

*Our Lady of the Rosary  
Kellyville*



# H A N D B O O K



# General Information

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## School Hours And Supervision Of Pupils

### School hours

8:15am	Supervision commences
8:45 am	Commencement bell
10:45 am – 11:15 am	RECESS
11:15 am – 1:15 pm	Classes
1:15 pm – 1:25 pm	Eating time
1:25 pm – 1:55 pm	LUNCH/PLAY
1:55 pm – 2:55 pm	Classes
2:57 pm	Dismissal Bell

### Arrival time

It is important for the child and the class for all children to be on time. Children need to be at school **before** 8:45 am so that classes may commence promptly.

### Late arrivals

Arriving after 8:45 am - parents **must** escort their child to the office to collect a Late Pass before going to class. Parents do not accompany their child to the classroom.

### Leaving early

Parents must call at the office to collect their children if they need to leave early. Parents are requested to make medical or dental appointments outside school hours where possible, rather than disrupt their child's school routine. If it is necessary for parents to pick up children before the end of the school day they should be collected **before** 2:45 pm to avoid last minute congestion.

### Supervision

Children are not to be dropped off before 8:15 am as this is when the school gates are opened. There is no supervision before this time. We ask all parents to collect their children between 3:00 and 3:15 pm from the carpark pick up area in front of the hall.

Children are supervised as follows:

- ↳ on the playground before school from 8:15 to 8:45 am
- ↳ in the drop-off zone in the afternoon.

## **School Access Procedures**

### **School Access Procedures**

The following procedures have been introduced to ensure your child's safety.

1. Entry to the school is via the main gate or via Kiss and Drop zone behind School Hall – 8.15am – 8.45am
2. Parents may walk their children to school along the pathway as far as the Front Office. From here children go independently onto the playground.
3. Parents are NOT permitted to drive into the Staff Car Park area between 8am and 4pm. The Staff Car Park is not to be used to drop off late children or as a pick up point for collecting children.
4. Please observe posted parking restrictions in the streets surrounding OLOR as both the Castle Hill Highway Patrol and Council Rangers regularly patrol these areas.
5. If you need to collect your child from sick bay at any stage, there is a "Sick Bay Parking" spot made available for your convenience. This parking spot is located directly outside the school administration office.

## Before & After School Pick Up Arrangement

### Protocols for the Kiss and Drop:

- The only entrance to the Kiss and Drop is via Redden Drive.
- Please note the council speed limits of 40Kph and 10Kph.
- The Kiss and Drop zone is around the edge of the car park.

### Morning Drop off:

• No child is to be dropped off before 8.15am.

- The children's entrance to the school from the drop off zone will be via a new gate behind the hall.
- No child should walk through any car park space.
- Parents are asked to drive around the edge of the car park and drop their child off as close to the oval end as possible.
- If the drop off is to be efficient; parents should not get out of their car to get bags from the boot etc.
- Children should only alight from the left hand side of the car. Other arrangements need to be made if this is not possible because of baby seats etc.
- No child is to be dropped off or collected from the designated car spaces in the center of the car park.
- You must physically escort your children if you wish to park in the designated spaces. No child should be asked to walk through the car park.
- If your child is late for school you will need to take them to the office and sign them in. Please do not send them on their own.

### Afternoon Pick up:

- Parents are welcome to form a queue in the kiss and drop zone from 2.30pm.
- Please remain with your car if you are forming a queue.
- Please park in a center designated spot if you wish to enter the school grounds. It will disrupt the flow of cars if you park in the queue zone and leave your car.
- Children will only be allowed to enter a car from the left hand side. Please do not use the Kiss and Drop if this is not possible.
- It would help if parents attach a sign to the passenger side visor so that teachers will know which children to call to the queue. We will allocate you a number once you return the form attached.
- All children being collected by an adult in the afternoon will be waiting with staff at the pick up zone.
- Children not collected by 3.15 pm will be taken into the grounds and parents will need to park and come into the grounds to collect their children.

### Walk-In pick up

Parents park in surrounding streets outside school grounds and walk in to Infants seating area to collect children, following the dismissal bell. This area is supervised until 3:15 pm, after which the children are escorted to wait outside the school office.

### Acres Road walkers

Children with **written permission** may walk to Acres Road. This line leaves promptly on the bell at 2:57 pm. Children are dismissed from the corner of Acres Rd and Diana Ave. Teachers supervise the crossing and return to school.

### Walkers – Delphinium/Redden Drive

Children with **written permission** may walk to the pedestrian crossing on Acres Road (near Redden Drive), escorted by teachers. This line leaves promptly on the bell at 2:57 pm. Teachers supervise the crossing only and return to school.

