Rosary Primary School

Watson ACT

2012 Parent Information Handbook
Table of Contents

Principal’s Welcome 3
Our Vision and Mission Statement 4
Brief History of Rosary 5
School Contact Information 7
2013 School Dates and School Hours 9
Kindergarten Attendance 10
Enrolment Policy 10
Supervision 11
Subject Areas 12
Good Sports in Sport Policy 16
Homework 17
Student Leadership 18
Our School Houses 18
Other Features of the Curriculum 19
Specialist Personnel 19
Communication 21
Reporting to Parents 22
Student Welfare and Behaviour Management Policy 23
Student Services 24
Student Health Information 25
School Associations 28
Sustainability 28
School Fees and Financial Information 29
General Expectations of the Students 31
Uniform 32
Emergency Management Arrangements 35
Prayer to St Dominic 36
Welcome to Rosary Primary School

At Rosary, our students enjoy and experience;

- Our Catholic tradition;
- A comprehensive curriculum covering all subject areas and skills;
- A safe, happy and friendly school;
- A caring learning community where all members - students, parents and teachers - are valued and respected as individuals;
- An orderly learning environment where behaviour is characterised by courtesy, good manners and consideration for others;
- A socially responsible, community-oriented school; always sympathetically aware of the needs of the wider world;
- A participating, learning community, strongly represented in sports, games, competitions, festivals and cultural activities;
- A clean, attractive, welcoming school;
- Excellent out-of-school-hours facilities.
Principal’s Welcome

The Rosary community welcomes enrolments from families who are genuinely interested in a Christian education based on gospel values, taught from the perspective of the Catholic Faith Tradition.

Rosary is a Catholic School providing a challenging and comprehensive education for students from Kindergarten to Year 6, within an atmosphere permeated by gospel values. Through its defining culture, its curriculum and Religious Education studies, our school aims to foster in individuals a rich relationship with God. We are proud of our rich history and strive to keep the Dominican spirit alive. Our school motto *Veritas* (Truth) is reflected and promoted in all school activities and experiences.

We respect the dignity and uniqueness of each person. As a Catholic school, we seek to develop an overall curriculum that will cater for individual differences, be genuinely inclusive, employ a wide range of teaching and learning strategies so that all students participate with a heightened sense of self worth and achievement.

Our Catholic school does not function in isolation. It is part of the wider Church community that includes the Parish Priest, parents, teachers and members of the Parish and local community.

We invite you to attend and participate in our celebrations, information meetings, parent in-services, excursions and sports carnivals and to assist with class activities such as reading, craft, maths or sport. We accept help and participation in whatever manner you wish to support our community. My role as Principal is to work collaboratively with the children, staff and families to develop a community of faith and life long learners. I look forward to such partnerships and welcome your inquiries at any time.

Kind regards,

Maureen Doszpot

*Principal*
Our Vision

Rosary School is a Christ-centred family striving for educational excellence in the Dominican spirit of truth, justice and celebration.

Mission Statement

In partnership with parents we aim to:

- acknowledge the value of each member of our Christ-centred community and encourage interactions that reflect the Dominican spirit of truth, justice and celebration.

- provide a quality learning environment that caters for the development of the individual and growth in all aspects of life.

- welcome and celebrate the diversity and individuality of all members of our community.

- share the responsibility to work as a total school community in meeting the spiritual, social and academic needs of each individual.
Brief History of Rosary School

In the early 1960s, the Dominican Sisters were invited to Canberra to start a Teacher Training College and Primary School. Rosary Primary School was started in 1963. Sisters Maura Campbell (Majella) OP and Margaret Cain (Cyril) OP were the first teachers at Rosary, with Sr June Peck (Joseph Mary) OP as the Foundation Principal. The original name of Rosary Primary School was Blackfriars but this was changed within the first few years. During the first year, construction of the buildings continued with Grade Five of St Brigid’s Dickson being accommodated in one of the newly completed rooms.

From the outset, Rosary School was a demonstration school for Signadou Teachers’ College which prepared teachers for the many dioceses throughout Australia. The demonstration lessons kept the staff at the cutting edge of education theory and practice. Enrolments came immediately and in great numbers such that the completion of the building was eagerly awaited. Sr Louise Wellbourne OP was appointed at the beginning of 1965. She states: ‘For several months in 1965 the enrolment almost doubled each Monday morning as new families arrived as tenants of the government housing in the new suburbs. The school had been planned for approximately 450 but someone miscalculated and by 1969, the enrolment was almost 700.’

The last Dominican Principal appointed to Rosary was Sister Mary Rafferty who left at the end of 1984. Mrs Meg Clark was appointed the first lay Principal.

