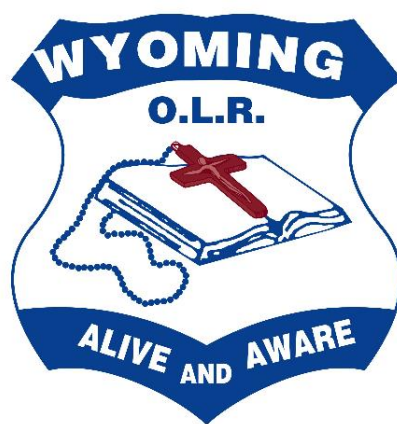


Our Lady of the Rosary Catholic School, Wyoming



PARENT HANDBOOK 2022

Our Lady of the Rosary Catholic School
92 Glennie Street, Wyoming

Phone: (02) 4324 6641

Email: olrwyoming@dbb.catholic.edu.au
www.olrwyomingdbb.catholic.edu.au

WELCOME MESSAGE FROM THE PRINCIPAL

Dear Parents and Carers

Greetings and welcome to Our Lady of the Rosary Catholic School, Wyoming. Our school was opened in 1978 and was founded by the Sisters of St Joseph.

At Our Lady of the Rosary Catholic School children develop a passion for learning through quality teaching and a diverse range of learning experiences. We encourage and foster a love of learning and strive for excellence within a quality learning environment. We are the educational arm of Our Lady of the Rosary Catholic Parish. Our Catholicism is expressed through the students, teachers and wider school community living and teaching Gospel Values, with our school motto being 'Alive and Aware'.

We have an extremely talented and professional team of staff members, and a committed parent community. Our school is a fantastic place for children to come and learn, and a rewarding place for teachers to come and teach. It is our collective aim to provide the very best learning opportunities for all our students

Parents and carers are of vital importance to the success of our school. Our parents and carers are the first educators of their children, and their positive support of their child's school education provides encouragement to their child, their teacher and helps build the spirit of the school.

Education is a lifetime journey that you begin at Our Lady of the Rosary Catholic School. We are dedicated to preparing your children for their journey of learning. We welcome your interest and warmly invite you to visit or call for further information.

Bernard Cumming
Principal



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Our Lady of the Rosary Catholic School, Wyoming



Mission and Vision Statement

Under the guidance of the Holy Spirit and inspired by the example of Jesus Christ, we, the community of Our Lady of the Rosary Catholic School, Wyoming, strive to value and foster the sacredness, achievements and potential of each person.

We will:

Value...

the individuals - children, parents, staff, parish, community - and the environment

Create...

a sense of acceptance, belonging, hope and love

Celebrate and Share...

our faith, our common purpose and our achievements, affirming the lives of others

Educate...

the spiritual, physical, academic, personal and social aspects of the children in partnership with parents

Support...

the ideals of Catholic Education

Develop...

a sense of pride in ourselves, our school and its community

GENERAL SCHOOL INFORMATION

School Contact Details

School Address: 92 Glennie Street, Wyoming
School Telephone: (02) 4324 6641
Email Address: olrwyoming@dbb.catholic.edu.au
School Website: www.olrwyomingdbb.catholic.edu.au
School Office Hours: 8:30 am to 3:15 pm

School Hours

8:15am	Playground Supervision Commences
8:45 am - 10:45 am	Morning Learning Session
10:45 am - 11:15 am	Recess
11:15 am - 1:15 pm	Middle Learning Session
1:15 pm - 1:30 pm	Lunch
2:00 pm - 2:50 pm	Afternoon Learning Session
2:50 pm	School Dismissal

Parish Information

Parish Priest: Fr Peter DeSouza
Parish Telephone: (02) 4324 3962

OLR Staff

Principal:	Bernard Cumming
Assistant Principal & Collaborative Coach:	Michelle Perry
Religious Education Coordinator:	Erin Robertson
Curriculum/ICT Leader:	Emily Cairns
Wellbeing Leader:	Lauraine Fullbrook
Family Liaison Officer:	Melissa Evans
Aboriginal Education Worker:	Charmain Stewart
School Counsellor:	Karen Leonard
Administration Officers:	Sue Baptiste (<i>Mon, Tue, Wed & Fri</i>) Karen Stephenson (<i>Mon, Wed & Thur</i>) Stacey Tamblyn (<i>Tues</i>)

Classroom Teachers

Kindergarten Blue:	Jenna O'Brien
Kindergarten Gold:	Mitchell Duncan
Kindergarten Red:	Steff Dobb/Sharmane Arundale
Year 1 Blue:	Melinda Byrne
Year 1 Gold:	Jo Cutler
Year 2 Blue:	Fiona Weeks
Year 2 Gold:	Louise Bailey
Year 3 Blue:	Lyndsey Wiggins Nadine DeMelo
Year 3 Gold:	Erin Robertson Nadine DeMelo
Year 4 Blue:	Leif Spicer
Year 4 Gold:	Lauraine Fullbrook
Year 5 Blue:	Carly Matthews
Year 5 Gold:	Chris Botfield
Year 6 Blue:	Emily Cairns
Teacher Librarian:	Louise Foyel
Music/Drama:	Ivana Clegg
Italian:	Alyce Chinn
Physical Education:	Liz Bain
Learning Support Teacher:	Kim Bennett
Learning Support Assistants:	Melanie McDonald Nicole Priestland Rochelle Tomlinson Frances McDonald

TEACHING AND LEARNING

At OLR we deliver a rich and engaging curriculum where thinking is valued, visible and actively promoted through the lens of *Visible Thinking* and an *Inquiry-based* approach to teaching and learning. Thinking strategies and an inquiry methodology is integrated across all subject areas. This helps our children to think critically, creatively, explore deeply, challenge themselves, contribute positively to their world and learn from their mistakes and successes.

