

# HOLY ROSARY SCHOOL

PARENT  
HANDBOOK  
2020



# SCHOOL PRAYER

God our Father, bless the  
community of Holy Rosary :  
Students, staff, parents and  
friends.

Help us to grow in strength  
as Christians and be a good  
example to all.

Encircle us with your loving  
care.

May we grow in faith and  
may Jesus' commandment  
of love, to "Love one  
another as I have loved  
you", become deeper in our  
daily lives.

# HOLY ROSARY SCHOOL

## PARENT INFORMATION BOOKLET

This booklet has been prepared to inform parents of the processes we follow at Holy Rosary so that you have as much information as you need to assist you throughout the school year to help you enjoy being part of the Holy Rosary School community.

## School Details

99 Loch  
Street  
Derby 6728

9161 7200

[admin@hrsderby.wa.edu.au](mailto:admin@hrsderby.wa.edu.au)  
[www.hrsderby.wa.edu.au](http://www.hrsderby.wa.edu.au)



# PRINCIPAL'S MESSAGE

WELCOME TO HOLY ROSARY SCHOOL DERBY.

I am delighted to be appointed as principal of the beautiful Holy Rosary School Derby from 2020. We aim to provide a holistic, Christ-centred education that promotes Gospel values of respect, caring for the community and helping our students strive to use all the gifts and talents that God has given them.

Holy Rosary School pays respects to the past, present and emerging traditional owners and strives to be a role model for reconciliation with the nation's First Peoples.

The Holy Rosary School community extends to you and your family a sincere welcome. The information in this booklet is to assist you and if you have any questions, our staff or I will be only too pleased to help you.

Best wishes

Yvette Clifton

Principal

# VISION AND MISSION STATEMENT

We are a Christ-Centred community where we learn, we care, we serve, we pray and aim to become responsible global citizens.

We provide an inclusive curriculum that caters for all students in a safe and welcoming environment and where all are encouraged to take ownership of their learning and behaviour through living the Gospel values.

As well as placing importance on all the Learning Areas, we also promote the development of the '4Rs':

Reverence for God;

Respect for self, others and property;

Responsibility for their own behaviour and learning;

Resilience - not to give up when faced with challenges.

# SCHOOL HISTORY

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Holy Rosary School, Derby is a Catholic Primary School, which caters for approximately 165 students from Three-Year-Old Kindergarten to Year 6. The school was established in 1954 by the St John of God Sisters who remained until 1988 when the De La Salle Brothers took over the leadership of the school. The first lay Principal was appointed in 1994 and lay personnel, who enjoy a close relationship with the parish, currently staff the school.



# SCHOOL FACTIONS

Holy Rosary School has 3 factions:

Johns - Red - named after the Sisters of St John of God who established the school.

Pallotti - Green - named after the Pallottine Fathers who assisted in the Kimberley in setting up schools

La Salle - Yellow - named after the La Salle brothers who ran the school for some time



## PARISH INFORMATION

MASS TIMES: MON, TUES, FRI: 7:30 AM

SAT: 6:00 PM, WED: 6:00 PM

PH: 9191 1227

PARISH PRIEST: FR VICTOR LUJANO

# SCHOOL YEAR 2020

PROPOSED STUDENT DATES FOR 2020

**TERM 1:** MONDAY 3RD FEB TO THURSDAY 9TH APRIL

MONDAY 17TH FEB: PUPIL FREE DAY

MONDAY 2ND MARCH : LABOUR DAY

**TERM 2:** WEDNESDAY 29TH APRIL TO FRIDAY 3RD JULY

MONDAY 1ST JUNE : PUBLIC HOLIDAY

**TERM 3 :** TUESDAY 21<sup>st</sup> JULY TO FRIDAY 25TH SEPTEMBER

PUPIL FREE DAY: FRIDAY 14TH AUGUST

PUPIL FREE DAY: MONDAY 17TH AUGUST

**TERM 4 :** MONDAY 12TH OCTOBER TO FRIDAY 11TH

DECEMBER

## Holidays taken during the school year

All families taking holidays during the school term for more than 3 days are requested to email the principal.