The whole community is greatly indebted to the Dominican Sisters, who worked so tirelessly to establish and nurture the growth of Catholic Education at Rosary. We are proud of our rich history and strive to keep the Dominican spirit alive in our school. We work closely with the Dominican priests who run our Parish and feel privileged to be part of such a spiritually rich community.

Today, Rosary currently caters for 370 students and is very well resourced. The buildings and school grounds are well maintained and cared for and major refurbishments were completed in 2010.
Our Heritage

The heritage of our school stems from our Dominican tradition.

Our Name

St Dominic, the founder of the Dominicans, is considered to be the originator of the Rosary, hence the name of the school.

Our Crest

Early in the 15th Century the Dominican Order adopted a simple black and white shield with eight divisions, representing joy and penance. In the mid-15th Century the 8-pointed star was added, representing the compass points. The star is also a symbol of light and divine revelation. Dominicans are committed to bringing the light of truth to the whole world.

The crest contains the Cross of Aza, the family symbol of St Dominic’s mother. The ends of the cross are in the shape of a flowering lily, representing sacrifice turning into joy.

Our School Colours

The school colours are black and white, the traditional colours of the Dominicans.

Our Motto

The school’s motto is ‘Veritas’ which means ‘Truth’. This has always been a motto of the Dominicans. In the widest sense ‘Veritas’ means more than just truth. It means honesty with oneself; being one’s own person before God and before others. Honesty brings us closer together, and allows us to build trust-worthy relationships. Jesus says he is the way, the truth and the life. Seeking truth means to seek the way Jesus would have us live. Our school motto expresses what we believe in, and how we try to live.
School Information

Address:  Rosary Primary School
         Fleming Street, Watson ACT 2602

Telephone:  02 6248 0010

Fax:  02 6247 8777

Email:  office.rosaryps@cg.catholic.edu.au

Website:  www.rosary.act.edu.au

School Office Hours:  8.30 am - 3.30 pm

Principal:  Maureen Doszpot

Assistant Principal:  Melinda Hall-O’Brien

Religious Education Coordinator:  John O’Brien

Primary Coordinator:  Julie Godfrey

Secretaries:  Yvonne Morris
              Tania O’Rourke
Rosary School Age Care Services (ROSACS)
(Out of school hours care)

Telephone: 0437 767 135

Email: rosary@ywca-canberra.org.au

For more information visit www.ywca-canberra.org.au

Parish Information

Parish Priest: Fr Kieran Adams OP

Telephone: 02 6248 5925

Facsimile: 02 6248 7564
2013 School Dates
The school year is divided into four terms. Term dates for the year 2013 are as follows:

Term 1  Monday 4 February - Friday 12 April
Term 2  Monday 29 April - Friday 5 July
Term 3  Monday 22 July - Friday 27 September
Term 4  Monday 14 October - Friday 20 December

School Hours

8.30 am  Supervision commences
9.00 am  School program commences
11.00 am  Recess playtime
11.30 am  Program resumes
1.00 pm  Students eat lunch supervised by teachers
1.10 pm  Lunch playtime
1.50 pm  Program resumes
3.00 pm  Dismissal for students travelling by bus
3.10 pm  Dismissal for all other students
Kindergarten Attendance in 2013

Rosary Kindergarten children will start school on Tuesday 5 February, 2013. The Kindergarten Orientation Day will be held on Wednesday 28 November 2012. Further details of commencement of school and times of attendance for Kindergarten students are included in the Kindergarten Orientation Pack which is available during the enrolment period from Monday 7 May to Friday 25 May 2012.

Enrolment Policy

Kindergarten children must have turned five years of age by 30 April in the year of enrolment. Proof of age will be required. If there are fewer places than the demand in any year the following priorities will apply:

- Baptised Catholic children who are members of the Rosary Parish Community
- Siblings of children already attending the school
- Baptised Catholic children from other parishes who cannot obtain places in their local parish school
- Baptised Catholic children from Catholic primary schools in parishes which are outside the priority enrolment area
- Baptised Catholic children from non-Catholic schools
- Children of other Christian families
- Children of other faith communities/religious traditions
Supervision

Supervision of students is of prime importance at all times at Rosary. Supervision has many different facets, some of which are mentioned here:

General Supervision
Supervision by a member of the teaching staff begins each morning at 8.30 am. Children should not be at school prior to this time unless arrangements have been made with ROSACS (Rosary School Age Care Service). Recess and lunchtime breaks are supervised, as is the final duty of the day from 3.10 pm to 3.30 pm. Outside these times parents requiring childcare for their children need to make arrangements with ROSACS.

