



**Rosary School**

***INFORMATION BOOK***

***2025***

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## VISION AND MISSION STATEMENT

### Our Vision

Rosary School educates young people to be hope-filled leaders who make the world a better place.

### Our Mission

As a Catholic parish primary school grounded in the Dominican tradition, we work in partnership with families to create a welcoming, inclusive community where all children are provided with a high-quality education.



## **ABSENCES/LATE ARRIVALS**

If a child is to be absent for the day or longer, you are asked to telephone the absentee line or advise via SMS by 9.30am.

Any unexplained absence will result in an SMS being generated and sent. A reply is requested.

A phone call to the family is made when, on day 3 of a child being absent, we have not received notification about the absence from a caregiver.

New families will receive an SMS notification from the school when your child/ren commences. Please keep this notification and save the number in your phone contacts for future reference.

**Absentee Line:** 8343 5757

### **Holidays/Absence for an extended period of time from school**

A *Student Application for Exemption from School Form* is required to be completed if your child/ren will be away from school for an extended period of time. Principal approval is required prior to any leave or absence being taken.

Forms are available from the front office and our website.

## **ASSEMBLY**

Assemblies are held once per fortnight in the morning (approx 8.50am) normally on a Friday. The day occasionally varies so you are asked to check the newsletter regularly. A different class is responsible for assembly each fortnight. Parents and visitors are welcome to attend.

## **BELL TIMES**

In order for the children to prepare for the school day they need to be at school by 8.40am at the latest and no earlier than 8.20am. Children left unsupervised before 8.15am will be directed to OSHC.

- 8.30am                      Classrooms open
- 8.45am                      Lessons commence
- 3.00pm                      School dismissal

Staff Meetings are held after school on Tuesdays commencing at 3.20pm.

## **CASUAL CLOTHES DAYS**

On casual clothes days children may wear sun-safe clothing that promotes physical activity. Casual clothes are not to promote inappropriate or adult themes of any description.

## COMMUNICATION

Rosary School has a number of ways we communicate with the community. Our School newsletter is produced fortnightly, is distributed via SeeSaw and uploaded onto our school website.

Our School Facebook page showcases and celebrates our Catholic identity, community and learning. The Facebook page posts are a great way to be aware of things that are happening at School.

Alerts and events are communicated via SeeSaw.

Classroom teachers communicate with parents using SeeSaw and email. These are the platforms used to directly communicate class news, events and student learning.

Rosary School also has a Rosary Families Facebook page. This is a closed group that is administered by our Parents and Friends Committee. New parents are invited to request joining this page.

## CUSTODY ORDERS

The Principal must be informed of custody details and documentation presented. If there are other family concerns that may impact on your child at school please keep class teachers and the Principal informed.

## CYBER SAFETY

During school, teachers will guide students toward appropriate online material.

In matters relating to child safety and cyber-safety, Rosary School is advised by:

- the [Policy for the Care, Wellbeing and Protection of Children and Young People 2011](#)
- the [Cybersafety: Keeping Children Safe in a Connected World](#)
- the [Keeping Safe: Child Protection Curriculum](#)
- the [Abuse and Neglect Training program](#)
- the [National Catholic Safeguarding Standards](#)
- Resources developed by the [esafety commissioner](#).

Outside school, families share the same responsibility when children engage with information sources such as the internet, television, telephones, movies, radio and other media.

## DENTAL CLINIC

The dental clinic is open to all students. It is located adjacent to Prospect Primary School approximately 200 metres west of Rosary School. Parents are notified when a child is due to visit the clinic. Parents are required to accompany their child to Prospect Primary School.

## **FIRE AND EMERGENCY PROCEDURES**

Evacuation of buildings, if undertaken, will be carried out according to standard fire safety practices. Teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be the siren. All persons including volunteers and visitors are to evacuate following the direction of staff and move to the designated area.

## **FIRST AID**

All adults requiring first aid will report to the Front Office. Those in charge of sports teams, working in isolated locations, outdoor education, and camps are responsible for ensuring that a first aid kit is readily accessible to all persons involved in these activities.