## After School Care

<b>Quin Care OLOR Kellyville Parish OOSH</b> (held under the parish hall) <b>Vacation Care available</b>	ph: 8824 4451
<b>The Island *</b> 68 Redden Drive, Kellyville <b>Vacation Care available</b>	ph: 8883 5565 ph: 8814 6856

\* Children attending centres marked \* travel by bus from OLOR Primary.

## School Buses

There are two bus companies providing school bus routes to OLOR Primary:

Hillsbus	Phone: 9890 0000 Website: <a href="http://www.hillsbus.com.au">www.hillsbus.com.au</a>
Busways	Phone: 9625 8900 Website: <a href="http://www.busways.com.au">www.busways.com.au</a>

Bus timetables are issued at the start of the school year on the bus companies website.

### ***How do parents / students get an Opal card?***

For new applications or for students with changing circumstances, the parents or guardian are required to complete an online application. Go to [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

### **Bus lines**

Children line up on the netball court before being escorted to the bus waiting area. For any queries regarding bus routes, please ring the relevant bus company (see above).

## Air-Conditioning

All the classrooms are air-conditioned and on 'heatwave temperature' days, the children remain in the classrooms during recess and/or lunch with regular trips to the bubblers and toilets.

## School Banking

The School Banking Programme is run by Banking Co-Ordinators (volunteer parents) - not employed or paid by either the school or bank.

Banking starts at 8.15am every Thursday in the school library and finishes when the school bell rings for the start of morning assembly.

If you wish to take part in School Banking you will need to open a Commonwealth Bank (CBA) Youth Saver account.

## Birthday Cakes

Some parents like to send birthday cakes to school. If you choose to do this, could you please provide either individual cupcakes or ice blocks for your child to share with their class.

Please note that OLOR is a **nut-free school**. This also applies to cakes and sweets.

### **Our School is a Nut Free School Community**

At Our Lady of the Rosary School we have children who have severe allergies to nuts. While allergic reactions are common and most are not serious, for these children the reaction can be life-threatening. This is called anaphylaxis and can occur in minutes of an exposure to a trigger, in these children's case, nuts.

We see prevention as a major part of providing a safe environment for these children.

So as to support our community's effort in this regard we kindly ask that parents do not send snacks for recess or lunch that include Nutella spread, any peanut butter, nut spreads, snack bars and biscuits that contain nuts. Products having the statement 'may contain traces of nuts' are suitable to bring to school.

We also ask that you do not include foods that contain nuts when providing food for special events such as cake days or morning teas.

## School Canteen

Our Lady of the Rosary uses a school online ordering system serviced by **Tuck Shop 2 U**.

If you are interested please visit their website: <https://tuckshop2u.com.au>

Please ensure your child has sufficient cold drink in the hot weather.

## Hats

School policy is that children wear the school navy blue hat for play and sports activities. Please make sure your child has one in his/her bag. Those without hats need to play in the shade at lunch, recess and sports times.

## Homework

In Kindergarten, the children will be given no formal written home learning. However, during the year the children will have the opportunity to take home reading books and sight word sheets. These need to be carried to and from school in a separate plastic folder. Full details regarding home learning will be sent home prior to the commencement of the program. Primary children are given 30 minutes to 1 hour Monday to Thursday.

## Labels

Please help us to save you money. **All personal belongings need names:** hats, jumpers, both parts of tracksuit, drink bottles, lunch boxes (lid too), school bags and bag flaps, etc. Please check regularly to make sure that the label is still readable as after a few washes the writing is often illegible. (Hint: textas [permanent markers] are good for marking plastic items – and they cost less than a new jumper!) Items not clearly marked end up in the lost property and every three weeks any unmarked clothing is donated to charity.

## Library

Library Bags are available from the Uniform Shop (\$10) or you may prefer to make a bag. Kindergarten children usually start borrowing from the library in Term 1, Week 3. A note will be sent home to parents advising full details early in the term.

## Lunch

Children are **supervised eating their lunches for 10 minutes** prior to the play bell. Sometimes appetites and needs change. We ask the children to bring home 'leftovers' to help you gauge their needs. Please separate 'recess' and 'lunch' food. Recess food should be placed in a paper bag with child's name and class on it. In addition, all OLOR students have a 5 minute fruit break at 10 am each morning. (OLOR request small cut up pieces of fruit). Lunch should be in a lunchbox clearly labelled with child's name.