Children who are waiting for parents after school must be collected from the Quad. Supervision of these children is provided until 3.30 pm. In the afternoons, bus travellers and children who walk from the school grounds crossing Higginbotham Street are provided with special supervision. No child is to be asked to wait outside the hall or in the Bus Bay. Parents arriving late must collect their child/ren from the school foyer.

Parking
Parents are asked to refrain from parking in the Bus Bay (Higginbotham Street) prior to 3.10 pm. This practice is designed to assist in ensuring the safe departure of all children.

Parking, in specially marked bays, is available on the asphalt playground (netball/basketball courts) while delivering or collecting children. Parents are urged to drive carefully and slowly. They should park cars in the desired manner as indicated by the arrows and signs and escort children to or from the quad. Children are not to cross the carpark alone.
Subject Areas


Through teaching these Curriculum areas we endeavour to develop an atmosphere conducive to the development of the spiritual, intellectual, academic, physical, emotional and social growth of our students. We aim to provide opportunities for success for each child, and to build on all positive aspects of learning.

We believe all learning is a developmental process and as a result there will be tremendous individual differences in the rate and the way in which children progress. We differentiate the curriculum wherever possible to suit the learning needs of individual students.

At Rosary our core curriculum document for Religious Education is *Treasures New and Old*. We have commenced implementation of the *Australian Curriculum* in English, Science, Mathematics and History. We continue to use *Every chance to learn: Curriculum framework for ACT schools P-10* throughout the school for Personal Development, Health and Physical Education, Technology, The Arts and Indonesian.

Integration

Teachers at Rosary use curriculum integration to help the children make meaningful links across the traditional boundaries of Key Learning Areas (KLAs). Integration reflects the ‘seamless’ nature of knowledge; its primary purpose is to enhance and maximise learning both within and across the Key Learning Areas. It does not abandon the skills and understandings that are specific to individual disciplines, but is a means of enriching those areas that cross the curriculum.
Religious Education
Christian values dominate our entire school program and form the framework for personal and interpersonal development. We enjoy many opportunities to celebrate and pray together.

Religious Education is based on the Archdiocese of Canberra Goulburn Catholic Education Office guidelines *Treasures New and Old* which were introduced in the Archdiocese in 2000 and amended in 2008. The curriculum is based around the following strands: God and God’s creation; Jesus and Discipleship; Prayer and Celebration; and, Church in the World.

Sacramental Programs
Children are invited to receive the Sacraments in the following year levels:

- Reconciliation  **Year 2**
- Eucharist  **Year 3**
- Confirmation  **Year 6**

The school and families share in the preparation for these Sacraments. A major factor in the child’s preparation is the example and Catholic practice of the family. Children who have not received a Sacrament in the year level it is taught at Rosary are invited to contact the Parish and to work through the sacramental program at home.
Mathematics
Mathematics is a search for patterns and relationships. It helps children solve problems, improve their understanding of the world and meet their needs. The curriculum is divided into the main areas of mathematical development: number, space and geometry, measurement, patterns and algebra, data and working mathematically. Activities combine a ‘hands on’ or practical approach with recording and problem solving.

English
Reading, Writing, Listening and Speaking are four elements of English. They are viewed as a whole, and not as separate subjects. The Australian Curriculum organises English within three strands: Language – knowing about the English language; Literature – understanding, appreciating, responding to, analysing and creating literature; and Literacy – expanding the repertoire of English usage. Our agreed teaching practice ensures that children’s development of knowledge, understanding and skills is through an approach which allows for modelled, shared, guided and independent opportunities. The underlying skills of phonics, spelling and grammar are taught in context.

SOSE
We promote learning about personal, family, local, ACT, national, regional and world history through the process of investigation, communication and participation. Students are taught Historical Knowledge and Understanding and Historical Skills. We utilise an inquiry approach to organise teaching and learning. These follow as: Tuning In, Finding Out, Sorting Out, Making Connections, Going Further, Reflecting and Acting.

The Arts
This Key Learning Area includes visual arts, music, drama, dance and media. Through our arts program students develop intellectual, social, physical and aesthetic understanding and skills that assist them to create, explore and communicate ideas and appreciate a variety of art forms.
Science
When teaching Science, we apply three interrelated strands: Science Understanding, Science as a Human Endeavour and Science Inquiry Skills. Together students are provided with understanding, knowledge and skills to develop a scientific view of the world. Students are challenged to explore science, its concepts, nature and uses through the application of the Five E’s inquiry process: Engage, Explore, Explain, Elaborate and Evaluate.

Information Communication Technology (ICT)
At Rosary we believe that children learn to make effective use of computers when they are physically nearby, and ICT tasks are integrated into learning across the curriculum. Each classroom at Rosary has an interactive whiteboard, and our newly refurbished classrooms allow constant access to banks of computers. We also have a dedicated computer lab to allow for the teaching of specific skills. All computers at school are connected to the school network and the wider world via ‘TransACT’.