# ENROLMENT POLICY

The Catholic Education Commission of WA strives to make Catholic schooling available to children whose parents wish them to receive a Catholic education based on Gospel values within a caring Christian environment.

The principal will interview all new students with their parents.

## **Change of schools- Notice of Withdrawal**

If you intend to leave Holy Rosary School , you need to contact the Principal and give as much notice as possible. Parents are required to give 10 weeks notice in writing if they wish to withdraw their child from the school during the year. If a student is withdrawn without notice during a term, the full fees for that term plus 10 weeks fees will be charged.

# SCHOOL FEES

A copy of the Fee structure will be included with your application package. Fees may change from year to year. The payment of fees is essential for the provision of resources.

School Fee accounts will be issued once a year in February. These will be sent with the eldest child. Reminder statements will be emailed at the beginning of Term 3.

Payment options :

1. Pay in full by 6th March 2020 and receive 5% Discount to tuition fees (not applicable for HC card discount)
2. Pay in 4 instalments between March and October
3. Pay full amount via Direct Debit between February and October.

Catholic education aims to be affordable and accessible to all. Fee assistance and bursaries are available to any family who wishes to attend Holy Rosary and is unable to afford the fees. Please make an appointment to see the Principal if you wish to discuss this option for your child.

# PARENT/CAREGIVER INVOLVEMENT

At Holy Rosary School we aim to work with parents in all matters concerning their child's education. Parents are actively encouraged to assist in the school and help us to achieve quality education for each individual child. At Holy Rosary we recognise that education is a 3-way process dependent upon an effective partnership between parents, students and teachers.

The school recognises that parents are the first educators of their children, especially as the teachers of religious beliefs, values and attitudes. The school is aware that parents delegate authority and responsibility to the school for their child's education and therefore expect support from parents/caregivers in following all of its rules, policies and procedures.

The School Board comprises members of our school / parish community who are responsible for such things as planning, disseminating information, managing all finances and advising the Principal. The Parents and Friends Committee is a vital part of the school community and we encourage parents to join our P & F.

# COMMUNICATION

Communication between the school and the parents is vital to achieve positive outcomes for all. Holy Rosary School uses a variety of ways to communicate with the parents. Means of communication may include:

A weekly newsletter (will also be available on the Holy Rosary School Home Page)

Informal contacts - frequent conversations between parents and teachers when things are going well can lead to healthy relationships

Parent/Teacher interviews

Formal reporting meetings

Letters from Leadership or Teachers

Parent of the Week

3-Way Conferences i.e. Parent, Student and Teacher

If parents have any matters that they would like to discuss, it is recommended that they make an appointment to see the person concerned. Other than emergencies, parents are requested to make an appointment. Parents are required to go to reception first for direction.

# GENERAL INFORMATION

## **REPORTING**

Term 2: Reports and parent interviews

Term 3: Learning Journey Open Classroom Evening

Term 4: Parent interview and Reports

Parents are encouraged to contact the class teacher, if they are concerned about the progress of their child.

## **LEAVING THE SCHOOL GROUNDS**

Children will not be permitted to leave the school grounds once they arrive at school, unless their parents pick them up. If you wish to take your child from school, please notify the teacher and sign your child out at the office. A note is required if you wish for your child to go home for lunch.

## **ABSENCES**

If your child is absent the school requires a phone call followed by a written explanation on their return to school.

# GENERAL INFORMATION

## **CONTACT DETAILS**

If you have a change of address, contact telephone numbers or contact person, the change of information **MUST** be conveyed to the School Office immediately.

## **CHANGE OF SCHOOLS**

If you intend leaving Holy Rosary School, you need to contact the school at least a week beforehand to allow time for school records and reports to be prepared for transfer to the new school.

## **CANTEEN**

The school has an arrangement with BP Colac for lunch orders. If you wish to order please write order on an envelope with payment enclosed and give to the front office before 8am.

Every class in the school has a refrigerator and we encourage parents to provide healthy recess and lunch food that can be stored safely in the refrigerator. Please do **NOT** send lollies, soft drinks or other foods high in sugar or fat content.