## **HAIR – BOYS AND GIRLS**

In order to enable children to work without hair falling across their face, and to avoid the transference of head-lice, long hair must be pulled back from the face.

Navy blue hair ribbons, bands or scrunchies may be worn summer or winter.

## **HEALTH**

If a child is ill or injured and is identified as needing to go home, parents/caregivers will be notified by telephone. Children with infectious illnesses or diseases need to isolate from school. If there is an emergency, an ambulance will be called to transport the child to hospital. If a family member is unable to arrive, a member of staff will accompany your child to the hospital. The school has ambulance cover for playground and sporting injuries. Children with pre-existing conditions (eg asthma or anaphylaxis) must have their own ambulance cover.

### **Procedures for administering medicine at Rosary School**

In order to ensure the safety of students we have developed the following procedures for the administering of prescribed medicine here at Rosary. It is important that you recognise that only medicine prescribed by a doctor, in original packaging and accompanied with a Medication Authority Form will be given during school hours. The following procedures are consistent with the guidelines issued by the Catholic Education Office.

It is not possible to give a guarantee that the medication will be given at exactly the prescribed time. However, the School will do its best to administer the medication as close to the prescribed time as possible. A staff member will remind a child to report to the sick room for medication.

The parent/caregiver is notified when their child/ren's medication is close to being expired. Parents are then responsible to provide the school with new medication. Expired medication cannot be administered by staff and may also

result in the students being prevented from attending scheduled excursions or events.

Medication must be handed to a designated Senior First Aid Officer in the front office.



**Medication is not to be given to a child's teacher.**

### **Asthma Management**

Students in Year 2 to Year 6 carry their Asthma inhalers in their school bag.

### **Medication Management**

Unless we have a letter from a Medical Practitioner, analgesics and other medications which can be purchased over the counter without prescription will not be administered by staff. Analgesics can mask signs and symptoms of serious illness or injury.

### **Storage of Medication**

Medications are stored strictly in accordance with product instructions (paying particular note to temperature) and in the **original container** in which dispensed.

### **Camps and Excursions**

You are asked to discuss with the Principal or Deputy or supervising teacher, cases where children need medication on an excursion or camp. Any medication administered on camp must be in its original packaging and accompanied by a Medical Authority Form.

If for some reason a question arises as to whether a dose of the medication should be given in a particular instance, the parent/caregiver will be contacted by the First Aid Officer. If you are not contactable, we may contact your medical practitioner or, failing that doctor being available, a medical practitioner of the School's choosing for guidance.

The First Aid Officer can only comment on whether or not a child has received the medication in accordance with instructions.

## **HOMEWORK POLICY**

Homework should reinforce the learning in the classroom but should not consume the child's life after school. *Therefore, children should adhere to the proposed times. Play and recreation should be a part of every child's day.*

Homework is a partnership between school and home; teacher, parent and child each having responsibilities.

### **The parent's role is to:**

- provide an environment where the child might comfortably work

- encourage and give help where appropriate
- communicate with the teacher as required

**The child's role is to:**

- accept responsibility for completing the homework
- seek help from the teacher and/or family if necessary

**The teacher's role is to:**

- provide relevant and meaningful homework activities
- ensure children know what is expected
- follow up as appropriate

As a guide the following times are suggested per night:

Reception	5 minutes
Year 1 - 2	5 - 10 minutes
Years 3 - 4	20 - 30 minutes
Years 5 - 6	30 - 40 minutes

Homework will not normally be set on weekends.

**Recommendations:**

- Keep to the time stated even if work is incomplete
- Non-classroom teachers need to consult with classroom teachers before setting after school activities to ensure children are not overloaded
- Use a timer

## **JEWELLERY**

Watches and earrings (plain gold or silver sleepers or studs) are the only items of jewellery permitted. Only one earring per ear is permitted.