A growth mindset is nurtured in all children to assist them to continue working hard, even when they are met with challenges. This in turn, sees the children persevere, adapt, and try different strategies they've learned. By instilling this mindset in the children, we believe we are equipping them the skills and outlook which will support their learning throughout education and into adult life.

The use of technology within the classrooms is prominent throughout the school. OLR has embraced the concept of flexible learning spaces in most of our classrooms.

Curriculum

The **Religious Education** program has been developed by Catholic Schools Broken Bay. A member of the school's Leadership Team, the Religious Education Coordinator, is responsible, under the Principal, for the supervision of the Religious Education Program. Daily classroom prayer and attendance at Mass are a regular part of the school program. Religion is taught for approximately half an hour a day.

The **English** curriculum involves the integration of the children's listening, speaking, reading, and writing. Through modelled, guided, shared and independent learning experiences children develop the ability, confidence, and interest in both spoken and written language. English is taught for approximately 6-8 hours a week.

The **Mathematics** curriculum consists of 3 strands – Number and Algebra, Measurement and Geometry, Statistics and Probability. It aims to develop concepts and operational skills through the regular use of structured materials, which will enable the children to discover relationships and apply these to real life situations. Approximately 5 hours per week.

Human Society and Its Environment (HSIE) curriculum consists of History and Geography and is concerned with the study of people, their history, varying cultures, and environments. Particular attention is focused on our own country with its multicultural society. Approximately 1.5 – 2 hours per week.

Science and Technology curriculum provides children with opportunities to learn about the natural and made environment, with emphasis on firsthand experiences, inquiry and problem solving. Approximately 1.5 - 2 hours per week.

Creative and Performing Arts curriculum includes music, drama, visual arts and dance and provides children with a wide variety of opportunities for creativity and self-expression. Approximately 1.5-2 hours per week.

Personal Development, Health, and Physical Education (PDHPE) curriculum includes 3 content strands: Health, Wellbeing and Relationships, Movement Skill and Performance, Healthy, Safe and Active Lifestyles. Approximately 1.5 – 2 hours per week.

Homework

Following staff consultation and surveying the senior students and parents in 2021 OLR is trialing the following Homework for 2022. At the end of the year, the school will again survey parents, staff, and students for feedback.

Each night each child needs to read to or with an adult. For the children in Years 3-6, they will also be asked to revise their Multiplication Times tables.

There are also a number of online platforms that the children can use, such as Wushka (Years K-3), or Literacy Pro (Years 4-6), or Prodigy (Years K-6). These are optional activities.

Occasionally, the students may be asked to do an extra task, for example, they may be learning about their family tree in History and may be asked to do some research on their family.

With regards to reading, we expect every student to be reading every day at home - this should not be considered homework, but an action that is integral to their learning. Students could be independently reading or being read to.

*“Reading should not be presented to children as a chore or a duty.
It should be offered to them as a precious gift.”*

Carl Sagan

Reports and External Assessments

Reporting to parents/carers occurs at the end of Semester 1 and 2 using a written report and the A–E grading scale or equivalent. The scale provides a common language for reporting across Australia.

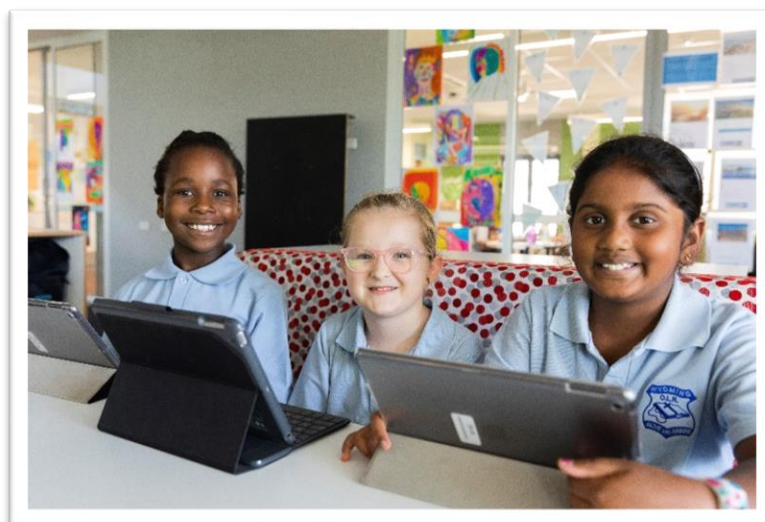
Assessments are completed in classrooms during the year and some standardised testing takes place across the school. The NAPLAN (National Assessment Program – Literary and Numeracy) Tests are administered in Years 3 and 5. We encourage Primary children to participate in the various competitions offered through the University of New South Wales, especially in the areas of Mathematics, English, Science and Technology.

If your child attends an outside agency for assessment, e.g., ears, eyes, psychometric testing, it is important that a copy of the report be forwarded to the school via the office, who will send it on to the class teacher, Principal and the Learning Support team.

Technology

All classrooms have access to a range of technology including predominately iPads and Chrome Books. The IT program for all students is comprehensive and provides wireless connectivity for use across the school. All our computers and school iPads are networked and have e-mail and internet access. Data projectors and Interactive Whiteboards are essential teaching and learning tools in all classrooms.

The students learn coding across the years and have access to 3D printing in the older grades.