Personal Development, Health and Physical Education
This KLA helps children to see themselves as active, creative, responsible and informed decision makers. It seeks to develop in students a sense of well-being and personal worth and tries to cultivate those understandings and skills that will help the child develop and maintain satisfying relationships. To complement these skills, we also make use of various sporting clinics provided by trained instructors from local sporting codes. Each year children from Years 2 - 6 participate in school carnivals for athletics, cross country and swimming. The children who do well at these carnivals are chosen to participate in the Primary Schools Sports Association (PSSA) representative carnivals. In Term 4, students participate in a 10 day swimming school as part of the Physical Education program. When possible, parents organise weekend sporting teams.
Rosary’s ‘Good Sports in Sport’ Policy
This is Rosary’s code of conduct for all students participating in PE lessons, school carnivals and representative sporting activities.

Code of Behaviour for a Player

1. Play by the rules.

2. Never argue with an official. If you disagree with a decision, have your captain, coach or manager approach the official during a break or after the competition.

3. Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.

4. Work equally hard for yourself and your team. Your team’s performance will benefit and so will you.

5. Be a good sport. Applaud all good plays whether they are on your team or the opposition.

6. Treat all players like you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.

7. Co-operate with your coach, teammates and opponents. Without them there would be no game.

8. Play for the fun of it and not just for parents or for coaches. Remember, winning isn’t everything.

(An excerpt from Rosary’s ‘Good Sports in Sport’ Policy.)
Homework

At Rosary, we believe that homework supports the link between school and home. Teachers have endeavoured to design homework tasks to support the engagement of learning for all children. We have targeted literacy and numeracy as specific areas of learning which we believe are necessary for the achievement of basic skills, knowledge and understandings.

Literacy – At Rosary we follow a levelled reading approach which allows for children to be supported as they develop the necessary and appropriate skills and strategies to become effective independent readers. The sight word program also supports the development of recognition of familiar words used in reading and writing.

Numeracy – At Rosary, we use Mathletics to support development of numeracy skills, knowledge and understandings. Each child is provided with a Mathletics password. Teachers are able to set tasks and levels for individual children. Families will need to have internet access available for their children’s use. The school library is open Mon-Thurs at lunchtime and children could access the computers if required during these times.

Including reading time, the maximum amount of time to be spent on homework each day is:

- Kinder and Year 1  20 minutes
- Year 2 and Year 3  20 minutes
- Year 4  30 minutes
- Years 5 and 6  40 minutes
Student Leadership

At Rosary, the whole of the Year 6 student group are school leaders. This stems from the belief that all Year 6 students have some capacity for leadership and benefit from the opportunity to develop this potential. In addition to being ‘buddies’ for their Kindergarten friends, they act as library monitors, school office assistants and peer mediators on the playground. Other duties such as public speaking and sports leadership are shared among the student leaders.

School Houses

To develop and enhance the Rosary spirit, children are placed into one of our four houses. Children are involved in house-based activities throughout the year which promote fair play, teamwork, cooperation and good sportsmanship. These activities include our three major sporting carnivals. During the carnivals we encourage the children to wear a t-shirt or jumper in their house colour. Children are allocated to a house when they arrive at Rosary; siblings are always in the same house.

Mawson (Blue)  Freeman (Red)  Barton (Yellow)  Chisholm (Green)
Other Features of the Curriculum

Rosary offers the students an opportunity to participate in the following:

- School Camps
- Tournament of Minds
- Wakkakiri (Year 5)
- Rostrum Public Speaking
- Chess Club
- Science Club
- Sustainable Schools Group
- Running Club

Specialist Personnel

The school provides the services of the following:

**Teacher/Librarian**

The Teacher/Librarian has the responsibility of working with classroom teachers, assisting them in developing work appropriate to each class level to develop research skills, providing opportunities for the borrowing of books and assisting the school with the purchase of learning resources.

**Music Teacher**

The specialist music teachers provide music lessons for all classes. Students have the opportunity to engage in a variety of music development activities which include singing, movement and the playing of tuned and un-tuned instruments.

**Learning Support**

In order to cater for the learning styles and needs of each student, the Learning Support Team provides extra assistance in literacy and numeracy where needed.
School Counsellor
Centacare and the Catholic Education Office provide the school with the services of a Counsellor on a regular basis. The role of the Counsellor is to be available to parents, students and teachers who seek advice or assistance with family, social or behavioural problems. Parents may request an interview with the counsellor or a teacher may refer a child. Before teacher referral, parents are contacted and their permission sought. Generally, primary aged students do not refer themselves to the counsellor without parental consent.

