



A-Z Quick Reference for Families

ANAPHYLAXIS AND ASTHMA

Children who have been diagnosed by a medical practitioner as being at risk of anaphylaxis will have an individual management plan developed in consultation with the student's parents and teacher. The plan will need to be in place prior to the child commencing at Holy Rosary School.

An Action Plan for Anaphylaxis must also be provided to the school and updated annually. Action Plans and Epipens are kept in the sick bay.

An Action Plan for Allergic Reactions must also be provided to the school for children with allergies who have not been prescribed adrenaline autoinjectors (Epipen).

Children with asthma must provide a current Asthma Action Plan signed by a doctor. This plan must be kept up to date and any changes in condition are to be notified immediately. Children with asthma must bring Ventolin and a spacer to school.

ASSEMBLY

School assemblies are held on Friday afternoons at 2:30pm. It is a brief gathering immediately after the play break to acknowledge children who have adhered to our school expectations. Children who have received 30 PBL tokens will also be acknowledged and celebrated. We also provide children with updates on upcoming school events and reminders of school expectations. While parents are most welcome to attend, the assembly is student focused and does not include class presentations.

ATTENDANCE

When a child is absent from school, for any reason, an explanation from the parent/ guardian must be provided to fulfil legal requirements. Short term absences should be submitted via nForma.

Unexplained absences will be followed up by school staff. Child safety legislation mandates that the school seeks clarification of a student's unexplained absence. Please remember it is your responsibility to inform us if your child is going to be absent, late for school, or collected early.

Holidays/Planned Absences

If you are taking your child out of school for a holiday or any other planned absence, your request must be directed in writing to the principal via frontoffice@hrkensington.catholic.edu.au seeking permission for absence. This is a legal requirement.

ARRIVING LATE/DEPARTING EARLY

Please accompany your child to sign in or out at the school office if you are late or need to take your child home/to an appointment during school hours.

When arriving late, a *late pass* will be issued which must be handed to the classroom teacher by your child. Children will not be allowed to leave unless a registered parent/carer has signed them out from the office.

BEFORE AND AFTER SCHOOL SUPERVISION

School gates are open from 8:30am - 3:30pm.

Before 8:30am, the children must sit and wait in the 'Welcome Place' undercroft until the supervising teacher dismisses them. Children may then play in the top (Senior) yard until the bell rings at 8:50.

For safety reasons, the only ball game to be played at this time is down ball.

Once the after school supervision period concludes at 3:30pm, the duty teacher collects children from the yard who have yet to be picked up by parents/guardians. Children are then taken to the office and parents are called.

BOOK CLUB

The school acts as an agent for Scholastic Bookclub who offer affordable children's books at reasonable rates. Catalogues are distributed each term and orders are placed online by families. Each issue contains curated, age-appropriate titles that have been carefully selected and levelled. For every Book Club order, Scholastic gives 15% of the order to schools to purchase educational resources via its Scholastic Rewards program.

BOOK LISTS AND STATIONERY REQUIREMENTS

As we have an inclusive fee, Holy Rosary School organises all books and stationery required by children and supplies are available in the classroom, as required.

CANTEEN

The school outsources the canteen to TK Tuckshop, an online alternative to the traditional tuck-shop.

Orders are placed online before 8:30am to ensure same day delivery. The food is of excellent quality and is delivered in individually wrapped bags. To place an order or to view the service offered please download the SpriggySchools app. The service is offered every Tuesday.

Parent volunteers organise some treat foods for students to purchase on Fridays. These treats include icypoles, fruit drinks and chips. Students pay with a gold coin. They may purchase one food option and one drink.

CAR PARKING

Please note that there is no car park, drop off or pick up zone in Gower St. Parents are required to find a carpark on the street and then leave the car to collect their children. Parents must not double park or park across driveways in Gower Street. Disabled car parks require the driver to hold a disabled permit.

CHILD SAFETY STANDARDS

Holy Rosary is committed to providing a safe, nurturing and inclusive environment for every child. Child safety is the cornerstone of all we do, guiding our decisions, our practices and our culture. In line with [Victoria's Child Safe Standards](#), we maintain a strong and proactive approach to the care, safety and wellbeing of all students.