It is recommended that children do not wear gold chains and medals to school as they are very easily lost and broken. Should you wish your child to wear such items for religious reasons, they must be worn out of sight inside clothing. No responsibility is taken by the School if such items are broken or lost.

Body piercing of any part of the body other than ears is against School regulations.

## **LOST PROPERTY**

Parents are encouraged to label their children's property and items of uniform with the child's full name. Lost property is left under the verandah in the courtyard. Any unclaimed and unlabelled property will be sold and proceeds donated to charity.



## LUNCH ORDER DAYS – MONDAY & THURSDAY

Lunch orders are provided by our local Prospect Café and Bakery.

Orders are placed via the Qkr App **by 8.30am**.



We aim to follow the National Healthy School Canteen Guidelines (DECS) and therefore only foods listed on the Rosary School Menu will be supplied.

Please visit our website for instructions to download the App.

(<https://www.rosary.catholic.edu.au> - community/student lunches)

- If a child goes home ill before lunch, no refund will be given if the lunch order has already been prepared or delivered to School.
- Please direct any complaints to the Principal and not the provider.
- Ice-blocks are sold Friday lunch times in Terms 1 and 4 and hot chocolate in Terms 2 and 3 by the Parents and Friends. **Order via QKR by 9.00am.**

## PACKED LUNCH DAYS – TUESDAYS, WEDNESDAYS & FRIDAYS

Children bring their own recess and lunch. For safety reasons, drinks must not be in glass bottles or cans.

## MOBILE PHONES/SMART WATCHES

Mobile phones and smart watches are a valuable tool for promoting the safety of students on the way to and from school. Rosary School aims to provide a happy, safe and stimulating learning environment for all students. We believe that these devices should not disrupt the learning environment.

### Students

- Students require written permission to bring mobile phones to school (forms are given out on need from the classroom teacher).
- Phones should be handed to the class teacher for safe keeping.
- Students bring mobile phones to school at their own risk. No responsibility is accepted by staff.
- All mobile phones are to be turned off (not simply turned to 'silent' or 'vibrate') at 8:40am and remain inactive during school hours until 3:00pm.
- The use of mobile phones or other electronic device to take photographs or video images is not permitted at any time.
- Smart watches should not be used during the school day.
- Students who need to contact their parents should ask teacher permission to use the school's phone.

### Teachers

- If smart watches are being used during the school day for any other reason than to tell the time, the student will be required to hand the device to the teacher for the remainder of the day.
- If the smart watch continues to distract the child during learning, parents will be informed.

## **Parents**

- Parents need to agree to the conditions of the policy and complete a permission form for their child to bring a mobile phone to school.
- Parent contact with students can be made directly via the school landline (8343 5700) during the school day.

## **MONEY**

Payments can be made using the QKR App. Cash will be accepted at the Front Office.

## **OUT OF SCHOOL HOURS CARE (OSHC)**

YMCA Children's Services provides quality permanent or casual OSHC including before and after school care, pupil free days and vacation care for your child/ren.

Contact YMCA to register and enrol via:

Administration Office 8200 2516 (9.30am-5.00pm)

Online <https://www.sa.ymca.org.au/what-we-do/oshc/rosary-school>

My Family Lounge App

## **PARENT CONCERNS**

During the course of a year, you may find yourself in a situation where you are unsure or concerned about something involving the school. Most matters can be resolved very simply and easily through an informal discussion with the appropriate person. We appreciate parents/caregivers bringing their concerns to our attention, so please do not hesitate to make a mutually convenient time to meet with the appropriate staff member.

The best course of action will be determined by the type of concern that you have.

1. If your concern is about an individual classroom, student or program issue, the first person to talk to is the Classroom Teacher. Teachers appreciate parents bringing issues to their attention and matters can often be resolved quickly and easily by talking to the teacher. If however, you are not satisfied with the outcome, make a time to discuss the matter with the Principal or Deputy.
2. If you have a concern about the day-to-day operations of the School, which is a matter that is not directly concerning individual staff members or classes, but rather with the overall well-being of the School, please speak to the Principal or Deputy.
3. Your query may be about a program run by one of our Specialist Staff or parent volunteers. You are invited to check with the office to determine who you should direct your enquiry to.