CATHOLIC MISSION

All schools within our system of schools share a common purpose: to inspiring hearts and minds to know Christ, to love learning, to use their talents to be the very best they can be. St Cecilia's Catholic Primary School is a place of learning, where students thrive in a safe and nurturing environment. United in our faith, students build strong relationships that foster trust, compassion and respect. By providing a nurturing, welcoming, caring and inclusive community we cater for and value the needs of each sand every student.

Liturgical Celebrations

Celebrating the Catholic faith as a school community is an integral element of OLR's spiritual life. Liturgies, Grade Masses and whole school Liturgical Celebrations are held on a regular basis and parents are always welcome to join us. The Sacrament of Reconciliation is available to enhance each student's spiritual life. Opportunities are available to become altar servers through the Parish.

Sacramental Programs

All sacramental programs are parish based at the request of the Bishop of Broken Bay. The doctrine of the sacrament is taught as part of the whole school Religious Education program. Children are prepared for the Sacrament by their parents, with the assistance of the Parish Sacramental Team and in line with the in-class Religious Education units of work. Children are eligible to make the following Sacraments in these grades, at the correct age:

- Confirmation Year 3 (*must be at least 8 years old*)
- Reconciliation Year 4 (*must be at least 9 years old*)
- First Eucharist Year 4 (*must be at least 9 years old*)

Please contact the Parish Office on 4324 3962 to make arrangements for your child to receive instruction for Confirmation, Reconciliation and First Eucharist.

Social Justice

At OLR Social justice begins in the classroom where we value the variety of our children's personal experiences, values, and worldviews that arise from race, ethnicity, religious and spiritual beliefs, class, age, disability, or national origin. Our teachers are empowered to incorporate children's backgrounds and experiences to enhance student awareness, build empathy, creativity and learning potential through open and respectful dialogue.

Helping others is a strong focus at OLR and the school is involved in annual community service projects such as Project Compassion during Lent and the St Vincent De Paul Winter and Christmas Appeals. These events and many others provide our children with opportunities to develop an understanding of the world beyond OLR.



WELLBEING FOR LEARNING

OLR prides itself on providing wonderful pastoral care. As a school community we believe that one of the primary aims of school is the development of individuals who are capable of self-direction, of choosing freely, intelligently, and responsibly in accordance with their conscience.

We believe that school, as a preparation for life, should foster the development of self-discipline, self-esteem and self-knowledge and assist each person to grow.

Acknowledging Positive Behaviour & Awards

Our Lady of the Rosary Catholic Primary School community is committed to *acknowledging* students to encourage the behavioural expectations and school rules. We endeavour to acknowledge students through a wide variety of means:

- Body language strategies – smile, gestures, nod, thumbs up, proximity, etc
- Verbal acknowledgment – recognition of how behaviours affect others, single word utterances, praise, descriptive encouraging, etc
- Positive comments in student workbooks
- Being chosen for responsibilities
- Class Reward Systems
- Wellbeing Week “spin the wheel” tokens
- **Academic Achievement Awards** – highlighting academic excellence in thinking and learning
- **Positive Behaviour for Learning (PBL) Awards:** highlighting behaviour regarding the weekly PBL focus.
- **Principal Award:** Once a term, teachers nominate two students from their classroom for the Principal Award. Principal awards are awarded for exemplary display of Christianity, positive learning, behaviour, achievement and/or exemplary effort in any of the above domains.

Safeguarding

SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.

3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

See also Appendix 1: SAFEGUARDING INFORMATION

School Rules and Behaviour Expectations

Our Lady of the Rosary Catholic Primary School's rules and behavioural expectations outline appropriate student behaviours that contribute to the functioning of our school as a safe and supportive learning environment.

Students at OLR will be taught, encouraged and supported to demonstrate these expected behaviours in accordance with our school values that state:

*At Our Lady of the Rosary,
we do our personal best, Live justly & Respect all.*

At Our Lady of the Rosary Catholic School we have a system in place known as Positive Behaviour for Learning. This approach is based on teaching appropriate behaviours to students based on agreed and common expectations from parents and staff.

Our community is committed to: Teach; Practice; Apply and Acknowledge appropriate behaviours. Each class teacher develops a system of acknowledgement and reinforcement of behaviours. For example extrinsic reward systems, stickers, tokens etc. Body language strategies, verbal acknowledgement, positive comments and assembly awards for positive behaviour.

When discouraging or correcting students behaviours, staff are encouraged to use the least intrusive methods possible. Inappropriate behaviour is behaviour that challenges the day to day functioning of our school and is contrary to our school rules and behavioural expectations. These are known as **minor inappropriate behaviours**. These are teacher managed behaviours requiring some withdrawal from an activity for a short period of time. **Major inappropriate behaviours** are identified as deliberate actions that are offensive and/or dangerous to the physical and/or emotional wellbeing of others. The consistent and repeated occurrence of minor behaviours may also be considered a major. For **major** behaviours students receive a **Long time Out** which means for an extended period of time they are withdrawn from an activity. If on the playground they must sit on the designated LTO bench in that play area. If it is in the classroom students are asked to leave the room and are accompanied to another classroom from another grade and are asked to sit and reflect on their actions. Parents are called for each LTO.

If the students received three LTO's in a term then the parents are asked to meet the Principal. If the behaviour still does not change then the student may be suspended from school for some days.



'Treat others as you want them to treat you.' Matthew 7:12

At Our Lady of the Rosary we...