Language Teacher
A specialist language teacher provides Indonesian lessons for Kindergarten to Year 6.

Private piano and keyboard lessons
A qualified teacher provides tuition for piano and keyboard on a one-to-one basis. These lessons are billed outside of the school fees.

Musicorp Program
By participating in this elective program, students from Year 3 to Year 6 can learn to play instruments including saxophone, electric guitar, clarinet, flute and percussion. They become members of the Rosary Band. Tuition in stringed instruments is also offered to students in Years 1-6.
Communication

Newsletter
The school newsletter, *Veritas*, is issued weekly on a Thursday. It carries regular news and reports, a Principal’s report and a variety of notices. Information for *Veritas* should be left at the front office or e-mailed by 12.30 pm on Wednesday. *Veritas* is emailed to families and provided in paper form to other families who request it. *Veritas* can also be accessed through the school’s website.

Absences
The school should be notified by telephone if a child will be away for a number of days. By law, teachers are required to mark attendance rolls indicating each child’s attendance at school. When a child returns to class after an absence a brief written note from the parent/guardian, including the dates of absence, must be presented to the class teacher.

Limited Access
From time to time, and for a variety of reasons, there are students to whom limited access, court orders etc. apply. It is the obligation of the parent/s to bring such orders etc. to the attention of the Principal, and also to keep the Principal updated on any changes that may be made.

Parent Information
In the interests of your child please ensure that the school has continuously up-to-date information about:

- Your address
- Your phone contacts - home, work and at least one emergency contact
- Your email address so that we are able to email newsletters or notes if required
- Medication to be taken by your child - the school requires written permission to offer any medication to a student
Reporting to Parents

Communication between teachers and parents is vital to each child’s success at school. The following opportunities are available for Reporting and Communication at Rosary:

**Term One**
- Class Information Letters
- Learning Journeys

**Term Two**
- Class Information Letters
- Student Achievement Reports
- Parent/Teacher Interviews

**Term Three**
- Class Information Letters
- Learning Journeys

**Term Four**
- Class Information Letters
- Student Achievement Reports
- Parent/Teacher Interviews (by request)

**Written Reports**
Written A - E reports are provided in Terms Two and Four and are followed by an opportunity for teacher/parent interviews.

**Learning Journeys**
Towards the end of Terms One and Three, parents are invited to the school to participate in a ‘Learning Journey’ with their children. This involves the child guiding the parents as special guests on a tour around the classroom and school, sharing aspects of their learning and celebrating their achievements.

**Interviews**
Please feel free to make an appointment at any time to talk about your child’s progress with your child’s teacher. Open lines of communication assist both parents and teachers and ultimately benefit the child. Quite often a word from parents can help teachers to understand marked changes in behaviour and attitude. Interviews with class teachers may be arranged before or after school hours, by writing a note to the teacher or by phoning the office. The Principal is available for interview by appointment. Parents can be assured of the principal’s interest in any aspect of school life that is of concern.
Student Welfare and Behaviour Management Policy

At Rosary Primary School our Behaviour Management Policy is founded on the following beliefs which we all share.

- Every child is an individual and should be treated as such.
- Every child is entitled to respect and dignity.
- Every child should know that he or she is loved and cared for under all circumstances.
- Every child is growing and striving for perfection, following the model of Jesus and our patron saint, St Dominic.

Our school rules reflect a balance between the rights and corresponding responsibilities of each person and are designed to promote the well-being and safety of everyone.

We recognise that self-discipline is a life-long goal and that each student is at a different stage of development. However, we anticipate that each child will:

- Learn to accept responsibility and display initiative
- Show respect for persons, property and the environment
- Co-operate with and care for one another.

A high standard of behaviour is expected of our children at all times, both inside and outside of school.
Student Services

Canteen
The Canteen has a ‘Healthy Food’ policy. The item range and price lists are available early Term One. The canteen has paid managers who run the canteen. However, parents are also needed to help. The canteen provides an excellent opportunity for parents to meet and to provide a service for our children. Canteen Services are available from Tuesday to Friday each week unless advised otherwise. Lunch orders are to be written on a paper bag and money placed inside the bag. Children ‘post’ their orders into a special slot at the canteen before school. Lunch orders are collected from the canteen at lunch time for distribution.

School Buses
ACTION Bus Service runs special school buses to and from the school. Timetables for these and normal route service information are available from the ACTION website www.action.act.gov.au/school_services. Country buses operate to the Murrumbateman, Hall, and Sutton areas.