4. If you have a concern about an issue that is part of the School Board's area of responsibility, which includes policy development, financial management, pastoral care of children, parents and staff and planning, you should speak to the Principal, the Deputy or a School Board Member. The names of School Board are available from the Office. They may be contacted by leaving a message at the School Office.

If you are uncertain about whom to approach, you can seek clarification from the Principal, Deputy or a School Board Member.

If after taking action in accordance with the steps outlined above and you believe your concerns have not been addressed satisfactorily, you may approach the [Catholic Education Office](#).

It is hoped that we can work together should any issue arise.

## RIGHT TO DISCONNECT

The Fair Work Act recently introduced a new ***'right to disconnect'*** that applies to school employees. The details are listed below:

- Employees now have the right to refuse contact or attempted contact outside their working hours unless that refusal is unreasonable. This means an employee can refuse to monitor, read, or respond to contact from an employer or a third party (including parents/ caregivers). In emergency situations, an employer can still reasonably contact an employee after-hours.
- For communication purposes from families, staff can be contacted via Seesaw or email between the hours of 8am - 5pm.
- Noting our staff spend a significant amount of their workday focusing on teaching or other activities applicable to their roles, staff will endeavor to respond to parent/ caregiver communications requesting a response within 48 hours, noting staff will discern whether an urgent matter requires a shorter response timeframe (please note that this may not be possible for part-time teachers, such as our Specialist staff).
- The reasonableness of out of hours contact will differ depending on the nature and seniority of the position the employee occupies.
- Senior staff will be expected to be available more readily than less senior staff.
- In ascertaining the reasonableness of 'out of hours contact', the personal circumstances of a given employee, for example any caring responsibilities, will be relevant.
- Applicable work hours will vary for school employees depending on the nature of their position.
- We value and respect the right to disconnect as a positive addition to the Fair Work Act. We recognise the breadth of digital communication options can create availability creep where employees become more accessible in locations and at times of the day, weekends and during periods of leave when they should be able to disconnect from work.

## SCHOOL COMMITTEES

**SCHOOL BOARD** - The School Board is a body of parents, elected or appointed, which is given the responsibility of the overall management of the school and ensuring that the school fulfills its Catholic Education function.

The School Board meets at least once each term. Parents wishing to find out more about the functions of the Board or wishing to have a matter raised at the Board meeting, should feel free to contact any Board Member.

**PARENTS & FRIENDS COMMITTEE** - The Parents & Friends is a sub-committee of the School Board. The P&F is the main community building and fundraising body of the School. Meetings are on Tuesdays in Weeks 3 and 7 each term. All are welcome.

**SPORTS COMMITTEE** – The Sports Committee is responsible for coordinating after school sporting activities for Rosary School students. Rosary School currently participates in Basketball, Netball and Soccer. The programs offered are dependent on parental involvement and all teams require a parent to nominate as coach and in some cases, teams also require a parent to be team manager.

**OTHER COMMITTEES** - From time to time other school committees operate with parental involvement. These committees are advertised through the School Newsletter.

## SMOKING

Rosary School is a smoke free environment at all times.

## TERM DATES 2025 – 2027 (Guide Only)

*These are broad term dates set by the Catholic Education Office. Please refer to the Rosary School Stream App Alerts and Newsletters for specific pupil free dates.*

	Term 1	Term 2	Term 3	Term 4
<b>2025</b>	28 Jan - 11 Apr	28 Apr - 4 Jul	21 Jul - 26 Sep	13 Oct - 12 Dec
<b>2026</b>	27 Jan to 10 Apr	27 Apr to 3 Jul	20 Jul to 25 Sept	12 Oct to 11 Dec
<b>2027</b>	27 Jan to 9 Apr	26 Apr to 2 Jul	19 Jul to 24 Sept	11 Oct to 10 Dec

Pupil Free Days are authorised by the School Board and communicated to the parent community through the school newsletter.

