

Rosary Park

Catholic Primary School Branxton



Built on Faith, Knowledge and Respect

Parent Handbook 2023

FROM THE PRINCIPAL



Dear Parents/Guardians,

Thank you for choosing Rosary Park as the 'special place' to nurture your child's learning journey.

Rosary Park is a wonderful place to live, work, learn and play. As a community of learners, founded by the Sisters of Mercy in 1886 we value the unique gift of knowing our full potential and applying that learning to a myriad of different situations. Until 2011, our school operated as two campuses (K-2 at Greta and 3-6 at Branxton) when it amalgamated to a K-6 school on the present site. We are proud of our history and heritage and value the strong bond that continues with our community. Rosary Park Primary School is an integral part of Singleton-Branxton Parish with the nearby St Brigid's Catholic Church our place of worship.

We also know that the learning process can be challenging for some and a 'walk in the park' for others. As teachers, we find many ways to differentiate the curriculum to meet the individual needs of all our students. We look at how they learn and how we can best support them in the classroom environment.

Schools are great places to learn 'how to get it right'! We have many opportunities at Rosary Park to learn how to build positive relationships with others and in doing so, learn about acceptance, equality, tolerance and understanding. We know that it's not always easy and that those building blocks of resilience and self-belief will help us prepare for the challenges we'll face in life.

We want our Rosary Park children to enjoy their childhood, value our community and grow in confidence as they learn. To do this, we work as a team with families to achieve the best possible outcome for our students.



You will feel the welcome in the school, make new and valued lifelong friends and will be made to feel a very special member of our Rosary Park community.

Sallyanne Stanbridge
Principal

When you enrol your child at Rosary Park Branxton:

This school is a special type of school built on co-operation, friendliness and integrity, where all concerned (students, staff, parents and the parish community) take an active part in the school and work together to provide the best possible education for all children.

Parents who wish their child to be educated in this school, are asked to read the following:

1. This school is a Catholic School in which education in faith has a privileged place along with the pursuit of excellence in academic and general education. All students take part in Religious Education Programs. This school also provides other opportunities for its students to express and deepen their faith, at Masses, special celebrations, Parish Sacramental Programs, in Prayer, in Christian service and witness and in the entire school environment and atmosphere. Ideally, the work of the school in this regard is based upon home life and is supported by it.
2. Politeness and respect for others are a necessary part of school life.
3. While travelling, students are to be polite, well-mannered and responsible.
4. Regular attendance at school and at all lessons is essential.
5. Full school uniform is to be worn as designated.
6. The school is a non-profit organisation where all parents share expenses, and so all pay fees. Concessions can be arranged with the principal, particularly in difficult circumstances.

Parents are 'the first and principal educators' of their children. The Catholic School is called to assist in the evangelisation and education of the children of the Catholic community.

Parents are asked:

To support, to the best of their ability, the goals of the Catholic School – Catholic beliefs, values and practices.

To ensure, to the best of their ability, that their child observes the expectations and regulations established by the school, to enhance the development of their child spiritually, academically, culturally and physically.

To observe various regulations which have been established for the common good within the school (e.g. notification of pupil absences, observance of quarantine periods for certain illnesses, etc.).

To demonstrate their belief that parents and teachers are partners by supporting the proper authority of the Principal and staff.

VISION STATEMENT

In the light of Christ, we love, serve and learn as a caring faith community.

MISSION STATEMENT

Founded on the Mercy tradition, Rosary Park educates and nurtures the faith and wellbeing of all through:

- Service
- respect
- hospitality
- compassion
- justice
- courage

SCHOOL AIMS

In choosing to be educators of the faith, we - parents, faith community and staff have been called to respond to the mission of the Church in three ways:

- to proclaim the Gospel in word and witness to life
- to create and to promote Christian community
- to witness the Gospel through service

It is hoped that as members of the school family, you will experience a sense of belonging and friendship, not only within the school family, but also as a member of the wider faith community. Within the school, we aim to create an environment which is seasoned with love, care, understanding, acceptance and forgiveness. This type of environment does not just happen; it must be created through the efforts of all its members. The school must be able to count on the unity and conviction of the staff team, parents and members of the wider faith community.

To reach full development as a person, the child's basic needs of love, belonging and growing with a life of service, must be cultivated alongside academic skills. Therefore, to allow each child to reach full potential as a person, we aim to provide structures and programmes which will develop each child spiritually, socially, emotionally and academically.

SENDING YOUR CHILD TO A CATHOLIC SCHOOL

The rewards of sending your child to a Catholic school

When you send your child to a Catholic school there is a sense of belonging: being in a community. At Rosary Park, we value the tradition, scripture, religious education, celebration and sacrament that are part of being in a Catholic School. We are passionate in the mission of teaching the knowledge component of our faith, as well as being part of students', and their families', faith formation in today's social climate.

At Rosary Park, we aim to educate the 'whole child'. Our school beautifully integrates spirituality into the everyday life of our students, and we do so in subtle ways across all areas of the curriculum: on the sporting fields, in our disciplinary policies, in our social justice programs, in school liturgies, and in daily prayers and meditation time. Children are given time and space to reflect on what Christ's message means to them. This culture in our school reinforces our values: compassion, respect, love, humility and forgiveness. Jesus' message of love is lived out in a Catholic school in many ways.