Families are encouraged to visit our [school website](#), where you will find our Child Safety and related wellbeing policies. These documents outline the important measures we take to ensure every child is protected, respected and supported.

If you ever have concerns about a child's safety or wellbeing, it is vital to take action. In accordance with the [PROTECT guidelines](#), you should report any concerns about the safety and wellbeing of children to a member of our Child Safety and Wellbeing Team. Together, by acting promptly, we uphold our shared responsibility to keep every child in our community safe.

COMMUNICATION

Families are encouraged to visit our school website. It hosts our key school policies, as well as essential contact details for extra curricular activities including chess, speech and drama and instrumental music and access to the newsletter.

Our newsletter remains the primary source of information for our community. It includes a comprehensive calendar of school events to help you stay up to date with everything happening across the school.

We use nForma to manage all school excursions, incursions, and camps. Through nForma, families can provide or update essential medical information for their children and accept or decline permission for upcoming school excursions, incursions, and camps.

CONTACTING STAFF

We value strong partnerships with our families and offer several ways to connect with our staff:

- **Quick Chats:** Teachers are present on the school yard at dismissal time and are happy to engage in quick, informal conversations
- **Email Communication (Administrative Only):** Email should be used for administrative items or brief logistical updates only
- **Substantive Discussions:** For matters of substance regarding your child, please contact the staff member to make a formal appointment
- **Email Guidelines:** Teachers are available to respond to emails up until 5:00 PM each school day. Please allow up to 48 hours for a response to email inquiries.

CSEF (CAMPS, SPORTS & EXCURSIONS FUND)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible children to attend activities like:

- school camps or trips
- swimming and school-organised sport programs
- outdoor education programs
- excursions and incursions.

For further information contact Lynette: accounts@hrkensington.catholic.edu.au

DAILY TIMETABLE

- 8.30am School gate opens and morning duty begins
- 8:50 am Bell rings for students to line up
- 11.00 am Children eat lunch
- 11.10 am Bell rings to begin first break
- 11.40 am Bell rings to end first play break
- 1.45 pm Children eat second lunch
- 1.50 pm Bell rings for second play break
- 2.30 pm Bell rings to end second play break
- 3.15 pm Bell rings for dismissal
- 3.30 pm After school playground supervision concludes and gate is closed

DEVICES

Chromebooks are used throughout the school as the main device for student use. They allow children to access online school documents, work collaboratively with others, and research using relevant websites. Children in Years 3-6 are allocated a chromebook to use throughout the school day, as required, in line with our curriculum. Children in Foundation to Year 2 have access to a bank of devices that are shared across these year levels.

Emergency Procedures

- **What to elaborate on:** A brief, reassuring note explaining that the school conducts regular safety drills (such as fire evacuations and lockdowns). Let parents know how they will be contacted in the event of an actual emergency.

EXCURSIONS/INCURSIONS

Excursions / Incursions take place in each year level of the school and are an integral part of the school curriculum. Levies cover the cost of excursions and incursions and it is expected that all children participate in the excursion program. Parents will be informed of the excursion details prior to the excursion and they must give permission for the child to attend the excursion. If no response is received, children are excluded from these programs.

EXTREME WEATHER

On days of extreme weather, the school curriculum is adapted so that children are engaged in activities appropriate to the weather. As our school is heated and cooled for optimal conditions, children are not dismissed early. On wet days and days of extreme heat during play breaks children will remain in their classrooms and engage in quiet activities. Two adjoining classrooms will be supervised by one teacher. Devices are not available for use at this time.

FEES

Our school fees are inclusive and cover tuition, books and stationery, as well as excursions, incursions and camps, ensuring families do not face additional costs throughout the year. Families are expected to meet their financial obligations, as these fees directly support the high-quality education and experiences we provide for every student. We do, however, understand that circumstances can change, and we are committed to assisting families who may be experiencing financial hardship.