## Mobile Phones

The school requests that children of this age not bring mobile phones to school. If you feel your child needs to bring a mobile phone you need to write a letter to the Principal explaining the need. It must be understood that the school is **not responsible** for them. They must be handed in at the school office in the morning (switched off) and collected at the end of the school day.

## Newsletter

The [weekly newsletter](#) will be forwarded to each family via email, Skoolbag (iPhone App), and is archived on the school website under 'Community' > 'Newsletters' for your convenience. You can also subscribe to our newsletter from our 'Newsletters' page to receive all the latest school news and upcoming events straight to our email.

## Playground

There are four areas for play within the school. There are always teachers on duty in these areas. During recess and lunch separate areas are reserved for different age groups.

## Visitors Pass

For safety reasons **all** visitors (**this includes parents and volunteer helpers**) need to come first to the school office, to sign on and receive a visitor's pass. This pass must be worn and be visible to the children at all times the visitor is in the school. On leaving, visitors return to the office and sign off.

**Parents are not to go directly to classrooms for any reason.**

Occasions when visitors passes are **not** required – when general or specific invitations are issued to groups of parents, e.g. Open Day, Class Presentation, Cross Country/Sports Carnival/Grandparents Day.

## Parent Details

Please notify the school office immediately of any change to parent contact details e.g. address, phone numbers, emergency contact details etc.

## Working With Children Check

### Building Child Safe Communities – New procedures reminder for Volunteers

Our Volunteers make a significant contribution to students and our community.

As part of our new "Building Child Safe Communities" initiative, we request volunteers to complete **Step 1: "Building Child Safe Communities - Undertaking for Volunteers" form for each volunteer location**

**AND**

**Step 2: Complete the online training module – required every second year. (Approximately 20 minutes)**

Both these steps can be accessed by visiting the Catholic Education Diocese of Parramatta website <http://www.parra.catholic.edu.au> and then scrolling down to "Volunteers and Contractors – click here" link as shown below.



**BUILDING CHILD SAFE COMMUNITIES**

OVERVIEW EMPLOYMENT VOLUNTEERS CONTRACTORS

**Volunteers**

Thank you for your interest in volunteering. The opportunities provided to students are greatly enhanced by the contribution of volunteers.

**Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form**

You will need to complete a Volunteers Form for **each location** that you volunteer. A notification of your successful completion of the form will be sent via e-mail to the volunteering location and also to your email address.

[VOLUNTEER FORM](#) [PRIVACY STATEMENT](#)

**Step 2: Complete the online training module**

It is a system requirement that the online training module be completed by all volunteers commencing at any of our locations and the training needs to be completed every second year.

- Open the module by clicking the **Start** link below.
- Read through the presentation.
- Complete and submit quiz questions (this will take approximately 10 minutes).

[TRAINING MODULE](#) [PRIVACY STATEMENT](#)

**SEARCH**

All Sources

**CONTACT US**

For child protection matters contact:  
John Honan  
p 9407 7006

For Risk of Significant Harm issues contact:  
Kate Munro  
p 9407 7006

For Working With Children Background Checks contact:  
Kasia Malukin  
p 9640 5674

**Confidential fax**  
f 9640 5681

[Send us an email](#)

Please contact our school if you require any assistance. We thank all volunteers for their continued support.

## School Assemblies

Parents are very welcome to attend any school assembly. They are held each Friday afternoon at 2.00pm for approximately 30 minutes.

## Toys

Children may bring personal toys to school. They need to be aware of their personal responsibility to care for them. Please do not send expensive toys to school.

## Parents & Friends

The Parents & Friends Association works with Our Lady of the Rosary to build a stronger community.

### Class Parent Representative

Each class has a Class Parent Representative who is a key parent in helping to disseminate information when needed, organising parents to assist in class events and facilitating social events for the children and parents.

# Uniform & Grooming

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## School Uniform

### Uniform policy

- ↙ It is expected that all students of OLOR wear the required uniform at all times.
- ↙ No child is criticised or embarrassed when he/she is unable to wear uniform. Parents are requested to send a note when a child will not be in full uniform. This saves the need to question the child.
- ↙ **Jewellery** – children are not permitted to wear jewellery except for sleepers/stud earrings or a small cross and chain. Earrings that may "catch" and potentially harm the ear are not to be worn under any circumstances.
- ↙ **Hair** – parents are asked to ensure that their children's hairstyle is appropriate for school, i.e. neat and tied back for girls (if their hair is long), neat and well-groomed and an appropriate length for boys. Use of gel products to spike hair, which leads to children not wishing to wear their hat, is not permitted. Parents are also asked to ensure that children are not using inappropriate colouring products as these are unsuitable for school.