The sense of community that is evident in our school enriches our lives. Teachers, administrators, parents and students share a special bond and commitment. Each family within our school, experiences the love and support from our school community. Not everyone in our school community is Catholic, but the universal message of Christ's love binds us to each other.



What do Catholics Believe?

- A belief that begins with Jesus
- A belief that breaks bread together
- A belief that is based on a story
- A belief that understands the power of symbols
- A belief that to be human is to forgive
- A belief that prayer gives life
- A belief that trusts the world is graced
- A belief that works for justice for all
- A belief that includes all

SACRAMENTAL PROGRAMS

The parish runs sacramental programs for children in Year 3 to make their First Reconciliation, Confirmation and receive their First Eucharist through the local Parish office Sacramental Program. Children in all classes from Kinder to Year 6 learn about the Sacraments in accordance with the Diocesan Religious Education Policy.

Parish Office: 02 6572 1824 **Parish Office Email:** singleton.branxton@mn.catholic.org.au

SCHOOL PRAYER

This is Rosary Park

We care for each other

May Christ be our light

As we reach out to serve others

This is our special place

Where we learn, laugh and play

May we try to be like you Jesus

As we come to school each day.

Our Lady of the Rosary

(ALL) Pray for us.

Catherine McAuley

(ALL) Pray for us



SCHOOL CONTACTS

Phone	(02) 4938 1541 0410 487 331 (mobile)
School Address	36 Station St Branxton NSW 2335
Postal Address	36 Station St Branxton NSW 2335
Email	admin@branxton.catholic.edu.au
Website	http://www.branxton.catholic.edu.au
Principal	Ms Sallyanne Stanbridge
Assistant Principal	Mrs Janelle Dixon
Religious Education Coordinator	Mr Joshua Garnsey
Primary Coordinator	Mrs Amber Van Duuren
Aboriginal Support Worker and School Wellbeing Officer	Mrs Jess Dougherty
Parish Priest	Fr. Thomas Chirackal
Administration staff Office hours: Monday - Friday 8:30am - 3:15pm.	Mrs Amanda Percival (Mon-Fri) Mrs Kim O'Rourke (Wed-Fri)

SCHOOL HOURS

8:30am – 8:55am	Morning Duty
8:55am – 11:15am	Morning Teaching Session
11:15am – 11:40am	First Half Lunch
11:40am – 12:00noon (11:55am warning bell)	Second Half Lunch
Infants children eat 11:15-11:30, then play. Primary children play first, then eat from 11:40-11:55.	
12:00noon – 1:30pm	Middle Teaching Session
1:30pm – 2:00pm (1:55pm warning bell)	Afternoon Tea
Infants children eat 1:30-1:40, then play. Primary children play first, then eat from 1:45-1:55.	
2:00pm – 3:00pm	Afternoon Teaching Session
3:00pm	Afternoon Dismissal

KEY DATES – 2023



	Start	Finish
Term 1	Tuesday 31 st January	Thursday 6 th April
School Holidays	Monday 10 th April	Friday, 21 st April
Term 2	Monday 24 th April	Friday 30 th June
School Holidays	Monday, 3 rd July	Friday, 14 th July
Term 3	Monday 17 th July	Friday, 22 nd September
School Holidays	Monday, 25 th September	Friday, 6 th October
Term 4	Monday, 9 th October	Tuesday, 19 th December

Public Holidays

Australia Day	Thursday, 26 th January
Good Friday	Friday, 7 th April
Easter Monday	Monday, 10 th April
ANZAC Day	Tuesday, 25 th April
King's Birthday	Monday, 12 th June
Labour Day	Monday, 2 nd October

UNIFORM

Children are expected to wear the correct uniform to school each day. The general appearance of a child is an outward sign to others of the pride and respect one has in oneself and reflects pride in the school.

As well as wearing the correct school uniform, children are to be neatly groomed and wear polished shoes (**black leather only: no boots, Mary Jane style or joggers**). Socks must cover the ankle.

Jewellery must be kept to an absolute minimum e.g. one pair of ear studs (studs only, for safety), one flat signet ring and wristwatch, plain wrist bangle (silver/gold). Neck chains and bracelets are not encouraged due to safety concerns e.g. when playing sport.

Hair must be neat and tidy. In keeping with the school tone, hairstyles should not be outlandish- no Mohawks, tracks or rat tails. Extremes of style and colour are not appropriate.

Children with long hair should have their hair tied back.

A note explaining any variations in school uniform is encouraged.

The summer uniform is worn in Terms 1 and 4 and the winter uniform is worn in Terms 2 and 3. Occasionally, depending on the length of term and weather conditions, this requirement is adjusted. If this occurs, you will be informed via the school newsletter and Compass.

NOTE: Please ensure all clothing/shoes/hats and bags are clearly marked with your child's name. As well as marking the label, it is a good idea to also write your child's name on the inside fabric.



School Hat/Library Bag

There is one style of hat and library bag available. Library bags are provided to all new Kindergarten enrolments. Hats can be purchased from the school or Flanagan's.

All uniforms are purchased from Flanagan's Menswear (Vincent St Cessnock).

Due to high demands, Flanagan's often require a few weeks' notice to order specific sizes

Summer Uniform – Girls

TUNIC	Blue & white check summer dress
SHORTS/SHIRT	Blue shorts, white emblem shirt with Peter Pan collar
SHOES	Black Shoes (lace up or Velcro) with white socks, to be worn above the ankle



Summer Uniform – Boys

TOP	School blue shirt with embroidered logo.
SHORTS	Navy shorts, not cargo.
SHOES	Black Shoes (lace up or Velcro) with navy socks to be worn above the ankle.

