

*Our Lady of the Rosary  
Kellyville*



# H A N D B O O K



# General Information

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## Overview

Our Lady of the Rosary School is a Catholic, systemic, parish primary school coming under the direction of the Education Board of the Parramatta Diocese.

Our spiritual leaders are Fr Alejandro Lopez and of the Orders of Friars Minor, Conventual who administer the Parish of Kellyville.

Our enrolment is approximately 575 girls and boys from Kindergarten to Year 6. There are three parallel classes in Kindergarten, Year 1, Year 2, Year 3, Year 4, Year 5, and 6.

|  |                       |
|--|-----------------------|
| <b>Principal</b>                       | Mrs Annelise Stockey  |
| <b>Assistant Principal</b>             | Mr Mark Devlin        |
| <b>Religious Education Coordinator</b> | Mrs Roslyn Earl       |
|  |                       |
| <b>Kinder</b>                          | Mrs Helen Gilmour     |
| <b>Years 1-3 Coordinator</b>           | Mrs Sonya Swan        |
| <b>Years 4-6 Coordinator</b>           | Ms Helen Nafranowicz  |
| <b>Curriculum Coordinator</b>          | Ms Helen Nafranowicz  |
|  |                       |
| <b>OFFICE STAFF:</b>                   |                       |
| <b>Finance Secretary</b>               | Mrs Tracey DiGiuseppe |
| <b>Main Admin Office</b>               | Mrs Nicole Elliott    |
|  | Mrs Connie Este       |

## School Contact Numbers:

Phone: 8664 7800  
Email: olorkellyville@parra.catholic.edu.au  
Address: 8 Diana Avenue, Kellyville 2155  
Parish House: 9629 2595 (Fr Alejandro)

## School Hours

### 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        |

## School Terms

### School Terms

|               | Commences  | Concludes    |
|---------------|--|--------------|
| <b>Term 1</b> | 27 January (Staff)<br>28 January (Years 1-6)<br>1st February (Kindergarten) First Full Day (assessment interviews held on 28-29th January) | 8 April      |
| <b>Term 2</b> | 26 April   | 01 July      |
| <b>Term 3</b> | 18 July  | 23 September |
| <b>Term 4</b> | 10 October   | 20 December  |

### 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
- ↘ at the dismissal point from 3 to 3:15pm..

### Before & After School Care

|  |                  |
|--|------------------|
| OLOR Kellyville Parish OOSH (under the Parish Hall)        | Phone: 8824 4451 |
| Kellyville After School Care (at Kellyville Public School) | Phone: 9629 1919 |
| The Island After School Care, Kellyville (Redden Drive)    | Phone: 8883 5565 |

### Appointments

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

## Communication

Meetings between teachers and parents are arranged at the beginning of the year and midyear. At the end of Term 2 a semester one report is issued followed by the parent/teacher interview. A semester two report is issued in the last weeks of Term 4.

Any real 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.

Weekly Communication through class blogs: <http://kindyolor.edublogs.org>

We have also set up a school preparation blog: <http://froggyblogolor.edublogs.org>

## Banking

Information regarding Student Banking with the Commonwealth Bank will be sent home in 1st Term.

## Birthday Cakes

Some parents like to send birthday cakes to school. If you choose to do this could you either cut the cake before you send it (enough for all the class) or send cup cakes or chocolate crackles for your child to share with other children. Please refer to our notes on OLOR being nut free when preparing celebratory cakes.

## Buses

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

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

### Who is eligible for bus passes?

To be eligible a student must be a resident of NSW plus:

- ↳ Infant student (K-2) older than 4 years and 6 months who lives any distance between home and school; or
- ↳ Primary student (Years 3-6) who lives more than 1.6km (straight line) from school, or 2.3km or more by the most direct practical walking route

### How do parents/students get a School Opal card?

For new applications or for students with changing circumstances, the parents, guardians or students over 16 years are required to fill in a form online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

## Canteen

Our Canteen is outsourced to [Tuckshop2U.com](http://Tuckshop2U.com). You will need to create an online account.

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

## 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.

(PS: It would also be appreciated if Kinders could have a spare pair of undies in a plastic bag left in their school bag 'in case of emergencies')

## 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 will go to the library at recess and lunch.

## Homework

In Kindergarten the children will be given no formal written home learning. However during the year the children will have 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.

## 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.**

## 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. Items not clearly marked end up in the Lost Property and every 3 weeks any unmarked clothing is donated to charity.