Do Our Personal Best



Learn and let others learn

Are in the right place at the right time

Make good choices

Care for our appearance

Live Justly



Are fair and honest

Share and take turns

Have safe and caring hands

Respect All



Are good listeners

Use kind words and actions

Care for belongings

Care for the environment

Student Leadership Opportunities

School Leadership: Positions of school leadership are elected from Year 5 students in Term 4. We encourage the children to choose leaders with qualities such as honesty, positive behaviour, encouragement of others, etc. Captains, Vice Captains and House Captains may be asked to assist the Principal and teachers in running school events. Year 5 students take part in a leadership camp to prepare them for the responsibility as a Year 6 student.

Student Representative Council (SRC) - The Student Representative Council (SRC) meets on a regular basis at lunchtime. The SRC consists of a representative from each primary class (Years 3-6) as well as the School Captains. The SRC discusses matters of interest to the student body and provides a student voice into the decision-making process at OLR.

TRIBES- The Tribes program involves children in Years 5 and 6 working with a mixed group of students from other classes to promote a community aspect to the school or to discuss issues relating to school behaviour expectations, bullying and other social issues as part of our Pastoral Care Program. It provides an opportunity of leadership for the senior students as well as support and links for the younger students. Training for the program will take place in Term 1 each year with Year 5 and 6 students at a dedicated leadership day.

Buddy Program - To help the new kindergarten children settle into the school community – the school utilises a buddy system. Each Year 5 child is given a kinder child to look after and to be a special friend to for the first 2 years of school. They are there to help the kindy children on the playground or on their buses. It also enables the Year 5 children to develop a responsible attitude towards the newest members of our school.

Support for Students & Families

The **School Counsellor** is available to assist students and their families when the need arises. The school may initiate this support, or it may be a request of parents to gain access to the school counsellor.

A **Family Liaison Officer (FLO)** assists and promotes the relationship between the school and home. The Family Liaison Officer works in conjunction with the Principal and school teaching staff to assist in maintaining contact with families during difficult times and can provide support, resources and referral to outside agencies such as Catholic Care.

Aboriginal Education Worker (AEW) assists Aboriginal and Torres Strait Islander Children in their education to enhance their physical, social, emotional and intellectual development. The AEW provides feedback to parents or guardians and teachers about students' progress, and liaises with education bodies, government agencies and committees.

Our **Learning Diversity Support Team** is designed to identify those children who have specific needs and to plan and implement appropriate intervention as required by the Learning Support Teacher and Learning Support Aides. In general, the Learning Support Program is available to children who may have specific physical, intellectual, sensory, or emotional needs and/or children who may be gifted and talented.

Our model aims at supporting children to learn within the mainstream school. This is achieved by working with children in class or, in some cases, withdrawing children individually and in small groups where intervention may be required. Learning Support at OLR utilises a team approach incorporating the many talents of children, parents, and teachers, as well as educational and medical professionals.



COMMUNICATION

At OLR we are committed to a partnership with parents in the education of their children. There are many forms of communication, where parents can stay informed and connect with the school.

Appointments

Parents are encouraged to speak with the class teacher or Principal if they are concerned about their child or any matter related to the school. The class teacher should be the first point of contact for class matters. We ask that you please make an appointment rather than approaching them when they have students in their care.

Communication Channels

Compass

Updated regularly with calendar events, conferences (parent/teacher meetings), live stream/Zoom links and class/grade or whole school information and notices. Alerts and email notifications should always come through to all primary parents and carers.

DOJO

Teachers use Class DoJo to communicate with parents regarding learning, and any other important information.

Learning Overview

At the beginning of each term your child's class teacher will provide a curriculum note communicating specific learning intentions for all subject areas. Important information such as class sport day, schedule of specialist classes will also be specified.

Email Contact

All staff are accessible via the email by sending correspondence to the school email account olrwyoming@dbb.catholic.edu.au. Please clearly identify which teacher and class you wish the correspondence forwarded to. It is essential that parents understand that due to the nature of their work it may not be possible for the class teacher to respond within 24 hours. A response will generally be made within 72 hours. If the matter is urgent please call the school office.

Please do not email change of arrangements for child going home in the afternoon or any matter that requires immediate attention regarding your child. Please contact the school office directly before 2pm if you require a message to be given to your child regarding an afternoon change of arrangements.

Facebook Page

The Our Lady of the Rosary Primary School Wyoming Facebook page is often updated with gallery images of events that have occurred in the school. At times upcoming events are posted too.

Weekly Newsletter

Details about anything school-related, updates, events, policy reminders, news, articles, community happenings...anything important and enjoyable will be included here. Each week on a Wednesday the newsletter will be made available to download on the school website and through the Compass App.

School Website

<https://www.olrwyomingdbb.catholic.edu.au/>

The OLR school website contains much information about the school for current and prospective parents

Goal Setting Parent Teacher Meetings

A goal setting meeting is held early in Term 1 and a more formal Parent/Teacher interview is held midyear. For Primary classes, Years 3-6, this is a three-way Learning conversation with the child present. It is an opportunity for parents to meet their child's teacher/s and to share their knowledge of the child and his or her progress at school. A written report is sent home in December. Parents are encouraged to speak with teachers outside class time, whenever there is a need.

School Reports

Student reports K-6 are distributed via the Compass Parent Portal in June/July and December. Parents will be notified via Compass when these reports are accessible.

Contact Details

As it is most important that the school be able to contact a parent at any time of the day, parents are asked to make sure that any change in address, mobile and home phone numbers is made known to the school. Please ensure we also have your most current Emergency contact details, should a parent/carer not be accessible when the school is trying to contact them.



