



HOLY ROSARY CATHOLIC SCHOOL

PARENT HANDBOOK 2017



VISION STATEMENT

In order to be an exemplary Catholic School, Holy Rosary Catholic School will endeavor to foster an environment where:

- ❖ An attitude of faith, respect and trust is lived by the entire community*
- ❖ We celebrate our faith, in Eucharist as a whole community*
- ❖ We promote a love of learning as well as a desire and thirst for knowledge*
- ❖ Each individual is valued; enabling them to reach their full potential.*

OUR MISSION STATEMENT

We at Holy Rosary Catholic School, Claremont seek to create an environment that enhances learning, nurtures young people and empowers them to live the Catholic faith in the spirit of Jesus Christ by:

- ❖ Developing a hunger for the learning adventure;*
- ❖ Challenging each other to seek truth and justice for all;*
- ❖ Capturing the joy in the mystery of the created universe;*
- ❖ Embracing the diversity of the Earth and all its people;*

Welcome to Holy Rosary Catholic School. The 2017 Parent Handbook is designed to assist parents in understanding the organisation of the school and to make a connection between home and school easier. Each Grade will also be producing a Parent Information Booklet specific to the Grade levels of your child/children. I urge all parents to read the booklets and retain them for reference during the year. These information booklets will also be available on our website. We all very much look forward to working in partnership with you and your children in 2017.

HOLY ROSARY CATHOLIC SCHOOL STAFF 2017

| | | |
|-----------------------------|---|----------------|
| PRINCIPAL | Bernadette Brooks | |
| ASSISTANT PRINCIPAL R E | Libby Piesse | |
| ASSISTANT PRINCIPAL L & T | Gemma Bennett | |
| ASSISTANT PRINCIPAL L & T | Lauren McCallum | |
| LEARNING SUPPORT | Jacinta Waddington | |
| LITERACY COORDINATORS | Gemma Bennett & Lauren McCallum | |
| WELLBEING AND PASTORAL CARE | Brent Pearce | |
| ABORIGINAL PERSPECTIVES | Renee Ludwig | |
| DIGITAL TECH COORDINATOR | Lauren McCallum | |
| DAILY ORGANISER | Adrienne Reeve | |
| DT ASSISTANT | Brandon Van Tienen | |
| LOTE | Adrienne Reeve | |
| MUSIC | Louise Volkmann | |
| P.E | Ben Johnson | |
| LIBRARY | Donna French | Di Bourke |
| BUSINESS MANAGER | Sue Reardon | |
| OFFICE ADMINISTRATORS | Wendy Werner | Jacki Jones |
| UNIFORM SHOP MANAGER | Jacki Jones | |
| UTILITY OFFICER | Scott Mackenlay | |
| CANTEEN | Alison Rumbold | Kylie McIntrye |
| SPORTS TRAINEE | Will Atkin | |
| GRADE 6H | Brad Hastie | |
| GRADE 6M | Liz Mason | |
| GRADE 5CL | Sarah Cassidy & Renee Ludwig | |
| GRADE 5GP | Colette Goyne & Brent Pearce | |
| GRADE 4S | Nicola Smith | |
| GRADE 4R | John Rickwood | |
| GRADE 3F | Donna French | |
| GRADE 3CM | Natalie Cockburn & Danielle Middleton | |
| GRADE 3S | Angela Spotswood | |
| GRADE 2BS | Gemma Bennett & Esther Sulzberger | |
| GRADE 2R | Megan Rea | |
| GRADE 1FS | Georgie Fleming & Theresa Stephenson | |
| GRADE 1P | Belinda Parker | |
| PREP GM | Jessica George & Danielle Middleton | |
| PREP KM | Mandy King & Danielle Middleton | |
| KINDERGARTEN P | Libby Piesse (Vicki Gangell - Term 1) | |
| KINDERGARTEN C | Kristy Clark | |
| PARISH PRIEST | Father Suresh | |
| TEACHING ASSISTANTS | Angela Fraser, Lisa Machin, Vanessa | |
| | West, Sally Coad, Terry Jones, Lillian Cooke, Shonali DeStefano, Mandy | |
| | Bobrowski, Angela Derrick, Sally Browning, Hannah Mason, Clare Garlick, Suzie | |
| | Askey-Doran | |

ABSENCES FROM SCHOOL AND REPEATED LATENESS

The Education Act in Tasmania requires that children of school age are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department. It is a legal requirement in Tasmania for every child between the ages of five (5) and seventeen (17) to attend school on a full time basis unless otherwise exempted. Schools are required to maintain an accurate record of student attendance.