# GENERAL INFORMATION

## **SCHOOL UNIFORM**

School uniform **MUST** be worn at all times. We request a note should your child not be in uniform. The school uniform is:

Royal blue shorts or skort (girls)

Royal blue shirt with gold collar and school crest

Royal blue school hat (kept at school)

Sandals or runners (no thongs or slip ons)

## **JEWELLERY**

Chains, bracelets, bangles and rings should not be worn to school.

## **EARRINGS**

All students may wear studs or sleepers in the lower earlobes. No decorative earrings are permitted as these can become a health hazard during play and sporting activities.

## **NAIL POLISH/MAKE-UP**

Coloured nail polish and/or make-up is not to be worn to school.

# GENERAL INFORMATION

## **TEXT BOOKS AND STATIONERY LIST**

Text books required for schooling will be ordered by the school and the cost passed onto the parents/carers. At the end of each year, parents/carers will be issued with a stationery list, outlining the basic essentials for the following year. It is at the parent's choice where these items are purchased.

## **HOMEWORK**

Homework can take a number of forms depending on the purpose for which it is set. Homework is set by individual teachers and the time expected to be spent each night increases as the students move through school. Reading with your child and encouraging your child to read to you is an important element of the reading process.

## **BICYCLES**

Children who ride bicycles to school **MUST** wear bicycle safety helmets. Bike racks are provided. All bikes should have a lock. Helmets, bikes and locks must have the child's name printed clearly on all of them. It is **NOT RECOMMENDED** that students below Year 4 ride to school unless supervised by an adult or older student.

# GENERAL INFORMATION

## **BUS SERVICE**

A morning only school Bus Service runs for students in PP-Yr 6, who live in town. If you wish to access this service, please contact the office to make arrangements. Please note, students must be on time, at the selected pick up points. The bus will not wait for students who are running late. Pick up points: This depends where your child lives. Please contact the office for pick up points. Students who live out of town and need bus access, need to contact Derby Bus Service.

## **MOBILE PHONES, ELECTRONIC GAMES AND GAMES**

Please note that mobile phones, electronic games, iPads, swap cards, games, toys etc are not to be brought to school. These tend to get lost or broken and don't encourage children to join in active games and socialise with others.

## **SCHOOL NEWSLETTER**

Newsletters will be emailed out each Thursday to parents unless a paper one is requested.

# GENERAL INFORMATION

## **SCHOOL HEALTH**

A nurse, from the Health Department (when provided) visits the school twice a week, to conduct a comprehensive screening program at our school. The days and times are negotiated at the beginning of each school year. Each year every child in Pre-Primary, will have their hearing checked. Other children are screened on request. Also, a full health assessment is given at Pre-Primary level. Other health and developmental problems are dealt with on request. Each class has a simple first aid kit to enable students to self treat cuts, abrasions and small sores. It is the responsibility of the parent/caregiver to treat all minor sores or abrasions. If you are unable to treat any of your child's ailments, please seek professional medical advice. PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL.

Please check children's heads regularly for head lice.

# GENERAL INFORMATION

## **ASSEMBLIES**

Friday at 1:45 pm is our School Assembly. During Terms 1 and 4, assembly will occur in the Multi-Purpose Room and during Terms 2 and 3 the assembly will be in the undercover area.

The Student Representative Council, elected from years 5 & 6 run the Assembly. Every class presents an item/display work at one assembly each semester. During assembly, children who have made notable achievements in an area of school life are presented with Merit Certificates and other awards.

On Mondays we have a short whole school briefing at 8:05 am that runs for around 15 minutes.

## **IN - TERM SWIMMING**

Swimming lessons are a valuable programme offered by Holy Rosary. The school recognises the importance of water safety and views the swimming lessons as an integral part of the school curriculum. If your child cannot participate, please forward a note explaining the reason. Swimming lessons may be held in Term 1 (Yrs. 2- 6) and Term 4 (PP-Yr 1) and will be supervised by school staff. The lessons run over a two-week period and there is a cost for entry into the pool.

# GENERAL INFORMATION

## **CYCLONE WARNING**

### **If a Yellow Alert is called before school-**

Students do not come to school

Informed by radio. Teachers come to school.

School must be made secure. Duty of care exists. If any students inadvertently attend school. Parents contacted to collect children. Students who are not catered for must be supervised until the end of the school day. (Family & Children's Services may be of assistance in dealing with these children after school finishes or if the intensity of the cyclone escalates).