Winter Uniform - Girls

TUNIC	Navy tartan print tunic. Tunic is worn with navy stockings. No dance pants, leggings or tights.
PANTS	Navy tailored pants available from school, navy blue socks, and black leather shoes.
TOP	White Peter-Pan collared, long-sleeved blouse.
JACKET	School embroidered jumper. School embroidered sport jacket can also be worn on very cold days.



Winter Uniform - Boys

TOP	School blue long sleeved shirt with embroidered logo.
PANTS	Navy trousers. NO CARGO STYLE PANTS. Navy socks, to be worn above the ankle.
JACKET	School embroidered jumper. School embroidered sport jacket can also be worn on very cold days.

School Sports Uniform: Summer

TOP/ PANTS	Blue and White Sports Polo with school logo Navy microfiber shorts with school initials
SHOES/S OCKS	Predominately-white joggers. Plain white socks (no sport logo such as Puma, Adidas), worn above the ankle



School Sports Uniform: Winter

PANTS	Navy lined microfiber pants with school initials. School embroidered sports jacket
TOP	Short sleeve polo shirt for boys and girls with school logo.
SHOES	Predominately-white joggers. Plain white socks (no sport logo such as Puma, Adidas), worn above the ankle.

KINDERGARTEN TRANSITION PROGRAM

At Rosary Park, our Kindergarten transition program is progressive to ensure a smooth transition to starting school. Applications for enrolment are open during Catholic Schools Week at the start of the year (March). During Term 4, we hold a Kindergarten information morning for parents who are sending their child to Rosary Park. Following this, our transition sessions are held during Term 4 of each year. Both parents and children have an opportunity to come to the transition sessions to meet the class teachers and their Year 6 buddy, as well as other children starting Kindergarten. Together we engage in a variety of play-based activities and stories while becoming more familiar with our school environment here at Rosary Park.

Children in Year 5 are trained to be “buddies” to the incoming Kindergarten class. Children help their special friend settle into school life. The incoming Kindergarten children are introduced to their “buddy” during our transition sessions.



SUCCESSFUL FOUNDATIONS: AN ACTION RESEARCH PROJECT

In recent years, our diocese has made a commitment to early learning with the development of an early learning policy and the employment of an Education Officer (Early Learning) to assist staff to build their capacity in early learning pedagogy in our diocesan schools. In 2019, an action research project was undertaken by the Catholic Schools Office. *Successful Foundations* supported the positive transition of children to school in Kindergarten and beyond. It supports the system wide implementation of the diocese's Early Learning Policy.

Rosary Park was one of the 11 schools who participated in this initial trial and *Successful Foundations* continues in Kinder and year 1. This runs for the first five weeks of school and acknowledges the importance of play in formal schooling. Learning provocations are used to help collect data on children's strengths, interests, learning dispositions and learning needs.



INFORMATION TECHNOLOGY

All classrooms have access to the Internet through the school's Wi-Fi network. All children are taught computer skills from kindergarten in accordance with NSW Education Standards Authority (NESA) syllabuses. Children are required to bring in their own headphones. Students sign an Internet User Agreement before accessing the school network,

All classrooms have a Smart TV. The library also has a Smart TV, green room and video conferencing capabilities. In years 5 & 6, students are involved in a Bring Your Own Device (BYOD) program where they are required to purchase their own device for use in the classroom.



LIBRARY

The school has a teacher-librarian Mrs Melanie Flynn who works Tues-Thurs. We also have a library assistant, Mrs Erin Dewey, who works four days a week. The library is open daily during class time. Formal library lessons are given, and children borrow once a week.

EXTRA CURRICULAR ACTIVITIES

These include music tuition, public speaking, debating, chess, sporting events, and a wide variety of competitions (both academic and cultural). Rosary Park also hosts a concert, which all students are involved in, every second year.

Children may access the assistance of external providers, such as speech therapy or occupational therapy, during school hours if their parents request it.



EXCURSIONS/INCURSIONS

Various excursions and incursions are organised during the year to complement class activities and enhance learning. Classes may go on minor excursions once a year e.g. to Total, Awabakal Centre and Blackbutt Reserve. Specific permission to attend organised excursions is required. Children also go on excursions by foot, around the local area. Our stage three classes attend a major excursion (overnight) every year; Great Aussie Bush Camp or Canberra.

SPORT

Students at Rosary Park have sport lessons throughout the school year.

Children wear their full sport uniform, including predominantly white joggers, on these days.

All children are encouraged to become involved in sport. In Infants, the emphasis is on development of movement skills. Children join in the school athletics carnival. Year 2 children attend 2 week of intensive swimming lessons. Primary children can compete in



swimming, athletics, cross-country, rugby league, and soccer and netball championships at school, regional, diocesan and inter-diocesan level. Children gifted at sports have opportunities to compete from regional to state level.

For the purpose of competition on carnival day and for other school activities, children are placed in one of the following house teams.

They are:

Red: Freeman

Gold: Thorpe

Green: Bradman

Blue: Fearnley

These house names are named after famous Australian sportspeople. All the children from one family are placed in the same sporting team and, as far as practicable, will remain in this team for the whole of their primary schooling.