Holy Rosary Catholic School supports the legislation and believes that students need to attend school every day in order to fulfill their potential and achieve excellence. Students are expected to attend school every day unless there is a reasonable excuse for non-attendance. Please notify the school before 9:00am should your child be absent or late either by a phone call, through the Skoolbag App, email or a handwritten note.

The Principal and class teachers will monitor continued and unexplained absences of students and follow a set protocol for absences.

Repeated lateness interferes with your child's progress and leads to the formation of undesirable habits as well as interruption to the class. Parents should always explain the reason for lateness.

ACCIDENTS AND ILL-HEALTH (during school hours)

Parents or nominated emergency contacts are contacted if accidents or ill health occur to children during school hours, so that students may be taken home or taken for appropriate medical attention. Please ensure your contact details are kept up to date.

ALLERGY AWARE - PEANUTS AND OTHER NUTS

Holy Rosary Catholic School is an Allergy Aware site. You are asked to ensure that the following items are NOT in student lunch boxes.

- Peanuts or peanut shells
- Peanut butter
- Products that contain peanuts listed as an ingredient (this includes some muesli bars, biscuits and spreads)

There are students in our school who suffer a LIFE-THREATENING allergy to peanuts and nuts. Even exposure to a tiny amount of this item could be potentially serious and life threatening. We the staff and parent community strive to provide a safe environment for all our students. We therefore ask your co-operation. We recognize that this may be an inconvenience for you, but please realize how important your co-operation is. We would take the same care should your child have such a health care need.

Thank you for your consideration and support in this matter. As a school team, we do our utmost to ensure the safety of all students.

ASSEMBLY

Assemblies are held fortnightly on a Monday afternoon at 1.50 pm and dates will be advertised on the website and in the newsletter. Parents and family are very welcome to attend.

BANKING

Banking for existing students will continue in 2017. The Catholic Development Fund will not be opening any further school banking accounts in 2017. All existing accounts will be closed at the end of 2017 and the Catholic Development Fund will send out letters regarding accounts toward the end of the year.

BIRTH TO 4 PROGRAM

Our Birth to 4 Program operates in the EYC building or the Hall and will commence in Term 2. This is a wonderful opportunity to share learning experiences with your child and to meet other families in our community. Further information will be sent out at the end of Term 1.

CANTEEN - GOLD ACCREDITED

The school operates a canteen two days a week Thursday - Friday. The Canteen has received Gold Accreditation from the Canteen Association. A wide variety of healthy lunch items are available and are ordered by students each morning or through the QkR App. Volunteer parent assistance is always welcome. A limit of \$2.00 spending money applies.

COMMUNICATION - SCHOOL FACEBOOK SITE, WEBSITE AND SKOOLBAG APP.

We are committed to ensuring a variety of communication methods to our community.

- Holy Rosary Catholic School Community Facebook Page.
- Holy Rosary Catholic School Website at www.holyrosary@catholic.tas.edu.au
- Skoolbag iPhone and Android App. To install the App just search for our school name "Holy Rosary Catholic School" in either the Apple App Store, or Google Play Store. You will need to allow 'push notifications' in your phone's settings so that you can receive instant alerts from the school about changes in rosters or other important information.
- Newsletters are prepared on a fortnightly basis, being sent home on Wednesday via email and Internet access and Skoolbag notification if you have subscribed to the Skoolbag Email Newsletter list. Please ensure that the office has your email in order to send a link through.
- A small number of hard copies will be printed and will be available in the School Office.

DIGITAL TECHNOLOGY

Holy Rosary Catholic School recognises that Digital Technology is an important part of our rapidly changing world. Digital Technology is comprised of a powerful set of tools. As with all tools, guidelines and boundaries need to be established to ensure ICT is used in ways appropriately in relation to our school expectations of RESPECT,

SAFETY AND LEARNING. ALL parents are asked to read and discuss the Acceptable Use Agreement form with their children and return the signed copied to the classroom. An iPad is mandatory for every child from Years 3, 4, 5 and 6 as part of our communities tools for learning. Students in Years 2 will be provided with a managed school iPad for the 2017 school year. Kindergarten, Prep and Grade 1 students will have access to shared banks of school iPads. Please contact the Principal if assistance is required.