### Sports uniform

Sports uniform is to be worn for sport. Details of sports days are published on the class blog.

### Uniform requirements & price list/order form:

The OLOR Uniform shop is open each Wednesday 8.30am - 1.30pm.



# Communication With The School

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## Notes Between Parents And The School

**Children place all notes/fees in the daily class note bag.** All notes are collected each morning in the classroom note bag. Forms, letters and fees can be sent this way. **Please ensure that on the outside of the envelope you include full details, i.e. child's name, class, amount enclosed).**

Notes from the office are sent back the same way.

## Communication

Good and regular communication between parents and teachers makes for more effective education for the children.

**Early in Term 1, an Information Night will be held for Kindergarten parents. Details will be sent home in the previous year.**

Some form of meeting between teachers and parents is arranged at the beginning of the year and mid-year. At the end of Term 2 or beginning of Term 3 the reporting procedure will be an interview with parents including samples of work. A final report is issued in the last few weeks of Term 4. Any concerns of either the parent or the teacher need to be discussed at an arranged interview.

Interviews can be arranged by teacher or parent as follows:

- ↳ By phoning the school office or parent's home
- ↳ In casual conversation with the teacher
- ↳ By writing a short note.

When making a time to meet, the general area of discussion needs to be made known so that both parties can be prepared for the interview.

## Absence From School

In the event of your child being absent from school please forward to the class teacher a short note of explanation and dates of absences. An email may also be sent to [olorkellyville@parra.catholic.edu.au](mailto:olorkellyville@parra.catholic.edu.au)

# Health And Medication

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## Immunisation Requirements

### Protection against infectious diseases

The Department of Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with many other children and infections can spread very easily.

Children starting school who have not already had booster immunisation should have:

- ↳ one booster injection against diphtheria and tetanus (CDT)
- ↳ one booster dose of polio vaccine by mouth (Sabin)
- ↳ one injection of measles/mumps vaccine if they have not already had measles or been immunised against the disease.

Immunisation is available from your family doctor, from many council clinics and from some community health centres. Dates and times of clinics may be obtained from the council.

School requires an immunisation certificate for every enrolled child. Parents obtain these from their local doctor or health centre when their child is immunised. Children enrolling in Years 1-6 need to obtain a copy of the immunisation certificate from their previous school or a new certificate from their current doctor.

This certificate should attest that your child has been immunised against:

- ↳ diphtheria-tetanus-whooping cough (Triple Antigen)
- ↳ polio (Sabin oral vaccine)
- ↳ measles-mumps-rubella.

Any child for whom the school does not have an immunisation certificate must be excluded from school over any period where cases of infections arise within the school. The Health Department or the school will notify you at the time.

Please make arrangements to lodge your immunisation certificate on the first day of school, if you have not already provided it to the school office.

## Allergies To Nuts

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We also ask that you **do not** include foods that contain nuts when providing food for special events such as cake days or morning teas.

## **First Aid/Medicine**

Regular attendance is most important during these first years, as it maintains continuity of learning experiences and helps social adjustment. Home, however is the place for a sick child. If in any doubt about your children's health it is wise to keep them at home. If a child becomes ill at school, parents are contacted and asked to come and collect the child. If a child is hurt in the playground, he/she should tell the teacher/s on duty at the time. The child may then be escorted to the office for first aid. If your child needs to take medication on either a short-term or long-term basis, an authority form needs to be completed.

These may be collected from the [school office](#).

## **Administration Of Medicines At School**

### **Regulations**

For legal reasons the school can only accept responsibility for supervising children's medicines at school, if the required permission and paper work are submitted prior to the medication being administered.

- ↙ The school proforma entitled 'Administration of Medicine' must be completed every time. A new form must be completed every time there is a change in instructions. A doctor's certificate is required detailing dosage and administration times when prescription medication is needed to be given to a student.
- ↙ The medicine needs to be sent in a resealable plastic bag clearly marked with the child's name and class. At the end of the period specified on the form the medicine is sent home. Any further instructions require a new form.
- ↙ If medication is still needed a new start is made each term. It is the responsibility of the parent to collect the medicines otherwise they will be disposed of after school on the final day of term.
- ↙ Parents can come to the school office and administer medicines themselves at recess or lunchtimes if needed.

### **Alert medical situations**

- ↙ Parents are requested to provide up-to-date information and a small photo of their child if their child's medical condition is reasonably expected to require special monitoring or urgent first aid, e.g. Anaphylaxis and Allergy Action Plans, diabetic epilepsy, other severe allergies, etc. This information needs to be updated each year.