Excursions and Performances
During each year children are given opportunities to participate in a variety of educational activities either at school or at other venues. The cost of the activity and transport is deducted from the Excursion Levy which is included in the School Fees. Permission notes are required by the school before children are permitted to travel by public or private transport. Educational excursions are regarded as an integral part of the learning process; therefore, all children are expected to participate.

Rosary School Age Care Service (ROSACS)
Before and after school care and school holiday care is offered by the YWCA and conducted on the Rosary school premises. For contact details see page 9.
Student Health Information

General Health of Students
Parents are requested to advise the Principal of any major health problem that a student may have, eg asthma, allergy, diabetes, etc. so that both the teaching staff and the first aid officers may be made aware of the condition and appropriate action to take in case of an emergency.

Should a child be unwell at the beginning of the day, s/he should not be sent to school. Coughs, colds and gastric upsets spread quickly. Parents are urged to keep their child home when it seems necessary.

Sickness at School
In the event that a student becomes ill at school they will be accompanied to the Sick Bay where they are supervised while parents are being contacted. The provision of an updated emergency contact number is vital in these situations.

Accident Procedures at School
Accidents on the playground are attended to by the supervising teacher, who refers minor abrasions etc. to the office for attention. Should a student sustain a serious injury, s/he will be attended to in a professional manner, parents notified in accordance with the gravity and urgency of the situation and conveyed to hospital (if appropriate) in accordance with the permission section as completed on the application for enrolment. Where children are involved, it is preferable to err on the side of caution.

Dental Service
All families are eligible to join the Child and Youth Dental Membership Scheme, administered by the ACT Government. Membership costs vary. For further information call the Scheme’s Administration Office on 6205 1088.
**Allergy Awareness Policy**
Rosary Primary School is committed to providing a safe and healthy environment for students. We have adopted an allergy awareness policy to protect students who have severe allergies (anaphylaxis), particularly those allergic to nuts.

It is the aim of this school to provide a peanut and nut free environment for the safety of children who have anaphylactic reactions. We are asking for your support in not sending to school any food products that contain peanuts or nuts. Peanut and nut products that pose a risk include peanut butter, *Nutella* and other nut spreads. Parents/carers are asked to check food labels to ensure that nuts are NOT listed in the ingredients before buying products for school lunches.

**Medication**
If your child has any special medical needs or conditions, (eg. asthma, allergies, epilepsy) it is essential that the school be given this information. Please record any relevant information on the enrolment form and discuss your child’s needs with the principal.

If a child is to take medication at school, written consent and directions for the teacher must be supplied with the medication in its original container. Medication cannot be administered without this information being provided in written format. With liquid medicine, a measuring device must be supplied to ensure the correct dosage is given.

Medication (other than asthma medication) is not to be stored in the children’s bags or desks. Lockable storage is provided at the School Office where a record is maintained of all medication administered. The class teacher must be made aware of any children with asthma medication in their bags.
**Immunisation**
The ACT Public Health Regulations reflect an attempt to prevent children from contracting the eight childhood vaccine-preventable diseases. The ACT Health Department requires parents to provide documented evidence of the immunisation status of each child on enrolment to schools. Parents of children attending Rosary will be required to provide the school with an Immunisation Certificate. This is obtainable from a Health Centre. Failure to comply with this regulation will entail forced absences from school should certain diseases occur. Children who are not immunised will be excluded from school when there is an outbreak of a vaccine-preventable disease in the school.

**Exclusion Table**
The quarantine periods for infectious diseases such as measles, chickenpox, mumps etc is stipulated by the ACT Department of Health. If your child contracts one of these diseases, you are asked to notify the school immediately and to observe the mandatory school exclusion periods. The following illnesses are common in early childhood. This is a guide to the time which the child should be away from school should an illness occur.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox and Mumps</td>
<td>Exclude until fully recovered. Contacts not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced. Contacts not excluded.</td>
</tr>
<tr>
<td>Ring Worm</td>
<td>Re-admit when appropriate treatment has commenced, supported by a medical certificate upon request. Close contacts should be inspected regularly.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until the discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until sores have fully healed. The child may be allowed to return, provided appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclude until hair is completely cleaned; neither eggs nor lice being present.</td>
</tr>
</tbody>
</table>
School Associations

The Rosary School Board
The Board advises on the formulation of broad policy matters, assists in the setting of fees and acts to support and assist the Principal in the management of the school. Membership of the Board includes:

- Parish Priest
- Principal
- A Parish Pastoral Council representative
- A Parents Teachers and Friends Association representative
- Four elected parent representatives
- Two elected staff representatives

Rosary Parents, Teachers and Friends Association (PTFA)
The PTFA has a major role to play at Rosary by:

- Providing a parent forum
- Helping to build community
- Developing partnerships between parents and teachers
- Fund Raising

Usually, meetings are held twice a term. Elections are held at the Annual General Meeting.