SCHOOL ORGANISATION

Allergies

The school has a commitment to minimise the risks associated with severe anaphylaxis reactions to nuts. While it is impossible to create a risk-free environment, staff, students and parents can take important steps to minimise the potentially fatal allergic reactions. For some people, severe allergic reactions can be triggered not only by eating foods, but also by their touch and smell. As we have children with peanut allergies, peanut products are not sold at the canteen and we ask parents to support this by not sending products containing nuts to school with their children.

Asthma, Anaphylaxis and other Medical Conditions

OLR is committed to supporting students' health and wellbeing and requests that you provide the school with any relevant health information essential to supporting your child. Whilst this information is collected at enrolment it is crucial that any change in this information is provided to the school immediately. Any student who suffers from anaphylaxis, severe asthma, diabetes, epilepsy, heart conditions or other significant medical conditions is asked to complete additional action plans/health care plans. If this applies to your child, please contact the school and an appropriate form will be emailed to you for completion. These plans must be completed in writing and signed by the parent/guardian and the medical practitioner/prescribing or qualified health professional. If your child has a specific Asthma Management Plan, please ensure a copy is given to the school for our records. If your child requires a puffer, please supply one to the office.

Parents should notify the school of any serious infectious illness in the family. Exclusion of children from school according to the Dept. Of Health guidelines is sometimes necessary. For parents' convenience a copy of these guidelines are included in Appendix 4.

Attendance and Absences

Please send your child to school on time each day. Regular attendance at school is essential for progress. Should your child be absent from school for any reason the school must be notified via Compass. If you are unable to enter it on Compass please contact the school office.

It is a legal requirement that class rolls are marked each day by the class teacher and all notes regarding a child's absence are entered on Compass.

Any student absent from class in the morning will be marked as absent. A notification is sent to your Compass App for you to enter an explanation.

ABSENCE 10+ days

Permission from the principal must be sought after if your child will be absent from school for 10+ days, as well as entering the absence in the Compass App. A [Form A1 Application for extended leave](#) is required to be completed by parent/guardian and submitted to the school office.

LATE ARRIVAL

If your child is late to school, they must be accompanied by their parent/carer to the school office and signed in via the Compass Kiosk in the school office foyer. The Compass Kiosk Late Arrival slip is to be handed to the class teacher by the student. Your child will have been marked "absent" by the class teacher, however the sign-in via the Compass Kiosk will then override the absence.

EARLY DEPARTURE

If it is necessary for your child to leave early please visit the school office to sign your child out via the Compass Kiosk. The school office will contact your child's class and arrange for your child to meet you in the school office foyer.

Excursions and Incursions

Class teachers plan excursions or incursions for all grades. These are always relevant to the delivery of curriculum. When children are to go on a school excursion or to a sports carnival, a permission note will be sent via Compass from the Events section. For convenience parents can complete permission notes online, via the Compass app.

2022 Schedule of Fees

The 2022 fee structure for the first child attending Our Lady of the Rosary Catholic School is outlined below.

Description	K-6
Education Fee ¹	\$2,779.00
Supplementary Fee ²	
Yr 5 Camp (<i>Leadership</i>)	\$380.00
Yr 6 Camp	\$470.00

School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first instalment is due February and the last payment being in November. School fees may be paid more frequently (annually, fortnightly or weekly), however the monthly instalment amount is to be paid by the 21st of the month. Our preferred method of payment for fees is BPAY. Fees can also be paid by EFTPOS or Credit Card. A Tax Invoice is emailed home in the first term to show the amount payable for the year. Fees are payable over the first three terms and may be paid in whole or by instalments. Statements are emailed at the end of each month showing payments made. The Diocese will make every effort to support its families with limited financial resources who desire a Catholic education for their children. An early appointment with the Principal to discuss this is essential. Every family is expected to make some contribution.

Rules Relating to the Payment of 2022 School Fees- From Diocesan School Fee Policy

1. School fees are calculated for the school year and are billed in 10 monthly instalments.
2. Fees are due and payable by the due date on the statement.
3. In cases of genuine financial difficulty, application should be made to the Principal for assistance.
4. Discounts are available for siblings attending diocesan systemic schools within this Diocese on the following scale:
Second child: 25% discount
Third child: 55% discount
Fourth & subsequent: 100% discount

Families must complete, each year, a "Family Registration Form". Sibling discounts will not be applied if this form is not completed.

Immunisation

Parents enrolling Kindergarten students need to present the school with an Immunisation Certificate. No child will be prevented from enrolling, however, under the Public Health (Amendment) Act 1992, children without a certificate may be sent home during an outbreak of a vaccine preventable disease.

Library

The library is open Monday and Tuesday each week for classes. Wednesdays and alternate Thursdays are Administration time for the Librarian.

Library lessons are aimed at educating pupils to enjoy literature and to enable them to locate and use the library's resources. Pupils may return and borrow books, or work in the library, at any time when it is open. Parents are welcome to borrow. Each pupil must have a material LIBRARY BAG. Books lost or damaged will be charged to the child responsible and replaced or repaired by the Librarian with special library repair materials. Donations of books etc are always welcome. Parents who read regularly to their children will encourage a love of reading. Children should have thousands of books read to them prior to commencing school. Information Technology is an important component of the Library.

Lost Property

Lost items of clothing are held for several weeks. If they are not claimed after this, they are either given away or sent to the Clothing Pool. Please enquire at the Office if your child is missing an article of clothing or check the lost property container outside the canteen. Please ensure all items are labelled to enable them to be returned to your child if found.

Canteen

The Canteen is opened on Monday, Wednesday and Friday for morning tea and lunch. A canteen supervisor is employed to attend to the smooth running of the Canteen.