FEES

Total fees are charged at the commencement of the school year. Annual payments received by the school before 31st March attract a 5% discount. Annual payments cannot be made by Direct Debit or Centrepay.

Payments by Direct Debit, BPay, Centrepay can be made weekly, fortnightly or monthly. Cash, Cheque or EFTPOS payments can be paid at the School Office. Monthly payments are to be made in 10 installments due:

- at the end of each month and
- by the end of November, a final payment settling the account in full.

In 2017 the fees for Kindergarten – Grade 6 are as follows per child per year:

| | |
|----------------|--------|
| Kindergarten | \$1675 |
| Prep – Grade 6 | \$1747 |

IMMUNISATION

Holy Rosary Catholic School supports the immunisation of children from preventable childhood illnesses. The Glenorchy City Council provides a free immunisation service to children attending the school. However, the school is not an agent of the Council and accepts no responsibility for the vaccination program, the establishment of fitness and suitability of recipients, giving information and gaining parental consent. The school's role is limited to one of assisting communication between parents and the Council.

INFECTIOUS DISEASES

Children are to be excluded from school if suffering from:

- Measles/Rubella
- Infectious hepatitis
- Whooping cough
- Impetigo (school sores - until sores are treated and covered)
- Ringworm
- Chicken-pox
- Mumps
- Head-lice (until treated)
- Conjunctivitis

Children who are known to be, or suspected of being ill should not be sent to school.

JEWELLERY / HAIR

Acceptable jewellery and accessories that may be worn at school or at school events where students are representatives of Holy Rosary Catholic School include:-

- One set of earrings, being plain studs or sleepers (not both). Studs are preferred for safety reasons.
- A watch.
- A signet ring.
- One bangle i.e.: - gold or silver Baptism / Christening keepsake.
- One Christian symbol worn around the neck i.e.: - cross.

Hair is to be of an acceptable, appropriate and non-radical style or colour for primary school students and, if longer than collar length, must be tied back using only blue and/or maroon ribbons, bands or clips (boys and girls). Hair should also be tied back to avoid the possibility of transmitting head lice from one child to another.

LIBRARY

All students have an opportunity during the week to borrow books. Parents are asked to support teachers in promoting care of books. It is the responsibility of parents to replace lost or damaged books. All children should have a library bag. Students may also borrow and return books at other times during the week.

LOST PROPERTY

Lost property is located in the School Office foyer. Clear naming of articles ensures property is returned to its owner.

MEDICATION

Administration of prescribed medication is done via the School Office. A form giving permission for staff to administer medication must be completed and is available from the school office. Details are recorded for each dose for each student. Administration of non-prescribed medication (e.g. Panadol) will not be carried out by any staff. Administration of medication by injection needs to be discussed with the Principal.

MESSAGES

Messages for the children during the day may be phoned to the School Office on 6275 5200.

MOVE WELL EAT WELL

The MWEW program is a Statewide initiative providing schools and families with a simple yet comprehensive guide on how to create a healthier environment for children. The program includes the promotion of six healthy messages, Tap into Water Every Day, Plant Fruit and Veg in Your Lunchbox, Limit Occasional Foods, Move, Play and Go, Turn Off Switch to Play and Stride and Ride.

Students in every grade are encouraged to have a drink bottle with only water in it during the day. Students also have a set fruit break during class time where they are encouraged to have a piece of fruit.

NAMING OF PROPERTY

All items of clothing, lunch boxes, drink flasks and all books and stationery must be clearly named.

GRADE LEVEL PARENT INFORMATION

An Information Booklet will be sent home to each class early in Term 1.

PARENTS AS TUTORS

Parents volunteer to work on an individual basis for a short time each week with a particular child. (Not necessarily a child from your child's grade). There will be a training period set for volunteers. If you would like to volunteer or would like more information, please contact the School Office or classroom teachers. All volunteers require a Working with Vulnerable People Check and a copy must be provided to the Office.

PARKING AND SCHOOL CROSSING

Please observe signs outside of the school. There is insufficient space for parent parking in the school grounds during school hours. We offer a kiss and drop service in the school grounds outside the Early Learning Centre before and after school. Parking is available in the vacant block adjacent to the St. Bernard's Church and behind the shopping centre in Wyndham Road. Please do not park directly in front of the shops in the shopping centre. We are endeavouring to maintain a positive relationship with the shop owners.