Sustainability
At Rosary, we believe that educating the next generation about sustainability, climate change and the environment is a positive investment in a healthier future. We are reducing our carbon footprint by decreasing our usage of energy and natural resources in a meaningful and positive way. Rosary is the first Australian Sustainable Schools Initiative ACT accredited energy wise school.

We are currently working to reduce our waste-to-landfill profile. This is being achieved through developing a ‘reduce, re-use and recycle’ culture. Children place fruit and vegetable waste in the school’s compost bins. Currently sandwich waste is taken to be feed for chickens. In 2011, solar panels were installed to help reduce our electricity usage. Our pre-loved clothing pool is another way in which we recycle at Rosary.
School Fees and Financial Information

The school draws its finances from various sources:

Tuition Fee
It is important that parents understand the need to pay fees in a Catholic school. Traditionally, Australian Catholic schools have been built and operated with money provided by the parents whose children are enrolled in the schools. The Federal, and to a far lesser extent, the ACT government, contribute to the economic viability of our schools. We still rely heavily on school fees collected from parents to ensure a level of staffing and resources comparable with the government schools. Additional funds need to be raised through the PTF Association to ensure that our school is appropriately resourced. The traditional ‘family fee’ for Catholic Primary Schools has now been abolished.

Tuition Fee
The tuition fee each year is set by the Catholic Education Office, with each child attracting a fee. For 2012 this fee is:
1st child - $290.00; 2nd child - $87.00; 3rd child - $58.00

Catholic Schools Building Fund Levy
These contributions are paid into a central fund administered by the Trustees of the Archdiocese. The amount is tax deductible. It is used to maintain and repair capital works such as plant and equipment; it is also required to repay the building loans on schools. In 2012 this levy is $132 per family, per term.

General School Levy
There is a general levy on each family to help meet running costs such as electricity, gas, rates, cleaning, telephone, loan repayment, etc. In 2012 this levy is $180 per family, per term.
Book Fee
The school provides most of the materials students need for their work at school. A Book Fee is charged to cover the cost of these resources. The fee is currently $100 per child, and is used to make available books, textbooks and class supplies.

Resource Fee
An amount of $15 per child, per term, is levied to provide for the purchase of stationery and art supplies.

ICT Computer Fee
This is $25 per child per term and is used to support the use of computers in the school.

Enrichment Levy
A levy of $16 per child per term covers the cost of all class excursions, performance etc for the year.

The above fees and levies may increase in 2013

School Fee Payment
The preferred method for the payment of school fees is by fortnightly direct debit. Cash, cheque, BPay or credit card may also be used to pay fees. Parents who are having difficulty paying school fees must contact the Principal. Where necessary, mutually convenient arrangements will be made. It is not our policy to exclude children whose parents have genuine difficulty meeting costs.
General Expectations of the Students

- Children are expected to be clean, neat and tidy in their appearance.
- Correct uniform is to be worn to and from school.
- School hats are to be worn when outside. The ‘no hat, no play’ policy is strictly enforced except in June and July.
- All items of clothing and personal belongings should be clearly marked with the student’s name.
- Children are to be on time for school and classes at all times, heeding the bell so as to be in the right place at the right time.
- Children are to remain in the grounds from arrival at school until dismissal, unless they have a written request from their parent and such a request has been signed by the Principal or his/her delegate.
- Children who need to be collected from the school during school hours may be collected from the front foyer of the school – parents need to sign at the office when collecting the child.
- It is important that parents help their children apply sunscreen before coming to school, and provide them with the skills needed to reapply sunscreen as necessary.
- Children require a written, signed note when they have been absent from school. This note is to be given to the class teacher.
- Long/shoulder length hair must be tied back using ribbon/bands in school colours only.
- No jewellery is permitted other than a watch or one stud type earring in either/both ears. Nail polish is not to be worn.
## Girls’ Uniform

### Summer

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress/Skorts</td>
<td>Standard Catholic Primary School Dress; or Royal Blue Skorts with sky blue polo shirt with school crest</td>
</tr>
<tr>
<td>Jumper</td>
<td>V-neck maroon sweatshirt with school crest</td>
</tr>
<tr>
<td>Vest</td>
<td>Polar fleece vest maroon with school crest</td>
</tr>
<tr>
<td>Socks</td>
<td>White <strong>above ankle length</strong> socks</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black school shoes</td>
</tr>
</tbody>
</table>