FIRST AID

All children who are sick at school are sent to the sick bay for their care. The office administration staff will contact parents if children are not well enough to remain at school. Should your child require medication during the school day, a Medication Authority Form must be completed and signed by the parent before being administered by admin staff. Medication must be in its original packaging and be clearly labelled. As part of our First Aid Policy, any child presenting to the sick bay after a head knock of any type must remain in the sick bay until parents have been contacted.

FIRST AID TRAINING

All staff participate in Level 2 First Aid training every 3 years with annual updates in CPR and anaphylaxis. We have a defibrillator adjacent to the sickbay.

G-SUITE FOR EDUCATION

Holy Rosary uses G-Suite for Education which is a collection of online applications for schools and this includes school email accounts. G-Suite for Education accounts are managed by Holy Rosary School (and not by Google) and advertisements are turned off.

The G-Suite for Education online applications are accessed through a web browser. The benefit of this structure is that it allows flexibility in accessing documents and projects from any computer with internet access. Students can access their school documents from any internet connected device. Students can share their files with a teacher or peers which gives them the option to work collaboratively and for others to view their published work.

HATS

School hats are compulsory when the UV is 3 and above, as part of our 'Sun Smart' Policy. Generally hats are required from mid August to April. On days where UV is 3 for parts of the day, an announcement is made to ensure students only wear hats when required to ensure optimal exposure to Vitamin D.

HEALTH (IMMUNISATION) REGULATIONS

It is a legal requirement that parents provide an Immunisation History Statement from the AIR (Australian Immunisation Register) when you enrol your child in primary school in Victoria. The statement shows the child is up to date with all immunisations they can receive. If your child has not received vaccines for any reason, they will still require an Immunisation History Statement to enrol. The statement will show their vaccinations are overdue and will state that they are not up to date. However, the child will still be able to enrol in and attend school. If there is a disease outbreak, children who have not been immunised, can be quickly identified and excluded from school until the risk of infection has passed. Holy Rosary School also has a responsibility, under the Public Health and Wellbeing Regulations 2019, to exclude certain children for periods. There is also a responsibility to follow any direction to exclude a child that is made by the Chief Health Officer. Please refer to this [link](#) for the exclusion period for infectious conditions.

HOMEWORK

Although formal homework is not given to students, there is an expectation that they read at home every day and spend time learning number facts and multiplication tables for automaticity. There is also a list of activities to engage with on Term Overviews that class and specialist teachers provide. Family activities such as walking in the neighbourhood, cooking, shopping, watching tv together, reading together, sharing conversations, and playing card and board games, are strongly encouraged. At certain times throughout the year, children will be asked to prepare items for the science fair, our school production, for Masses and prayer services, and other public speaking opportunities.

Infectious Diseases / "When to Keep Your Child Home"

To ensure the health and safety of our entire school community, families must adhere to the Department of Health guidelines regarding common childhood illnesses:

- **Vomiting & Diarrhea (Gastroenteritis):**

- Exclusion Period: Children must remain at home until there has been no vomiting or loose bowel motions for at least 24 hours (or 48 hours in the event of an identified gastroenteritis outbreak).
- When Unwell at School: If a child develops symptoms during the school day, parents/carers will be contacted to collect them immediately.

- **Head Lice (Pediculosis):**

- If live head lice are detected, students are excluded from school until the day after appropriate treatment has commenced. The presence of eggs alone is not a cause for exclusion.
- Reporting & Privacy: Families are asked to notify the school promptly if head lice are found. The school will notify parents/carers in affected classes while strictly maintaining student confidentiality.
- Prevention: Long hair should be tied back to minimize head-to-head contact.

For a complete list of exclusion periods for other infectious diseases, please refer to the official [Victorian Department of Health School Exclusion Table](#).

INFORMATION & COMMUNICATION TECHNOLOGIES (ICT)

As part of the school curriculum, Holy Rosary School provides supervised access to Information & Communication Technologies (ICT). The school's computer network, internet facilities, computers and other school digital technology equipment/devices bring great benefits to the teaching and learning programs at Holy Rosary and to the effective operation of the school. The overall goal of the school is to create and maintain a cybersafe culture which is in keeping with the values of our school, and meets legislative and professional obligations. With this in mind, all students participate in online cybersafety sessions, '[Inform and Empower](#)' each term. Online bullying is not tolerated.