**If a Yellow Alert is called before lunch-** students sent home. \*Buses called. Parents informed by radio (through normal SES messages). Teachers ensure school is prepared.

Information to parents should include provision for families with exceptional circumstances to alert the school in the event that they are unable to make arrangements for caring for their children. \*Students who are not catered for must be supervised until the end of the school day.

**If a Yellow Alert is called after lunch** - students are kept until closing time. Parents may pick up students early if they choose.

# GENERAL INFORMATION

## **School Session Times**

7:35 am Students supervised in before school play

7:45 am Teachers open classroom doors for students to put lunches in fridges

7:55 am Bell and Line up time

8:00 am Classes Commence – Session 1 and 2

10:15 Recess

10:35 First Bell, students to get drink, toilet and line up

10:40 Sessions 3 and 4

12:45 Lunch (Eat for first 10 minutes seated)

1:10 First bell, students to get drink, toilet and line up

1:15 Session 5

2:20 End of day

Students should not arrive at school before 7.35 am. Playground is supervised for 20 minutes after school. Children remaining on the premises after 2.40pm are taken to the office where they will be supervised until they are collected by parent/guardian or designated other.

# GENERAL INFORMATION

## **Student Information**

All student personal records (medical/family/previous school) are kept in the school office. The office needs to be notified immediately of any changes so that prompt contact can be made in emergencies. Court/custody orders must be provided to the office.

Change of details form is available from the office.

Medical records must be updated annually and emergency medical plans must be signed by a medical practitioner.

## **Academic Extension Programme**

From 2020 students will be tested for their suitability for academic extension, taken by Ms Christina Son. The programme will run for 1 hour per week and will extend the children's learning in areas of science, humanities and STEM. There will be separate classes for upper primary and early years students. Parents will be notified early in the year if their child is selected for the Academic extension programme. There may be occasions during the year in which other students are invited to join the programme for a unit of work.

# GENERAL INFORMATION

## **Specialist Classes**

For 2020, students will receive specialist classes in:

Science/STEM

Digital Technologies

Sport

Music (Years 1 – 6 , for 1 semester only)

## **Sacramental Programme**

The Sacramental programme is parish based, family focussed and school supported. Children are prepared for the Sacrament of Reconciliation in Year 3, Eucharist in Year 4 and confirmation in Year 6. Please note that children must have received the Sacrament of Baptism to receive further Sacraments.

# BEHAVIOURAL EXPECTATIONS

## **Respect Other People and Ourselves**

Right: We all have the right to feel safe and important in our school

Responsibility: Take care not to hurt others verbally, physically or by bullying. Take care of your own well being.

## **Be Courteous and Considerate**

Right: We all have the right to be treated fairly and have our opinions considered.

Responsibility: Be thoughtful, respectful and courteous to others.

## **Respect Property**

Right: We all have the right to have our property and our school's, respected by others.

Responsibility: Take care of personal and school property.

## **Move Safely Around the School**

Right: We all have the right to move safely around the school

Responsibility: Move safely around the school

## **Always Wear the Correct School Uniform**

Right: We are proud to show others that we belong to Holy Rosary

Responsibility: Wear the correct uniform with pride

# PARENT AND SCHOOL PARTNERSHIP

## **How can parents and caregivers help to make Holy Rosary even better for our students?**

- Encourage your children to take pride in their school, to develop a sense of responsibility for the buildings and the surroundings, and for the school community as a whole.
- Welcome new parents, help them feel like they belong and build their confidence in our school.
- Offer constructive criticism to the school and suggestions, but direct these to the right people. It is appreciated when parents speak positively about our school around your children and in the community.
- Support a broad and balanced curriculum. Resist attempts by any pressure group to narrow the curriculum.
- Participate when the school consults families and requests input into school policy and operations.
- Let the teachers and staff know that you support them.
- Try not to air grievances on social media.
- Support, share, comment and like posts to help spread the word about the great things happening at Holy Rosary.

## **Great things happen for our students when parents and schools work together as partners**



# Holy Rosary School

Building Strong Hearts  
and Minds for the  
Future

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6728

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