SUN SMART

Children are encouraged to develop a responsible attitude in protecting themselves from the sun. Children must wear the school hat all year: to school, at lunch and recess, during any outdoor activities and when travelling home. Children may bring roll-on sunscreen to apply during the day. The school has a policy of NO HAT: NO PLAYING IN OPEN AREAS.



PLAYGROUND SUPERVISION

Children are supervised in the playground during the following periods:

Morning	8:30am – 9:00am
Lunch	11:15am – 12:00pm
Recess	1:30pm – 2:00pm
Dismissal	3:00pm – 3:10pm

Parents are advised not to leave children at the school prior to 8.30am or after 3.00pm.

Children are supervised by class teachers for any activities that may take place outside of the classroom. No child is permitted to leave the school grounds without permission from the principal and then only with prior written permission from parents.



Our playground is designed to give students to opportunity to play and engaging in a variety of different games and activities. The children are invited to make use of the natural landscape and features in the school through imaginative play which invites children to build, modify and share natural materials found within our playground.

Children may also spend breaktimes in our wellbeing room, where they draw, colour or play quiet games with one another.

MONDAY MORNING ASSEMBLY

Morning assembly is at 9:00am each Monday. At this assembly after general greetings, we pray as a school community, raise the flags, discuss our Positive Behaviour for Learning rule of the week and give messages.

WEEKLY ASSEMBLY

Every Friday at 2:15pm, our school celebrates students' efforts and birthdays. Each class awards three awards, acknowledging excellent work and behaviour for the week. Parents, grandparents and carers are welcome to join us. Students who receive three awards can 'cash them in' for a Principal's Award, which are also awarded during Friday assembly.



PROFESSIONAL DEVELOPMENT & RELEASE FROM FACE-TO-FACE TEACHING

Teachers' Professional Development Days (Pupil free days) will be held during the year. The Director may require the schools to take an extra day for a Diocesan Professional Development Day. These days enable teachers to work on various aspects of school development and mandated professional responsibilities.

As part of their Enterprise Agreement, each teacher is entitled to Release From Face to Face (RFF) teaching. Each week, the class teacher is given 90 minutes' release from class teaching whilst children are taught by the Teacher/Librarian and another teacher focusing on Creative Arts. In addition, teachers are released three times per term (half a day) to attend meetings with the school executive and grade colleague to analyse children's data and set teaching and learning goals for these children. A casual teacher is employed to take the class on these days.

AFTERNOON DISMISSAL

All students **must** attend the appropriate dismissal line. Teachers supervise children from their lines to their respective cars and buses. Students should know their afternoon arrangements, and any changes to afternoon arrangements should be phoned through to the office before 2pm where possible.

BEFORE & AFTER SCHOOL CARE (OOSH)

St Nicholas OOSH Branxton operates before and after school, Vacation Care as well Pupil Free day care for our students in our school hall. OOSH contact number is **0448 751 549**

Before school care: 7am-8:30am After school care: 3-6pm

TRANSPORT TO SCHOOL

- **Bus Passes**

Hunter Valley buses and Grace Coaches provide transport for students to and from Rosary Park. For Bus routes, see appendix.

All infants' children (K-2) are eligible for a school bus pass. Primary pupils who reside greater than a 1.6km radial distance from the school attended will also be eligible for free travel. Application forms are available online from **transportnsw.info/school-students**. For Hunter Valley buses you will get an Opal Card while for Grace's bus you apply for rural and regional school travel.



- **Private Conveyance Subsidy**

Children who live at a distance greater than 1.6km from the school in an area not serviced by a bus, or who need to drive their child/children more than 1.6km to the nearest bus stop, are eligible for Private Conveyance Subsidy.

Children are responsible for their behaviour whilst travelling on the bus. We ask parents to help us in emphasising the necessity for correct behaviour at all times. Students must be seated properly and behave in a sensible and responsible manner, not causing concern for the driver or other passengers. Children from Rosary Park are to behave in a manner, which does not discredit the school, and which abides by the State Transit's Code of Behaviour. Unacceptable behaviour can result in the confiscation of a student's Opal travel card.

- **Car Pick Up**

Children are directed from the dismissal gates in the afternoons with duty teachers. For safety reasons, children wait at the dismissal gate with the teachers on duty until their parents arrive by car to collect them.

Parents are required to queue along Station St with their surname displayed until they arrive at the 5 car pick up area. Here a staff member will safely place your child in the car. Parents are asked not to get out of the car.

- **Cycling To and From School**

Transport NSW recommends that children under 9 years of age do not have the capabilities to ride safely in traffic and should avoid taking a bicycle/scooter on the road without direct supervision. If your child does ride to school, please ensure he/she wears a helmet and fully understands road rules. During the school day, bikes and scooters are parked in a designated area. **Parents are required to sign a form granting permission for their child to ride/walk to and from school.**

- **Meet and Greet**

Children who need to be picked up quickly for an afternoon activity (swimming, etc) can be picked up using the meet and greet line. Parents are to wait on Station Street (school side) past the staff carpark driveway. A staff member will walk children down PROMPTLY after the bell to parents. Any child who is not immediately collected will return to the school, and parents will need to join the car pick-up line.

- **Change In Routine**

Any change in routine e.g. going to another child's house after school, should be mentioned either in written or verbal form to the class teacher or office. Phone calls made to the office detailing changes to afternoon travel are communicated to students in their classroom. These calls from parents need to be made early to save confusion for children.