We promote a healthy canteen with food offered approved by the Health Promotion Unit of Central Coast Area Health.

We ask you to follow through in the provision of healthy snacks, etc, for your children's lunch boxes.



Medical Matters

Administering Medication

Staff at OLR will only be able to administer medications to students when accompanied by written instructions from a medical practitioner using the 'Request to administer medication in School' form. This includes all prescribed medications such as for diabetes or ADHD, and all non-prescribed medications such as Panadol and Nurofen.

Emergency

All staff are trained in first aid Anaphylaxis, Asthma and CPR training. This training is refreshed annually. All administrative staff and other teachers dispersed across the stages are full first aid trained too.

Should an emergency arise with your child/children, all efforts will be made to contact the parents, carer or emergency contact listed; and emergency measures will be undertaken by the Principal or Assistant Principal.

Any serious accident or injury is immediately treated, and parents/carers are contacted. It is the parent or carer's responsibility to notify the school of changes to contact phone numbers for home, work, and emergency contacts.

Is it important that the emergency contact be someone other than the parent e.g., a grandparent, neighbour or close friend of the family. Parents will always be the first point of contact should an emergency arise, however, if we are unable to contact parents, we will then use the nominated emergency contact provided.

Sickness

A child who is not healthy cannot concentrate on schoolwork. If your child is unwell, please keep them at home until completely well.

If a child is sick at school, the teacher will contact the School Office to advise that the child is being brought to Sick Bay. If your child needs to be sent home, the school office will then contact a parent and make the necessary arrangements.

Mobile Phone and Wearable Devices

Messages for children can be phoned into the school office. There is no need for a mobile phone at school. If a parent requires their child to have a mobile phone for AFTER school contact, it is to be kept in the child's bag and turned off and is not to be used in school time.

Wearable devices should be treated the same as mobile phones at school, so not to be used for calls or texts during school hours.

Parent Council

The Parent Council comprises of parents and guardians of pupils attending the school, parishioners, members of the school staff and friends of the school e.g. parents of ex-pupils, relatives of pupils.

An executive committee, elected annually, oversees the activities both social and fundraising of the Council.

THE AIMS OF THE COUNCIL:

1. To promote close collaboration between the parish community, the staff of the school and the parents of children enrolled in the school.
2. To provide the opportunity for parents to fulfil their responsibilities for Catholic education of their children.
3. To encourage cooperation between parents, parish clergy, staff and students;
4. To provide a forum for:
 - further faith and education development of the school community.
 - the discussion of matters relating to education. Recommendations resulting from these discussions may be made to the School Principal or appropriate school authority for their consideration when developing school policies and procedures.

To fulfil these aims, the Council assists in many ways. Educational equipment and resources are provided. Activities such as the organisation of social activities bring parents and staff together to enhance the community of the school.

Meetings are generally held the fifth week of each school term with the Annual General Meeting held in November. Notice of meetings is placed in the school newsletter and a copy of the minutes of each meeting displayed on the Community Notice Board for viewing. Parents wishing to raise a matter for discussion at a meeting must contact the Council Secretary to place the item on the Agenda. A copy of the Constitution may also be obtained from the Office or the Secretary of the Council.

The Council is an advisory body and is subject in all respects to Diocesan policy.

Photo/Video Permission

We value student privacy. Each year parents will be asked to complete a photograph/video permission form via Compass. This helps the school ensure we only utilise images of children whose parents have given consent for them to be photographed and utilised in newsletters, Facebook or other marketing materials.

Policies

Catholic Schools Broken Bay develops, publishes and assists schools to implement a range of policies setting out clearly the approaches we take to important issues. The policies explain who is responsible for putting in place processes within each policy. By adopting system wide approaches, we ensure consistency of decision making between schools and within a school. Policies also provide a statement of intent from which school procedures and guidelines can be developed. The policies are located on the Catholic Schools Broken Bay website. [Catholic Schools Broken Bay - Policies](#)

Commonwealth Privacy Act

The purpose of the Commonwealth Privacy Act is to establish a nationally consistent approach to the handling of personal and sensitive information by organisations. This legislation identifies 10 key areas known as National Privacy Principles (NPPs). These principles are listed on a brochure included in this package, along with a copy of the *Standard Collection Notice* of Catholic Schools Broken Bay.

Raising Concerns

OLR fosters a harmonious, positive and safe school and community for all students, parents and staff. The school relies on clear and open communication with the community and aims to resolve complaints or concerns fairly, efficiently, promptly and in the best interests of all. Confidentiality and privacy are always respected in processes taken to resolve any matter. A Guide to Making a Complaint brochure is available at the school office and the Complaints Handling Policy can be located on the Catholic Schools Broken Bay website.

RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child you should raise it with the teacher.
- If your child has a concern or complaint about another student they should raise the issue with the relevant teacher, coordinator or assistant principal.
- If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, coordinator or assistant principal.
- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

See also *Appendix 3: MAINTAINING PROFESSIONALISM*

School Photos

School Photos are taken each year on an alternating basis of seasons. Children are photographed in their summer uniform one year and their winter uniform the next.

Sport

Sports activities are held 1-2 times a week for each grade. Your class teacher will notify you of which day at the beginning of the year. School Athletic, Swimming and Cross Country Carnivals are held each year and the school takes part in the Combined Catholic Schools Swimming and Athletics Carnivals. Representatives are chosen from these Carnivals to represent the Central Coast at Diocesan level carnivals. At OLR we are very fortunate to have a dedicated Physical Education Teacher that organises the sporting program for the school.