INTERSCHOOL SPORTS

Students in Year 6 are involved in the Interschool Sports Program which runs throughout the school year. The program involves competition between primary schools in our district in a variety of sports including swimming, tennis, cricket, cross-country, athletics, football, soccer and basketball. If a child displays high skills in their chosen sport they may proceed to selection trials at District level.

LIBRARY

The library contributes directly to a child's learning experience. The library houses a variety of resource materials: picture story books, fiction and non-fiction books, pictures and various audio-visual resources. All children are expected to borrow books from the school library regularly and a weekly borrowing session is available for this purpose. Parents are asked to encourage borrowing and a love of literature by taking an interest in what their child borrows. To help protect books from being damaged, each child is given a school library satchel. If library books are lost or damaged through carelessness, it is expected that the replacement costs will be met by the student/family.

LOST PROPERTY

Unclaimed property is held on the Lost Property rack in the foyer. At the end of each term all un-named, unclaimed items are directed to our second-hand supplies or disposed of. Please label ALL clothing items with your child's name. A sharpie is the best tool for this job.

LUNCH

Lunch orders are available on Tuesdays via TK Tuckshop, an online ordering system. It provides a range of foods, prepared off site and delivered in individually wrapped bags. To ensure same day delivery you must place your order before 8:30am. Ordering details are available on the newsletter and the school website.

When children accidentally leave their lunch at home, the office will phone parents to ask them to deliver lunch for their child. If this is not an option, we will provide lunch from items we have available at the time.

MANDATORY REPORTING

All members of the teaching profession are mandated by law to report signs of physical and/or sexual abuse and neglect. These reports are made to the Department of Families, Fairness and Housing and to MACS. Some reports are also made to Victoria Police.

MASS

Each class attends a Friday morning Mass approximately once per term with whole school Masses also held on special occasions including the beginning of the school year, Holy Rosary Day and end of the school year.

Mercy Spirit Award

The students and families of Holy Rosary School were cared for by the Sisters of Mercy from 1916 until 2011. The Mercy Spirit Award honours the Mercy Sisters and is presented to two students who shine with Mercy Spirit in their everyday lives. They display our school values of respect, integrity, resilience, relationships and kindness. They follow our school expectations; Safety is our Right, Learning is our Responsibility, Respect is our Way.

The Award is presented annually at our Holy Rosary Day celebration in October. Each recipient's name is engraved on the Holy Rosary Mercy Spirit perpetual shield that hangs outside the library.

MOBILE

If children must bring a phone (or other connected devices) for safety while travelling to and from home, it must be switched off and handed to the front office on arrival at school. Children then collect their device from the office at the end of the day.

NEWSLETTER

The school newsletter is published weekly and is sent electronically to all families on Monday mornings at 7am. The newsletter is our main form of communication and is a valuable resource for parents, providing information on the school's activities and scheduled events, including important messages from the principal and other school staff.

nFORMA

nForma automates excursion permission forms and securely manages student medical records. Parents are required to upload and regularly update health and medical details in the nForma medical module.

NATIONAL LITERACY/NUMERACY TESTING (NAPLAN)

National Literacy/Numeracy testing is conducted each year for all years 3 & 5 children with the exception of any child who is exempt. The tests include Language Conventions, Writing, Reading and Numeracy. Dates are advised via the newsletter early each school year.

OUTDOOR EDUCATION

Our Outdoor Education Program begins in Foundation with breakfast at school and a special celebration. Year 1 children participate in excursion activities extending beyond the school day. Year 2 students have an excursion and dinner at school. Children in Years 3 and 4 attend an overnight school camp each year. Year 5 and 6 stay away for two nights. Camps provide opportunities for teachers and students to get to know each other and to enjoy an activity based educational camp experience.

OUT OF SCHOOL HOURS CARE PROGRAM (OSHC)

OSHC operates at Holy Rosary before school from 6.30 am to 8.30 am and after school from 3.15 pm to 6.30 pm. It provides care in a safe, warm, friendly, caring and homely atmosphere. The program is operated by MACSEYE.