ABSENCES

The Education Amendment (School Attendance Bill) 2009 requires that daily attendances be recorded in the class roll. This includes partial absences. Reasons for absences from school or any variation from normal travel arrangements should be conveyed to the class teacher in writing. The 2009 Amendment Bill requires parents/guardians to provide details of the child's absence. If the declaration has not been furnished within seven days of the absence, then the child is deemed absent without sufficient reason. This is recorded in the class roll, which is a legal document. Excursions and sports carnivals are part of the school's planned learning activities and are not considered valid reasons for a child's absence.

A doctor's certificate may be requested after four days or when there are frequent absences. Applications for exemption from school e.g. overseas trip, elite sporting camp, must be made in writing using the prescribed form prior and cannot be granted retrospectively.

Why is regular attendance at school important?

Regular school attendance will help your child to succeed in later life. Attending school every day makes learning easier for your child and helps children to build and maintain friendships with other children. If your child does not learn the basic skills in the early years of school, they may develop learning difficulties in later years.

Did you know?

If students miss as little as **seven** days per school term every term, by the end of primary school, they will have missed a year of education.

Must I send my child every day?

YES. It is a condition of enrolment that you send your child to school every day. A small number of absences may be justified if your child has to:

- go to a special religious ceremony
- is required to attend to a serious and/or urgent family situation (e.g. a funeral)
- is too sick to go to school or has an infectious illness.

ABSENCES (PARTIAL)

Partial absences (arriving late/leaving early) must be recorded Via the Kiosk tablet at the school office. Partial absences cannot be recorded via your own personal device.

Parents may not sign another student in or out without the written permission of the parent or guardian of that student.



Our commitment

As the Bishop of Maitland-Newcastle I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our church. Each one of us is responsible to ensure we are aware of the signs of abuse, that we know how to respond to a disclosure of abuse and we know how to report our concerns. Most importantly, I require every worker in the Diocese to be prepared, should the situation ever arise, to call out the unsafe or abusive behaviour of colleagues and workmates. The conduct we walk past is the conduct we have condoned.

+ Bill Wright

The Diocese is committed to:

- ▶ Fostering communities of safeguarding, including open and respectful communication about issues of safeguarding with individuals, families and groups
- ▶ Upholding the dignity and rights of all children and vulnerable adults and seeks to empower them to have their voices heard
- ▶ Training all relevant personnel in safeguarding knowledge and skills including indicators of abuse, supporting people to disclose abuse and reporting abuse
- ▶ Working closely with statutory authorities to report alleged abuse and support them to investigate those allegations
- ▶ Developing our risk assessment and management systems for all diocesan activities and personnel
- ▶ Developing the breadth and depth of our auditing and compliance regimes
- ▶ Implementing and maintaining compliance with the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.



I call upon each one of you. Every parishioner in our faith communities, each worker in our CatholicCare and other community and family support services, every staff member in our schools and our St Nicholas centres, each cleric and religious conducting ministry amongst us. We must, each one of us, commit ourselves every day, individually and collectively, to safeguard each child and every vulnerable adult with whom we interact. BP BILL WRIGHT

[Signature]
Vicar General
Fr Andrew Doohan

[Signature]
Chief Executive Officer
Sean Scanlon

[Signature]
Chancellor
Fr Matthew Muller

[Signature]
Director
Pastoral Ministries
Teresa Briarley

[Signature]
Director
Catholic Schools Office
Gerard Mowbray

[Signature]
Chief Operating Officer
Graham Heath

[Signature]
Director
CatholicCare
Gary Christensen

[Signature]
Director
Office of Safeguarding
Sean Tynan



www.officeofsafeguarding.org.au



Safety Welfare Wellbeing

The Catholic Diocese of Maitland-Newcastle has an abiding commitment to promote the safety, welfare and wellbeing of children and vulnerable adults – particularly those who participate in the life of the Diocese as part of our faith communities in parishes, in our diocesan systemic schools, early education centres and out-of-school hours care service, as part of our welfare and community services through CatholicCare and other diocesan ministries.

The office of the Director of Safeguarding has been established by decree, issued by the Bishop of Maitland-Newcastle.

The Office of Safeguarding is an integral part of the Diocese, reporting directly to the Bishop's Office. The Office of Safeguarding is placed outside the Diocese's services, programmes and parishes, overseeing their safeguarding standards in operation.

The Office of Safeguarding works with NSW Police, the Office of the Children's Guardian, the Department of Community and Justice and other statutory authorities and specialist authorities within the Catholic Church in Australia to fulfil its responsibilities and maximise the safeguarding of children and vulnerable adults.

The Office of Safeguarding supports the schools of the Diocese:

- ▶ in meeting compliance with statutory obligations and diocesan codes of conduct, policies, procedures and protocols relevant to safeguarding children
- ▶ with delivery of mandatory Safeguarding training to all school personnel
- ▶ with provision of a daily intake service that analyses concerns for children, provides advice and support to staff or parents, ensures statutory reporting obligations are met and ensures appropriate follow-up to complaints when warranted
- ▶ in conducting or overseeing investigations of diocesan personnel who are alleged to have committed criminal conduct, reportable conduct or a breach of professional standards against a child
- ▶ with provision of an alternative dispute resolution process for complaints between parents and staff that can't be resolved within the school
- ▶ in assisting in the management of individuals identified as posing an elevated risk.