Sport Colour Houses

In Kindergarten students are allocated to one of four colour houses **Blue**, **Green**, **Red** or **Gold**. Siblings of older children are placed in the same colour house as their family members. Children without older siblings are then allocated to colour houses to balance numbers.



Staff Development Days

Staff Development days are conducted each year. These days are designated for staff to work together on planning or developing an aspect of the school. These are declared pupil-free days and notice of such will be given well in advance. The first day of the year and final day of the year are often designated staff development days with an extra 2-3 others throughout the year.

Supervision

Morning supervision commences at 8:15am. **It is important that children are not in the school grounds before supervision commences.** Bus companies are aware of this commencement time and should not be dropping children at school before supervision begins.

After-school supervision ceases at 3:10pm. In the event of a problem when children are not collected in the afternoon, they will be supervised in the front office and parents will be contacted.

An Out of School Hours Care (OSHC) Program is available on the school grounds. If you are interested in this service, please contact the office for information.

STAFF

STAFF DEVELOPMENT DAYS

SDDs are held four times a year as ongoing training days for curriculum trends, educational policies, faith development and other professional needs. These are Pupil free days. Parents are notified well in advance of these days so that other arrangements can be made for their children.

STAFF MEETINGS

Are held each Tuesday afternoon beginning immediately after school. Staff members are not available for appointments at this time. Leadership Meetings are held every Monday morning. The Leadership Team comprises: Principal, Assistant Principal, Religious Education Co-ordinator and Curriculum Co-ordinators.

CASUAL TEACHERS

A casual teacher is called to the school when a class teacher is absent through the various forms of leave e.g. sickness, Professional Development, bereavement, etc. As far as possible the class program will continue as normal with a relief teacher known to the children through previous visits to the class.

STUDENT OPAL CARDS

Application for subsidised student travel needs to be completed online at transportnsw.info/school-students. To report a lost or stolen opal card, parents need to phone 131 500 or visit: transportnsw.info/school-students.

Children in the infants' classes are entitled to free bus travel irrespective of where they live but need to still apply online. Primary children must live 2.3 km from the school before they are eligible for a free bus pass.

TRAVEL TO AND FROM SCHOOL

Conduct of children on buses to and from school is the combined responsibility of the parents, the bus company, and the school. There is a limit to what any one of these three can do independently. Please assist the school by ensuring that children know the rules of public transport, i.e. remain seated if possible; never throw anything from a window; be courteous; never distract the driver while the bus is in progress etc.

If you have any questions regarding bus services and timetables, please contact:

Busways, Central Coast: 4392 6666

Red Bus, Central Coast: 4332 8655

UNIFORM

All children are expected to wear full school uniform to school.

Parents' co-operation in encouraging the children to wear correct uniform is highly valued and appreciated.

1. All school uniform items (except the sport's track suit) are available from Lowes (Imperial Centre, Gosford)
2. The school sport's track suit is available from Goodgear, York Street, East Gosford (opposite the Skin Cancer Clinic).
3. Girl's winter tunic is compulsory. There is the option of "Blocker" winter slacks for cooler weather, but they are not to be worn on excursions or to formal functions/occasions – e.g., school photos.
4. Compulsory hats and school bags can only be purchased from the school office, plus library bags.
5. A range of second hand clothing is available at a small cost.
6. Please clearly label all pieces of clothing with child's name **NOT** just initials. Much clothing is given to Second Hand Clothing Pool because it is unmarked and owners are unknown.

	SUMMER UNIFORM	WINTER UNIFORM
GIRLS	Blue and white houndstooth dress	Navy Pinafore OR navy-blue slacks
		Blue long-sleeved collared shirt
	Light blue socks – above the ankle	Navy tights OR light blue socks
	Black leather, polishable school shoes (black laces only) buckle/velcro	Maroon Tie
		Navy Jumper or zip jacket with school emblem.
BOYS	Navy school shorts (no pockets or flaps on thighs)	Dark blue tailored school pants
	Blue short sleeved shirt with collar	Blue long sleeved shirt with collar
	Navy Socks	Navy socks
		Maroon Tie
	Black leather, polishable school shoes (black laces only) buckle/velcro	Navy Jumper or zip jacket with school emblem.

SCHOOL HAT & BAGS - School hats are compulsory all year round. The school hat and school bag are compulsory uniform items. They can be bought from the school office. The hats are \$20 and the school bags are \$45.

SHOES

- Black leather school shoes - *(all black, no coloured soles or trim, no platform heels. Buckles or laces are acceptable)*
- Appropriate white only running shoes



SUMMER UNIFORM

OUR LADY OF THE ROSARY, WYOMING






GIRLS

- Blue & White houndstooth dress
- Light blue socks
- Black, leather school shoes
- School hat - COMPULSORY

BOYS

- Blue short sleeved shirt
- Navy shorts – NOT cargo shorts
- Black, leather school shoes
- Navy socks
- School hat – COMPULSORY

School bag and school hat
are available from the school office

Our Uniform is available to purchase from Lowes Gosford

Sports Jacket available through Workwear Express East Gosford






WINTER UNIFORM

OUR LADY OF THE ROSARY, WYOMING






GIRLS

- Blue long sleeved shirt
- Navy Pinafore
- Optional – Navy slacks for cooler weather –
NOT to be worn on excursions or to formal functions/occasions
- Maroon tie
- Navy jumper/zip up jacket with school emblem
- Light blue socks/navy blue tights
- Black, leather school shoes
- School hat – COMPULSORY