PARENT PARTICIPATION and VOLUNTEERING

All parents are encouraged to be actively involved in the life of the school. Opportunities are available for participation in classroom programs, excursions, senior sport, school library etc., and as parent representatives on the School Advisory Council. We welcome families to become involved in our fundraising activities and to join us for celebrations of learning, assemblies, Masses and other activities. All parent volunteers must hold a current Working with Children Check and read and sign the school's child safe policy. Parent helpers/volunteers must sign in on the iPad located in the school office where they will be issued a sticker. Vests are worn by volunteers when going on excursions or supervising on the yard.

PARENT TEACHER CONVERSATIONS

Parent/Teacher conversations are available twice per year at the conclusion of Term 1 and Term 4. These meetings provide an opportunity for parents to discuss the progress of their children and any concerns that either teacher or parent may have. Teachers are available at other times to discuss a child's educational growth with parents. Parents are asked to phone the office, contact the teacher via email or in person to make an appointment for an interview. This ensures that the teacher is available and well prepared. The Principal, Deputy and Learning Diversity Leader are available by appointment for parents to discuss the wellbeing of children.

PERSONAL PROPERTY and TOYS

It is not recommended that children bring toys, trading cards, or precious personal items to school. However, should they bring these items to school, this will be at their own risk.

PHYSICAL EDUCATION

All children from Prep to Year 6 have a weekly PE lesson. Children are expected to wear sports uniform on their sports day (Wednesday or Thursday). The children are also placed in a house team of either Blue, Green, Red or Yellow and their selected colour will remain the same for the duration of their primary school years. Children compete against each house team in various athletic events. The winning team receives the honour of having their house team engraved on the sports shield.

POLICY DEVELOPMENT

MACS provides the majority of our school policies. Policies not provided by MACS are developed continually through a process involving Staff and School Advisory Council. Policies are available on the school website.

PREMIER'S READING CHALLENGE

Students may choose to participate in the Premier's Reading Challenge. The Challenge encourages children to read a set number of books over the year and record their reading online.

FOUNDATION ORIENTATION

As part of our Foundation transition program we offer 4 transition sessions for children to attend. The children will be involved in specific “getting to know you” sessions with either our current prep teachers or specialist staff. At the same time, we have timetabled parent information sessions on a number of topics. We have specific sessions where parents can become more informed about the running of the school and the types of curriculum offered. Past experience has shown us that these days, while being of invaluable importance to the children’s smooth transition to school, are also often vitally important to parents as well.

REPORTS

Formal written reports are issued electronically twice per year, at the end of second and fourth terms.

ROAD SAFETY

All students crossing to and from the school across Gower St MUST use the zebra crossing. Parents are also requested to use the crossing as a positive role model for all children. Motorists are reminded that our school is in a 40km zone and they must adhere to road rules, including not double parking. Parking across the zebra crossing is both illegal and dangerous. It is also dangerous to perform u turns in front of the school. Andrew, our crossing supervisor, works hard to ensure the safety of all children.

SACRAMENTAL PREPARATION

Reconciliation- Year 3

Eucharist- Year 4

Confirmation- Year 6

It is the responsibility of teaching staff to prepare the children for each of the sacraments with support from families. The Sacrament celebration is planned by teachers with the Religious Education Leader and the parish priest.

Specialist Programs

We tailor our curriculum to support each student's growth, development, and interests through a diverse range of specialist programs. Lessons are taught weekly:

- **Music:** Classes focus on music-making skills. Students can join various extracurricular bands and choirs, perform at events like the school musical production and seasonal concerts, or enrol in optional private instrumental tuition during or after school.
- **Science:** Curriculum-aligned science lessons are complemented by inquiry projects and an annual Science Fair.
- **Physical Education:** PE classes promote fitness, skill development, and active participation. Students participate in water awareness, interschool sports, carnivals, gala days, and accredited coaching programs from major sporting bodies.