PARENTAL INVOLVEMENT

The staff recognises and endorses the fact that the parents are the prime educators of their children. We view the academic process of education to be a cooperative effort from school and home. Some parents may be able to assist the teachers in the educative process at the school. Whenever possible, parents will be invited to participate in school activities such as:

- Mother's Day stall
- Father's Day stall
- Swimming & Athletics Carnivals
- Liturgical Activities
- P&F Meetings
- Excursions
- Celebrations such as Anzac Day
- Canteen

SAFEGUARDING IN DIOCESAN SCHOOLS

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children. In 2019, as a part of that commitment, our bishop, Bill Wright, articulated his expectations of all those who work for the Diocese, "I expect you to place the safety, welfare and wellbeing of every child and vulnerable adult at the centre of everything you do in the name of our church."

Bishop Wright established the Office of Safeguarding, whose director answers to the Bishop's Office and is charged to oversee the whole of the Diocese's safeguarding of children, including the students in our system of schools.

As a parent sending your child to a Diocesan school, you are expected to be an active participant in safeguarding your child's wellbeing. To do so, it's important that you have the best information available to you. The [Office of Safeguarding website](#) offers comprehensive details of the Diocese's approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

... you are able to:

- discuss your concerns with a teacher, Assistant Principal or Principal
- talk to an investigator at the Office of Safeguarding (Ph. **4979 1390**, during office hours)

- report your concerns to the Department of Communities and Justice's (DCJ) Child Protection Helpline (Ph. **132 111**, 24 hrs/7 days) if your concerns constitute a risk of significant harm
- report to NSW Police if you believe a crime has been committed.

VOLUNTEERS

Reportable Conduct and Working with Children Checks

The Office of Safeguarding works with NSW Police, the Office of the Children's Guardian, the Department of Community and Justice and other statutory authorities and specialist authorities within the Catholic Church in Australia to fulfil its responsibilities and maximise the safeguarding of children and vulnerable adults. Please contact the School if you wish to volunteer. The Diocese of Maitland – Newcastle has a new process to induct Volunteers in keeping with legislative requirements.

WORKING WITH CHILDREN CHECK FOR ALL VOLUNTEERS

Due to changes in legislation and the implementation of the New Working with Children Check Clearance across NSW, all school volunteers are required to obtain a Working with Children Check Clearance Number from the Office of the Children's Guardian (OCG). This includes those volunteering in the canteen, library and classroom, helpers with reading, art, sport, excursions, transporting children or in any other capacity where they have direct contact with children. Even those who have completed previous Child Protection Declarations and are on the Register of Volunteers will need to obtain a current Working with Children Check Clearance Number.

The steps to obtain a Working with Children Check Clearance Number are as follows:

1. Fill out an online application form at www.kidsguardian.nsw.gov.au/check
2. When you have completed the application form, you will receive an Application number (APP) by email.
3. Take this Application number and proof of your identity to a NSW motor registry or Service NSW Office. As it is not paid work the \$80 fee will be waived.
4. Once your application has been processed and you are cleared, you will receive your Working with Children Check number (WWC) by email (or post if you do not have an email address).
5. Bring your Working with Children Check number to the school and fill in the Declaration Form. You will need to bring proof of identity documents with you for a 100 point check. Your WWC number and form will then be sent to our Diocesan Child Protection Unit (Office of Safeguarding) to be put on the new Register of Volunteers.

All volunteers are mandated by the Maitland-Newcastle diocese to complete a volunteer induction at the school **before** they can commence volunteering.

PARENTS AND FRIENDS ASSOCIATION (P&F)

The P&F's purpose is to foster parent engagement with the school community and raise valuable funds for the betterment of our school. Recent P&F donations have included our new flooring at the back of the library, and the upgrade of school laptops and Ipads. We welcome you to attend our termly meetings. These are held at school. Children love to see their parents involved with the school and any kind deed, no matter how small, is always greatly appreciated.

CANTEEN

The school's canteen operates Mondays and Fridays.

To order lunch for your child, please download the Qkr APP and place the order. A complete list of canteen items is distributed at the beginning of each term and renewed if there are price changes. Our canteen is organised and looked after by our Canteen Supervisor. Canteen cannot operate without our dedicated parent volunteers. Extra help is always much appreciated.

Please note the canteen does not sell nut products due to serious allergies.

We are an Allergy Aware School

At Rosary Park, there are several of our students with severe allergies to:

- Peanuts
- Tree nuts

These allergic reactions can occur through ingesting and indirect contact (E.g. touching equipment or clothing) with the listed foods. To ensure our students are safe, we ask you to avoid where possible sending any products containing **peanuts or tree nuts** to school. Our school, and the families of children with these severe allergies, are grateful for your support and awareness to ensuring the safety of our students.

Education is the key here, so it is important that you talk with your child about the reasons why this is important and ensure they too understand.

Tree nuts include: walnuts, almond, hazelnut, cashew, pistachio, brazil nuts, beechnut, chestnut, butternut, chinquapin nut, gijanduja, ginko nut, hickory nut, lychee nut, macadamia nut, nangai nut, shea nut, pili nut, pine nut, and pecan.



MEDICATION

The school is to be informed in all cases of students who require medication during the school day.

Short-term medication: If you wish the school to administer medication to your child (e.g. antibiotics, Panadol), you must notify the class teacher as well as provide to the office a note indicating child's name, class, dosage and time. Any medications given to children will be stored in a secured area. They should be given to the school in original packaging.