### Winter

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tunic/Slacks</td>
<td>Standard Catholic Tunic; or Navy slacks (no jeans or cords)</td>
</tr>
<tr>
<td>Blouse</td>
<td>Sky blue with Peter Pan collar</td>
</tr>
<tr>
<td>Jumper</td>
<td>V-neck maroon sweatshirt with school crest</td>
</tr>
<tr>
<td>Vest</td>
<td>Maroon polar fleece with school crest (optional)</td>
</tr>
<tr>
<td>Tie</td>
<td>Rosary black and white stripe tie</td>
</tr>
<tr>
<td>Tights</td>
<td>Navy</td>
</tr>
<tr>
<td>Socks</td>
<td>Navy <strong>above ankle length</strong> socks</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black school shoes</td>
</tr>
</tbody>
</table>

### Sports

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorts</td>
<td>Black with school crest</td>
</tr>
<tr>
<td>Polo shirt</td>
<td>White with school crest (long-sleeved for winter)</td>
</tr>
<tr>
<td>Socks</td>
<td>White <strong>above ankle length</strong> socks</td>
</tr>
<tr>
<td>Shoes</td>
<td>Joggers (preferably white)</td>
</tr>
<tr>
<td>Tracksuit</td>
<td>Black and white school tracksuit with school crest</td>
</tr>
<tr>
<td>Hat</td>
<td>Navy</td>
</tr>
</tbody>
</table>

### Hair Accessories

Plain maroon, white, blue or black ribbons and bands may be worn.
Boys’ Uniform

Summer
Cargo/Long Leg Shorts    Navy
Shirt                   Sky blue polo shirt with school crest
Jumper                  V-neck maroon sweatshirt with school crest
Vest                    Polar fleece vest maroon with school crest
Socks                   Black above ankle length socks
Shoes                   Black school shoes (no boots)

Winter
Trousers                Navy long (no jeans or cords)
Shirt                   Sky blue long sleeved to be worn
Jumper                  Maroon school jumper/sweat shirt
Tie                     Black and white stripe tie
Jumper                  V-neck maroon sweatshirt with school crest
Vest                    Maroon polar fleece with school crest (optional)
Shoes                   Black school shoes (no boots)
Socks                   Black above ankle length socks

Sports
Shorts                  Black with school crest
Polo shirt              White with school crest (long-sleeved for winter)
Tracksuit               Black and white school tracksuit with school crest
Socks                   White above ankle length socks
Shoes                   Joggers (preferably white)

Hat                      Navy
School Bag
All children at Rosary are to use the navy blue Rosary school bag printed with the school crest.

Coats
Navy or maroon parkas or coats may be worn in the winter months. Coloured parkas and coats are not an acceptable part of the school uniform. If gloves or scarves are worn, these too should be in the school colours. **Please note:** Tracksuit tops are **not** an acceptable alternative to jumpers or sweat shirts.

Uniform Supplies
All new uniform may be purchased through the front office or at our preferred uniform suppliers, *Personally Yours* situated at 218 Gladstone St, Fyshwick. Contact phone number is 6280 4166.

Clothing Pool
The PTFA operates a second hand clothing pool. Opening times are advertised through the ‘Veritas’ School Newsletter.

The school uniform is well publicised and is to be worn with pride at all times. Should a child be unable to wear full uniform at any time, a note of explanation to the class teacher is required.
Rosary’s Emergency Management Arrangements

With the support of our School Board, we have developed an Emergency Management Plan for the School and emergency procedures to ensure the safety of all children, staff and visitors at the School. Whilst developed in response to the risks identified for the site, the Plan reflects the policies and procedures of the Archdiocese of Canberra and Goulburn Catholic Education Office.

Our primary focus is to maintain a safe environment for all students, staff and visitors, reduce the incidence of potential emergencies and minimise the consequences should they occur.

Rosary Primary School Safety Awareness Program

Our safety awareness program comprises several elements. These include:

- A current Emergency Management Plan available to all staff and parents
- A fully operational emergency warning system encompassing lockdown and evacuation with allocated responsibilities for all areas of the School.
- Comprehensive planning and guidance to staff on the management of evacuations and lockdowns.
- Conduct of regular emergency training and briefings to staff.
- Conduct of regular evacuation and lockdown drills.
- A safety and awareness program embracing all staff and students.
- Installation of informative emergency and safety signage throughout the location.
Prayer to St Dominic

Dear St Dominic, we gather together to ask God’s blessing and guidance on our day.

We ask you to bless our eyes that we may recognise God’s gifts to us in creation;

Bless our ears that we may listen to God’s word and respond with sensitivity and love;

Bless our mouths that we may always speak the truth in courage and justice;

Bless our hearts that we may accept and respect all God’s people;

Bless our hands that we may reach out in reverence and gentleness to others;

Bless our feet that we may walk with care and concern for the environment.

We make our prayer through Christ our Lord.

Amen