BOYS

- Dark blue tailored pants - NOT track pants OR cargo pants
- Blue long sleeved shirt
- Maroon tie
- Navy jumper/zip up jacket with school emblem
- Black, leather school shoes
- Navy socks
- School hat – COMPULSORY




	SPORT UNIFORM	UNISEX SPORT UNIFORM
GIRLS	Navy pleated sports skirt or unisex shorts	Navy school tracksuit pants and jacket with school emblem Or Navy Track pants with jumper /zip up jacket with school emblem <i>* Year 6 students may wear their Year 6 shirt</i>
	Light blue polo shirt (with school emblem)	
	Blue Scungies	
	White sandshoes/joggers	
	Short white socks	
BOYS	Navy unisex shorts	
	Light Blue polo shirt (with school emblem)	
	White sandshoes/joggers	
	Short white socks	

Please Note: Zip jacket may be worn on any day that it is needed.
Tracksuit pants are only to be worn on sports day.



SPORTS UNIFORM

OUR LADY OF THE ROSARY, WYOMING






GIRLS

- Navy pleated netball skirt OR Navy unisex shorts
- Light blue polo shirt with school emblem
- Navy school tracksuit pants
- Navy school sports jacket
- Navy jumper/zip up jacket with school emblem
- Royal Blue "Scungies"
- White socks
- White sandshoes/joggers
- School hat - COMPULSORY

BOYS

- Navy unisex shorts
- Light blue polo shirt with school emblem
- Navy school tracksuit pants
- Navy school sports jacket
- Navy jumper/zip up jacket with school emblem
- White socks
- White sandshoes/joggers
- School hat - COMPULSORY



Sports Jacket available through Workwear Express East Gosford



MARKING CHILDREN'S BELONGINGS

All items should be clearly marked with your child's name. This is essential for all items of clothing and belongings. Parents should encourage their children to look for lost property.

JEWELLERY

No ornate jewellery is to be worn to school. Children are permitted to wear a watch and one pair of studs or sleepers in their ears. Sacramental chains ONLY may be worn if they are kept under the tunic or shirt.

HAIR

Hair should be always kept clean and tidy. Hair that is shoulder-length or longer **must** be tied up or plaited with blue or maroon ribbon or scrunchie. Hair clips should be plain blue or hair coloured. No butterfly clips, fancy headpieces, dyes or streaks. Extreme hairstyles which draw attention to the Student through cut, colour, additional products etc, are not permitted.

MAKE UP

No make-up or nail polish is to be worn.

Valuables

Students are not permitted to bring valuable toys or electronic equipment of any kind to school. If they do so, then the school accepts no responsibility for loss or damage

Visitors

All visitors to OLR must sign in at the Compass kiosk at the school office and take a visitors' badge to wear. Staff members are identifiable by their name badges.

PARENT PARTICIPATION

The parents of OLR play a vital role in the school's long-term planning and in its day-to-day routines and organisation. Parents and teachers at OLR work in close partnership and, in addition to meeting with teachers at official Parent-Teacher meetings, parents are always welcome to make an appointment to see a teacher outside of teaching hours.

Parent Helpers/Volunteers/Contractors

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

It is important that all volunteers and contractors are aware that they are subject to child protection legislation. This means all volunteers must:

- Sign in at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.
- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. 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 a child or young person is subject to investigation.

See also Appendix 2: WORKING WITH CHILDREN CHECKS

There are many ways in which parents can become involved in the school, e.g.:

Attendances at Events - Attendance at Parent/Teacher Meetings, Information Nights, School Concerts, Sports Carnivals, and the School's Annual Presentation Night is encouraged both for your child and school's benefit. Such activities provide parents with opportunities to meet staff and other parents and give them a sense of belonging in the school community.

Canteen - Parent volunteers are always welcome in the canteen. A minimum of 2-3 volunteers are required each canteen day. Please e-mail the office if you can assist in any capacity.

Classrooms - Some teachers, particularly those who teach the younger children, will send home a note within the first weeks of the school year, requesting assistance in such areas as reading, writing, mathematics, craft, computers or as a guest speaker. The tasks are clearly outlined by the class teacher. Helping in the classroom is a great way of meeting the children in your child's class.

Class Parents - Kindergarten has a Class Parent allocated to it at the beginning of the year. The Class Parent supports the class teacher and provides a link between the school and parents. The classroom facilitation a class parent provides can take many different forms and can require anything from a minor volunteer commitment shared with other parents to a large responsibility.

Excursions - Excursions are designed to supplement and enrich the children's classroom experiences and they often require parents to volunteer as supervisors to ensure have our adult to child ratio right.

Masses, Liturgies and Assemblies - The children have regular opportunities to participate in the celebration of Masses, liturgies, or assemblies. Parents are always welcome and encouraged to join us on these occasions. Our main assembly is held in weeks 4 and 8 each term, usually at 2pm. All parents are always welcome to our assemblies.

Social Events - The assistance in coordination and organisation of social events, which the FLIP Community Building Team will initiate throughout the year.

Sport and Physical Education - OLR offers its students many opportunities to participate in sport, e.g. swimming, athletics and cross country carnivals at school, regional and diocesan levels; soccer, netball and other sports gala days; as well as weekly sport for all students. Parental help ensures that these carnivals and gala days run efficiently.

Surveys and Questionnaires - These are sent out when needed, to gain input from parents about school matters e.g. Discipline, Uniform, Homework etc. Parents are invited and encouraged to respond to them as their ideas, suggestions and recommendations have considerable bearing on the direction the school takes.

APPENDIX 1:

SAFEGUADING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people 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 and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors 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 Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\).](#)