Long-term medication: The administering of medicines long term requires a letter of advice to the school from the child's doctor e.g. ADD medication, Epi-pens. Forms are available from the Administration office.

Asthmatics: Parents of children who suffer from asthma are requested to provide the school with an asthma action plan, from their GP. The school will administer analgesics, with written or verbal consent from the parent.

Anaphylaxis: Special action plans/Epi-pens are required

Parents of children who suffer from Anaphylaxis are required to fill out an Action Plan for Anaphylaxis, available from their family Doctor. It is required that any student with anaphylaxis always has an in-date Epi-pen at the school .



INFECTIOUS DISEASES/IMMUNISATION

All children entering Kindergarten must present an Immunisation history statement at the time of school enrolment which are placed on the child's file. The history statement can be downloaded from the Medicare website or obtained from your Family Doctor. A copy of the 'Blue Book' is not acceptable. Copies of the child's immunisation record are placed on the child's file.

Some infectious diseases have exclusion periods. Please note:

CONDITION	EXCLUSION PERIOD
Chicken Pox	Exclude until fully recovered or at least five days after the eruption first appears
Conjunctivitis	Exclude until discharge from the eyes has ceased
COVID 19	If child displays any symptoms, exclude until negative test result received (and provided to school). Please refer to NSW Health website for information regarding Close Contacts of COVID 19 cases.
Vomiting	Exclude until 48 hours after symptoms have ceased
Diarrhoea	Exclude until the diarrhoea has ceased
Jaundice	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice
Hepatitis A	Exclusion not necessary

Hepatitis B	Exclusion not necessary
Hepatitis C	Exclusion not necessary
HIV	Exclusion not necessary
Impetigo (‘school sores’)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing
Measles	Exclude for at least 4 days from the appearance of the rash
Meningitis	Exclude until well
Mumps	Exclude for at least 9 days after the onset of symptoms
Ringworm	Exclude until the day after treatment
Scabies	Exclude until the day after treatment
Lice	Exclude until the day after treatment
Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash
Whooping Cough	Exclude for 5 days after starting antibiotic treatment

ACCIDENTS AND SICKNESS

If your child is sick or injured at school, the school will administer First Aid and may contact you. If you are not available, your nominated emergency contact will be notified. It is therefore important to have up to date emergency phone numbers on record at all times. Please contact the office if your phone numbers change, or that of your emergency contact. In the case of a serious accident, an ambulance will be called to attend to the child at school. Parents are notified when an ambulance is called.

The school has a designated First Aid room to deal with minor incidents and accidents; if your child requires complex support please arrange for their care at home.

LOST PROPERTY

All items of clothing, bags, drink bottles and lunch boxes should be clearly marked. All unclaimed property is held for a time in the lost property box in the office. Children are encouraged to check the Lost Property box if they misplace items.

NEWSLETTERS

The school newsletter informs parents of school events, and P&F news. It is one of the main avenues of communication between school and home. The newsletter is published fortnightly, sent home electronically (via Compass) and placed on the website. Hard copies of the newsletter are available in the administration office and may be sent home on request.

PAYMENTS FOR EVENTS AND SCHOOL ACTIVITIES

Our preferred method of payment for school events is via 'Compass Event' which you link to your preferred card or account.

Cash amounts will be accepted, however are not encouraged. All monies are collected first thing in the morning and sent to the office. Money sent to school should be placed in a sealed envelope, indicating child's name, class, amount and purpose e.g. Year 3 excursion.

SCHOOL FEES (BASED ON TIME OF PRINTING NOVEMBER 2022)

The school is responsible for meeting all its recurrent expenses: insurance, electricity, rates, cleaner's wages, telephone, photocopying, replacement of furniture, copyright licence, library, ground maintenance, teacher and pupil resources and other administrative costs. The school is also responsible for minor maintenance of the school buildings. School fees are our major source of income. The commitment from parents in paying fees is greatly appreciated.

Tuition Fee Per Child	Per Year: \$1312 (discounts apply for siblings)
DFSBL Per Family	\$1455
Resource Fee Per Child	\$495
Voluntary Diocesan levy Per Family	\$300

Diocese of Maitland-Newcastle is very conscious of the financial challenges for Catholic school parents. Therefore, there is now a more equitable approach to discounting tuition fees for families.

For example, a family with two children attending Catholic schools will receive a 15% discount on each child's tuition fee. If for example you have a child in a Primary School and a Secondary School, you will receive a 15% discount on the Primary fee and the Secondary fee instead of paying the full tuition fee for each child.

In 2022, the attracted family discount for each child of the Diocesan Tuition Fee full rate is:

1 child family	0% - full rate applied
2 child family	15% each child
3 child family	25% each child
4+ child family	50% each child

ASSESSMENT AND REPORTING

The NSW Education Standards Authority (NESA) has made it compulsory for all schools from 2006 to provide parents with a student report twice a year, at the end of Term 2 and Term 4. The report must show assessment of achievement on a 5-point scale based on statistical standard as set by NESA and effort in each learning area on a 3-point scale. Rosary Park will give parents detailed information about what their child knows and can do as they progress in each key learning area.

Reports are sent home in Term 2 and Term 4. Parent/teacher interviews are held at the end of Term 2. If at any time teachers are concerned about the progress of a child, parents will be notified so that the matter can be discussed. Parents also have the option of making an appointment with their child's teacher if they have any concerns.