Children and their families must use the crossing in Wyndham Road. A Crossing Guard is on duty each morning and afternoon. Please observe the road rules.

PARISH

The Parish Priest of St. Bernard's Parish is Father Suresh who may be contacted on 6249 8646.

RELIGIOUS EDUCATION

Holy Rosary Catholic School is first and foremost a Catholic school that strives to provide a caring and supportive environment where students are encouraged to grow in faith within a Catholic community and develop their potential. Religious Education plays an essential role in the daily life of our students and the Religious Education program is central to our ethos as a faith community. The program is based on the Archdiocesan Curriculum Good News for Living that focuses on students' growth in knowledge, skills and attitudes.

SCHOOL HOURS

School commences each day at 8:40am and ends at 2:50pm. Children are not permitted at school before 8:30am as there is no teacher supervision before then. Children should go straight to their classroom and organise themselves for an 8:40am start. School starts punctually each morning and all students are expected to be present.

There is a 30 minute morning-tea break at 11:00am and a lunch break of 40 minutes beginning at 1.00pm. Lunch is eaten while supervised by the teacher.

School ends at 2:50pm. Children who walk or ride bicycles should leave immediately. Those waiting for buses or parents to collect them have set areas to wait in.

SUNSMART POLICY

Please note that all students should have their own sunscreen in their school bag for outside play, sport and PE lessons (especially swimming sessions). We prefer each student to supply their own sunscreen, as some children are allergic to certain sunscreens. Sunhats with the school logo, are to be worn by all students for outside activities (including P.E. lessons) during Terms 1 and 4. Students who do not have their school sunhats are to sit on the seats in the quadrangle area or under the shade screens in the EYC for the duration of the recess / lunch break

SIGNING OUT

All students leaving the school during school hours must be signed out via the purple check out card obtained from the school office. The card must be provided to the class teacher before the student will be released from class.

SPECIALIST LESSONS

Specialist Lessons are on the following days in 2017

| | |
|--------------------|--|
| PHYSICAL EDUCATION | Wednesday, Thursday and Friday |
| MUSIC | Tuesday, Wednesday and Thursday |
| JAPANESE | Wednesday and Thursday |
| LIBRARY | To be confirmed by the classroom teacher |

All classes will inform parents of the days for students' specialist lessons during Week 1.

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

SWPBS or Positive Behavior Support is a program at Holy Rosary, which we use to encourage students to meet our school-wide expectations. These expectations of **Respect, Safety and Learning** were chosen by students, staff and the school community as key themes for what we believe is important at Holy Rosary Catholic School in each area of the school.

Our reward system is based around BERNIES, named after our Patron saint St. Bernard. BERNIES cumulate into larger rewards. For example, 50 BERNIES enable students to a Bronze reward off their class chart, a certificate, and recognition in the newsletter as well a bronze wristband. The students then work up to a silver award, which is 100, BERNIES and then a gold award, which is 150, BERNIES and a platinum award for 300 BERNIES. These rewards also have certificates, wristbands and rewards.

If a student is behaving in an inappropriate manner that is not reflective of our school expectations, procedures are followed and parents are informed.

WORKING WITH VULNERABLE PEOPLE

Volunteers in Catholic Education School cannot commence volunteering until they have received a satisfactory WWVP Check. Please refer to the following website for further information

www.justice.tas.gov/auworking_with_children/publications_forms_resources

TERM DATES 2017

| | |
|-------------------|------------------------------------|
| Term One | 6 February 2017 - 13 April 2017 |
| Term Two | 1 May 2017 - 7 July 2017 |
| Term Three | 24 July 2017 - 29 September 2017 |
| Term Four | 16 October 2017 - 21 December 2017 |

DATES TO REMEMBER TERM 1

| | |
|--|--|
| 14 th - 24 th February | Grade 3 to 6 Swimming |
| 1 st March | Ash Wednesday |
| 24 th February | Welcome BBQ for families and staff |
| TBC | Commencement Liturgy |
| 27 th Feb - 3 rd March | Parent/Student/Teacher Goal Setting Meetings |
| 6 th March | HRCS Swimming Carnival Gr 3 - 6 |
| 20 th & 21 st March | School Photos |
| 23 rd March | Catholic Education Mass 11.00am |
| 31 st March | Catholic Swimming Carnival |
| 13 th April | Term 1 concludes |

* Updated versions of this will be included in each newsletter.