- **Languages (Japanese):** Prep to Year 6 students develop basic vocabulary and conversational skills through engaging activities including song, dance, and craft to explore Japanese culture.
- **Visual & Performing Arts:** All students take weekly art lessons that focus on Visual or Performing Arts. The school alternates yearly between hosting the Holy Rosary Art Show (displaying 2D and 3D artwork) and putting on a full Musical Production at The Clocktower Theatre, Moonee Ponds.

STUDENT FREE DAYS

Student Free Days are planned each school year to provide the opportunity for all staff to attend whole school professional learning. There are four scheduled days each year. These dates are available on our website and in the newsletter.

STUDENT LEADERSHIP

Student voice is actively fostered at Holy Rosary through our student leadership opportunities. The Student Representative Council provides a platform for student voice, featuring elected representatives from Years 3 to 6. They share feedback, initiate student-led projects, and support the local community. Additionally, School and Vice Captains are elected by senior students and staff, while House Captains actively lead house activities and engage in all aspects of school life. Student Representative Council (SRC) Our leaders actively share student opinion and feedback and initiate and support projects that give back to the school and the local community.

STUDENT WELLBEING TEAM

The school's leadership team constitutes the Wellbeing group who are responsible for monitoring the safety and wellbeing of all students. The school also employs a Wellbeing Leader and a Learning Diversity Leader. Any parental concerns regarding student wellbeing should be directed to class teachers, principal, Deputy, Wellbeing Leader or the Learning Diversity Leader.

SWIMMING LESSONS

Swimming tuition is compulsory. The swimming program is held at Kensington Aquatic Centre.

Term Dates & Public Holidays

Start and end dates for each school term, as well as gazetted public holidays, can be found on the school calendar on our website and in the school newsletter. The newsletter also provides regular reminders to families ahead of upcoming public holidays and key calendar dates.

Please note: MACSeye is not available on public holidays.

Transition (Year 6 to Year 7)

We are committed to supporting our Year 6 students as they prepare for the exciting move to secondary school. To ensure a smooth transition, students participate in transition days at their destination high schools, allowing them to experience the new environment firsthand. Our teachers provide written transition information for the new school. For students requiring additional support, Program Support Group (PSG) meetings are arranged with families to create tailored transition plans that set every child up for success.

TUBS – Communication with Office

In the mornings teachers collect any notes/envelopes from children for the office which are placed in the class tub for delivery to the office by 9.00am. Cash payments should be delivered by hand to the school office by parents. Tubs are collected from the office every day after 3.00pm. Teachers will then distribute relevant notes/envelopes.

UNIFORM

We believe that uniforms help maintain a sense of unity and belonging and therefore, students are expected to wear the correct school uniform each day and to take pride in their appearance. For safety reasons, jewellery is not to be worn, except for watches and small sleepers or studs in pierced ears. Smart watches may be worn as a timepiece but must not be connected to the internet or mobile networks during school hours. Nail polish and other cosmetics are not part of our uniform.

School uniforms can be purchased through Noone Uniforms. Purchases can be made online with a free delivery service to the school. Alternatively you can visit their shop at 543 Keilor Rd, Niddrie.

WEBSITE

The school's [website](#) is managed by the principal and admin staff and is updated on a regular basis. All parents are encouraged to familiarise themselves with the information contained on the site.

WORKING WITH CHILDREN CHECK (WWCC)

All volunteers (parents and non-parents) and other persons entering the school, ie contractors, tradespeople, etc must have a WWCC. The technicality of this check is that it is for anyone who has direct contact and supervision of children or non-direct contact but working in an area near children. Therefore, any parent helpers must comply. After a parent completes the online application, they are to present the receipt at the post office as part of the application process. Once the application has been finalised, the Department of Justice will issue a licence-sized WWCC card. It is important to note that the school also receives notification of a successful application from the Department of Justice, only if Holy Rosary has been nominated on the application form. These are kept on file in the school office. Checks are free for volunteers.

YARD SUPERVISION

All playground areas are supervised at all times by staff. Before school supervision commences at 8.30am and after school supervision concludes at 3.30pm. Staff on yard duty are identifiable by the pink fluoro vests they are required to wear.