Kindergarten (Early Stage 1)

Students in Kindergarten receiving a report with a 3-point scale. The achievement grading scale for Kindergarten includes: working below stage level, working at stage level and working above stage level. A report will be developed that provides you with information about your child in the first year of school, Early Stage 1, in relation to his/her progress, learning habits and social development.

Years 1 – 6 five-point Common Grading Scale

A	The student has extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of content and has achieved very limited competence in some of the processes and skills.

COMMUNICATION AND APPOINTMENTS WITH TEACHERS

A Parent Information Evening is held early in Term One. This is an opportunity for you to meet your child's class teacher and hear his/her plans and expectations for the year. The School Newsletter is published every fortnight. This will keep you notified of school activities and any school information you may require.

If you are concerned as to your child's progress or wish to talk to the teacher, please inform them by note, the school email address or phone call. You will be answered within two (2) business days. We will be most willing to make an appointment before or after school.

Unfortunately, we cannot see parents 'at the door' or while on playground duty as the teacher's first responsibility is for the supervision of the children under his/her care. Please do not hesitate to make an appointment if you have a concern or wish to discuss a matter with a teacher.

The school also has an active website which is updated with news and events

School website: <http://www.branxton.catholic.edu.au>

Also, you will need to download Compass, our School App by going through the usual methods. You will be provided with a log in. The Compass App is regularly updated with notifications and events as well as absences and school reports.

COMPLAINTS RESOLUTION FOR PARENTS & CARERS

Schools are extremely busy places and occasionally an issue may arise in our school, which needs our attention. The school has a *Complaints Resolution Procedure* (which follows the Maitland-Newcastle Diocese policy & procedure) available from the school office:

Step by Step

There is a 5-step process to help you and the school reach an outcome that is in the best interests of your child. You must go through each step before progressing to the next. The five steps are:

1. Discuss your complaint with the class teacher*
2. Discuss your complaint with the principal or their delegate
3. Contact the CSO Parent Liaison Team
4. Contact the Director of Schools
5. Request an independent review

*You should speak directly to the principal if your complaint relates to general school matters or school policy. You should speak to the Parent Liaison Team if your complaint is about a school principal.

1. Discuss your complaint with the class teacher

Most complaints should be resolved at the local level. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal.

Contact the school to make an appointment with your child's teacher.

2. Discuss your complaint with the principal or their delegate

If you can't resolve your concerns after speaking to your child's teacher, you can raise your complaint with the school principal. The principal, or their delegate, may also be able to help you and the teacher resolve the problem if you were not able to after your initial discussion.

Complaints to the principal can be submitted in person, by telephone, in writing or via email.

3. Contact the CSO Parent Liaison Team

If you have not reached a resolution through steps 1 and 2, you should contact the Parent Liaison Team. You can lodge your complaint in person, by telephone, in writing, or online.

Your complaint should outline the steps you have taken to resolve the issue and include your full name and address. You should also sign and date it, and it's a good idea to keep a copy of any correspondence for your own records.

Your name and the nature of your complaint will be sent to the principal of your school. A representative from the Parent Liaison Team will then work with you and your school to seek a resolution. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

4. Contact the Director of Schools

If your issue has not been resolved through the above process, or if you would like a review of the complaint outcome because you have information that the complaint outcome was incorrect, and/or the complaint handling process was unfair, you can lodge your request with the Director of Schools.

Your request must be in writing addressed to the Director of Schools and must be made within 10 working days from the initial complaint decision. Your request should outline the steps you have taken to resolve the issue, the reasons for the request for review, and include your full name and address. You should also sign and date it, and it's a good idea keep a copy of any correspondence for your own records.

If your complaint relates to the Director of Schools, you may submit a request for review of the complaint outcome to the Bishop.

5. Independent review

You may seek advice from an external agency where relevant. The Office of the Advocate for Children and Young people provides a useful guide:

<https://www.acyp.nsw.gov.au/info/making-a-complaint>.

The CSO may cease dealing with the complaint while an external process is under way.

BEHAVIOUR MANAGEMENT

The establishment of good discipline and order in the school is essential to:

- Provide an effective, safe and enjoyable learning environment
- Help pupils develop behaviour which will assist them in becoming independent, responsible, caring members of the school and wider community.

All students are expected to behave and obey the school rules. They are to understand that all members of the school community (students, teachers, parents) have rights and with

those rights, come responsibilities. Students are encouraged to develop self-discipline and take responsibility for their own actions. Any breach of school rules carries with it sanctions, appropriate to the age of the child and breach. Normal sanctions include community service (sweeping paths, etc.), walking with teacher on playground duty or time out (off play) in the reflection room. Parents are notified if a serious offence occurs and may be called to the school to discuss the matter. The principal has the right to suspend and/or expel a student if the matter is very serious. Procedural Fairness principles apply. There is absolutely no form of corporal punishment. The school has a *Student Welfare Policy and Anti-Bullying Policy* which can be made available upon request.

Rosary Park operates school-wide expectations following a Positive Behaviour for Learning (PBL) Framework. It is expected that members of the school community will demonstrate these positive behaviours in all areas of the school. Students will be taught to be safe, respectful, and active learners.

No corporal punishment is administered at Rosary Park, nor do we approve of any corporal punishment being administered by adults whether at home or in any setting.