getting Started - PC and laptop

- Forgot Password or Email Address??
  With Qkr you are able to add up to 5 cards, remove items from your cart, cancel food orders already paid for, copy a food order from one week to the next using the calendar and much more.

Qkr! ORDERING

Preferred Payment Method

ST ROSE Catholic Primary School Collaroy Plateau

OUR SCHOOL
- Our Story
- Principal’s Message
- School Policies
- Procedures and Current Information
- Parent Education
- Our Staff
- Before and After School Care
- Canteen
- Co-Curricular

FAITH & MISSION

FOR SALE OVER THE COUNTER

Juices.............$1.00
Moosies...........$1.30
Frozen juice in a cup........80c
Frozen chocolate milk in a cup........80c
Gelato...........$1.50
Bulla Frozen Yoghurt...........$2.00
ELECTRONIC ATTENDANCE ROLLS

IS A LEGAL DOCUMENT

The school must be notified of absence within 3 days or the child will be marked as UNEXPLAINED / UNJUSTIFIED LEAVE

• Planned absence 10 days or more MUST complete A1 form

• Planned absence for Sport representation MUST complete B1 form
School Policies, Procedures and Current Information

CONTACT INFORMATION

- Who to Contact and Raising Matters with Staff.
- Parent Handbook as at October 2015
- Year 5 & 6 Survival Guide

ABSENCES

Student Absence Form - FULL DAY ABSENCE 1-9 days

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Request for Leave Form SPORTING / ELITE Event/Training FORM B1
MEDICAL FORMS and REQUIREMENTS

REQUEST TO ADMINISTER MEDICATION AT SCHOOL

Note: If your child is to take more than one prescribed medication, please attach a separate request for each medication.

SCHOOL NAME and ADDRESS: .................................................................

STUDENT NAME: .......................................................... Gender: ......................

DATE OF BIRTH / / YEAR LEVEL: .................................................................

To be completed by Parent / Guardian with the Prescribing Health Practitioner and returned to the SCHOOL.

Please identify the medication (prescribed or ‘over the counter’) that the student requires during school hours including any emergency medication.

• This form is on the WEBSITE under Policies and Current Information

• MUST be signed by the Doctor or Pharmacist and supplied to the office before any medication can be given to your child

• This applies to ALL MEDICATION including across the counter medication.
MEDICAL & STUDENT MEDICATION

• Always keep the office informed of any Medical issues for your children.
• All forms and policies, can be found on the Website under “Policies and Procedures”

• To Sick for School Exclusion Period

• Asthma Plan Update

• No Sharing Of Food

• Anaphylaxis Information For Parents

• Appendix 1 - Students with Allergies Form
BEFORE AND AFTER SCHOOL CARE

ST ROSE Catholic Primary School Collaroy Plateau

OUR SCHOOL
- Our Story
- Principal's Message
- School Policies, Procedures and Current Information
- Parent Education
- Our Staff
- Before and After School Care
- Canteen
- Co-Curricular

FAITH & MISSION

LEARNING & TEACHING

STUDENT WELLBEING

SCHOOL COMMUNITY

NEWS & EVENTS

OUR SCHOOL

Before and After School Care

Catholic Care Out of School Hours Care (OSHC)

OSHC operates Monday to Friday.
Morning: 7am to 9am
Afternoon: 3pm to 6pm

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

- CATHOLIC CARE ENROLMENT FORM
- BEFORE AND AFTER SCHOOL CARE OFFERS HOMEWORK TIME
- ST ROSE OSHC BOOKLET
- OPTIONS FOR PAYING CATHOLIC CARE FEES

OSHC WEBSITE
DISMISSAL

• 3 Ways to collect children;
  1. Pick Up Zone
  2. Bus and Walkers
  3. Parent Pick Up (on top playground)

• Remind your child in the morning about the arrangements for pick up.

• Handy Hint – put a post it note in their lunch box

• Use your family pick up zone sign

• Do not queue in Rose Ave
SCHOOL UNIFORM

• Available at Lowes Warriewood

• Shoes – Black leather and predominately White sandshoes
PLEASE DON’T

No Pedestrian access via Staff driveway

Playground out of bounds before and after school hours
CLASS KITTY
Arranged by the Parents for the Parents

• Cashless

• Class bank account - to be provided by your class parents.

• Used to purchase gifts and flowers (when needed)

• Class parents do a reconciliation each semester – provided to the office.

• “Class Parent and Class Kitty Agreement” – on the Website under OUR COMMUNITY – PARENT ENGAGEMENT NETWORK
PARENTS’ QUICK GUIDE

OUR SCHOOL
- Our Story
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- Before and After School Care
- Canteen
- Co-Curricular

FAITH & MISSION

LEARNING & TEACHING

School Policies, Procedures and Current Information

CONTACT INFORMATION AND GUIDELINES
- Who to Contact and Raising Matters with Staff.
- Parent Quick Guide - 2016
- Year 5 & 6 Survival Guide
- School Information Night Presentation - Feb 2016
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 a.m. Playground duty commences
8.45 a.m. Morning Assembly Bell

11.00 a.m. Children proceed with teacher to playground
11.23 a.m. Children move to undercroft area and wait for teacher
11.30 a.m. Assembly and teachers collect children from undercroft area

1.00 p.m. Children in Years 2-6 eat on top playground
Children in Years K & 1 eat on back decks
1.25pm Second luch

1.48 p.m. Children move to undercroft area and wait for teacher
1.50 p.m. Assembly and teachers collect children from undercroft area

3.00 p.m. 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 party cakes (no butter cake 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

CAFE

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 internet 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 principal.

• Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School available on the CBO website at https://www.catholic.edu.au/catholiceducation/resources/Pages/default.aspx

• If you are a parent with a complaint about the inappropriate behaviour of a member of staff towards any child, your concern should be directed to the Principal and confidentially must be maintained (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 change 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 breakfast 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.
LEARNING TODAY
LEADING TOMORROW

St Rose Catholic School
9982 1467 | srcpdbb.catholic.edu.au