## UNIFORM

Rosary School uniform is available from Campus School and College Wear. Opening times are advertised on their website [www.campusschoolwear.com.au](http://www.campusschoolwear.com.au). Campus School and College Wear sells all items of School clothing except footwear.



### Compulsory Unisex Active Wear Uniform Items (Summer and Winter)

- Trackpants (branded compulsory in 2024)
- Shorts (branded compulsory in 2024)
- Polo Top:- short sleeve and/or long sleeve
- School Sports Windcheater
- Socks – white (not anklet)
- Shoes – sandshoes (no fluorescent colours)
- School Hat:
  - legionnaire
  - slouch hat
  - bucket hat

#### Reader Folder (new students only)

### Optional Items

- Rosary School Bag
- New Winter Jacket or similar style (navy only)

## UV PROTECTION POLICY

All members of the school community should be aware of the potential dangers in being unnecessarily exposed to the sun therefore, preventative action should be taken to minimise such exposure.

Where possible ALL outdoor activities will be scheduled with the intensity of the sun's rays, the availability of shade and the general prevailing weather conditions in mind.



- Students will wear a hat as part of their School Uniform whenever they are outdoors. School hats are mandatory in Terms 1 and 4. Hats will be worn at the discretion of the Class Teacher at other times of the year.
- Hats are to be either the legionnaire, bucket or broad-brim style to be purchased from the Campus School and College Wear or from the School office. No other hat is acceptable.
- Children who do not have a School Uniform hat will be required to sit in the shaded area designated by the staff or move to the Library or gym during break times.
- The School does not supply hats to students who do not have theirs with them.
- Children will be given an opportunity to apply sunscreen 15 minutes before going out to play at lunchtime. The sunscreen (and instructions on its application) will need to be supplied from home.
- In order to provide good role models for the students, parents and teachers participating in outdoor school-based activities are encouraged to also wear appropriate protective hats and to use minimum SPF 30+ sunscreen.

## **VOLUNTEERS**

At Rosary we school, we highly value your input and support of various activities that take place. As a volunteer you play a vital role in not only supporting initiatives but also building a sense of community.

In order to be a volunteer, the following is required:

- Completed Volunteer Application Package
- Provided evidence of WWCC check
- Present Catholic Archdiocese of Adelaide Clearance
- RRHAN-EC training certificate
- Complete onsite Volunteer induction

Our Induction Pack for Volunteers is available from the front office.

Our co-ordinator is on-site to assist you Tuesday – Friday 8.30am – 4.00pm.

## **WEATHER POLICY**

Due to the fact that all classrooms at Rosary School are air-conditioned, classes are dismissed at 3.00pm, regardless of the weather. Children will not participate in outdoor activities in extreme weather conditions. Children will be supervised in classrooms at recess and lunch when it's raining, or the temperature is over 36 degrees.

## **WORK HEALTH AND SAFETY**

### **GENERAL STATEMENT OF POLICY**

Rosary School seeks to ensure, so far as is reasonably practicable, that employees, voluntary workers, contractors, and sub-contractors are safe from injury and risks to health while on school premises or involved in school activities.

In particular, Rosary School is committed to meeting the standards required by the Work Health, Safety and Act (2012) SA and its Regulations Approved Codes of Practice and by Common Law.

To achieve these objectives Rosary School requires the active cooperation of all persons involved with the school in establishing and maintaining the highest possible health, safety and welfare standards.

## **YARD SUPERVISION**

The yard is supervised before and after school from:

- 8.20am - 8.45am each morning
- 3.00pm - 3.20pm each afternoon

Teachers are in their classes from 8.30am.

Any child onsite before 8.15am and after 3.20pm are to be enrolled in OSHC.

The playground area is available to children after school as long as they are actively supervised by a responsible adult. Normal playground rules are applicable. This area is available until 3.20pm.