## Lunch

Children are **supervised eating their lunches** prior to the play bell. Sometimes appetites and needs change. We ask the children to take home 'leftovers' to help you gauge their needs. Please separate 'recess' and 'lunch'. Recess to be placed in a paper bag with child's name and class and Lunch in a lunchbox clearly labelled with the child's name. We are aiming at becoming Waste Free – so please try and keep waste to a minimum.

## Latest News

The school publishes a fortnightly newsletter on the Wednesday of even school weeks. This newsletter is uploaded onto the website and also sent out via Skoolbag. We ask that all families provide the office with their current email addresses to be added to our data base and also download the Skoolbag App for OLOR from the App Store.

## Notes To The Office

**Children place all notes/fees in the Class Note bag daily.**

All notes are collected each morning in the Classroom Notebag. Forms, letters, fees can be sent this way. **Please ensure that on the outside of the envelope you include full details** (ie: child's name, class, amount enclosed). Notes from the Office are sent back the same way.

## Notes To The Teacher

**Absence:** Either a written note is required when a child is absent or an electronic acknowledgement via eForms on the Skoolbag App.

**Medicine:** Medicine Administration Forms are available from the School Office.

## Nut Free School Community

At Our Lady of the Rosary School we have an increasing number of children who suffer from anaphylaxis reactions to certain foods, nuts.

To assist in our duty of care for these children, direct nut products or products that list nuts as an actual ingredient, eg peanut butter and nutella are not permitted at Our Lady of the Rosary School. Please also keep this vigilance when sending in birthday cakes, cupcakes and other confectionary for whatever purpose. Additionally, we will continue to that children not share their food.

## Parent Group

We have a very active P & F group. All parents are welcome to join. This group organises and coordinates special events, information sessions, fundraisers etc. It is a great opportunity to socialise whilst helping OLOR at the same time.

## Playground

There are 4 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.

## Parent Details

***It is essential that if your contact details (address, phone numbers, etc) change during the year you notify the School Office immediately.***

## Toys

At recess and lunch time children are permitted to bring balls (tennis,) and skipping ropes (all clearly marked with child's name).

***PLEASE DO NOT SEND EXPENSIVE TOYS TO SCHOOL***

## Uniform

### Sports Uniform is to be worn on sports days

Sport lessons (which includes games, personal development and health) are conducted by specialist teachers. You will be notified of the day. Details will come home next year.

## Visitors Pass

For safety reasons ALL visitors, ***INCLUDING PARENTS AND VOLUNTEER HELPERS***, need to come first to the school office to sign on via our KIOSK system. On leaving, visitors return to the office and sign off.

***PARENTS ARE NOT TO GO DIRECTLY TO CLASSROOMS FOR ANY REASON.***

## Drop Off And Pick Up Procedures

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### Morning Arrival Options

- ↘ Diana Ave Kiss and Drop – short walk to school front gate
- ↘ Rear of School Kiss and Drop – children enter through gate at rear of school hall, adjacent to school canteen (Please exercise utmost care when driving in this area as it is a shared pedestrian/vehicular traffic zone with a 10km/h speed limit)
- ↘ Acres Road – park and walk approx 300m
- ↘ Bus – see school office for bus pass application (conditions apply re distance from school)
- ↘ Walk, Ride or Scoot – great for fitness
- ↘ Park in Kiss and Drop carpark at rear of school - enter through gate at rear of school hall, adjacent to school canteen (Please exercise utmost care when crossing from centre carpark to footpath)
- ↘ Park legally in nearby streets and walk in with your child(ren)

**PLEASE NOTE: Diana Ave vehicle access before school is for OOSH drop off only. The car park immediately behind the Church is not to be used.**

### Afternoon Departure Options

- ↘ Acres Road – park and walk into school to meet your child(ren). Children are also escorted by two teachers from the school around to Acres Rd each afternoon.
- ↘ Bus – see school office for bus pass application (conditions apply re distance from school)
- ↘ Walk, Ride or Scoot – great for fitness.
- ↘ Diana Ave – Children are escorted by two teachers to the pedestrian crossing at the lower end of Diana Ave. Children can be collected from the corner of Diana Ave and Redden Drive.
- ↘ Park legally in nearby streets and walk in to collect your child(ren).
- ↘ Rear of School Kiss and Drop – join the queue, ensuring all traffic rules are followed. After 3.15pm, any remaining children are escorted to the school office (Please exercise utmost care when driving in this area as it is a shared pedestrian/vehicular traffic zone with a 10km/h speed limit).
- ↘ Park in Kiss and Drop carpark at rear of school - enter through gate at rear of school hall, adjacent to school canteen, to collect child(ren). This carpark is usually full by 2.30pm so, after this time, legal offsite parking is required. (Please exercise utmost care when crossing to centre carpark from footpath)

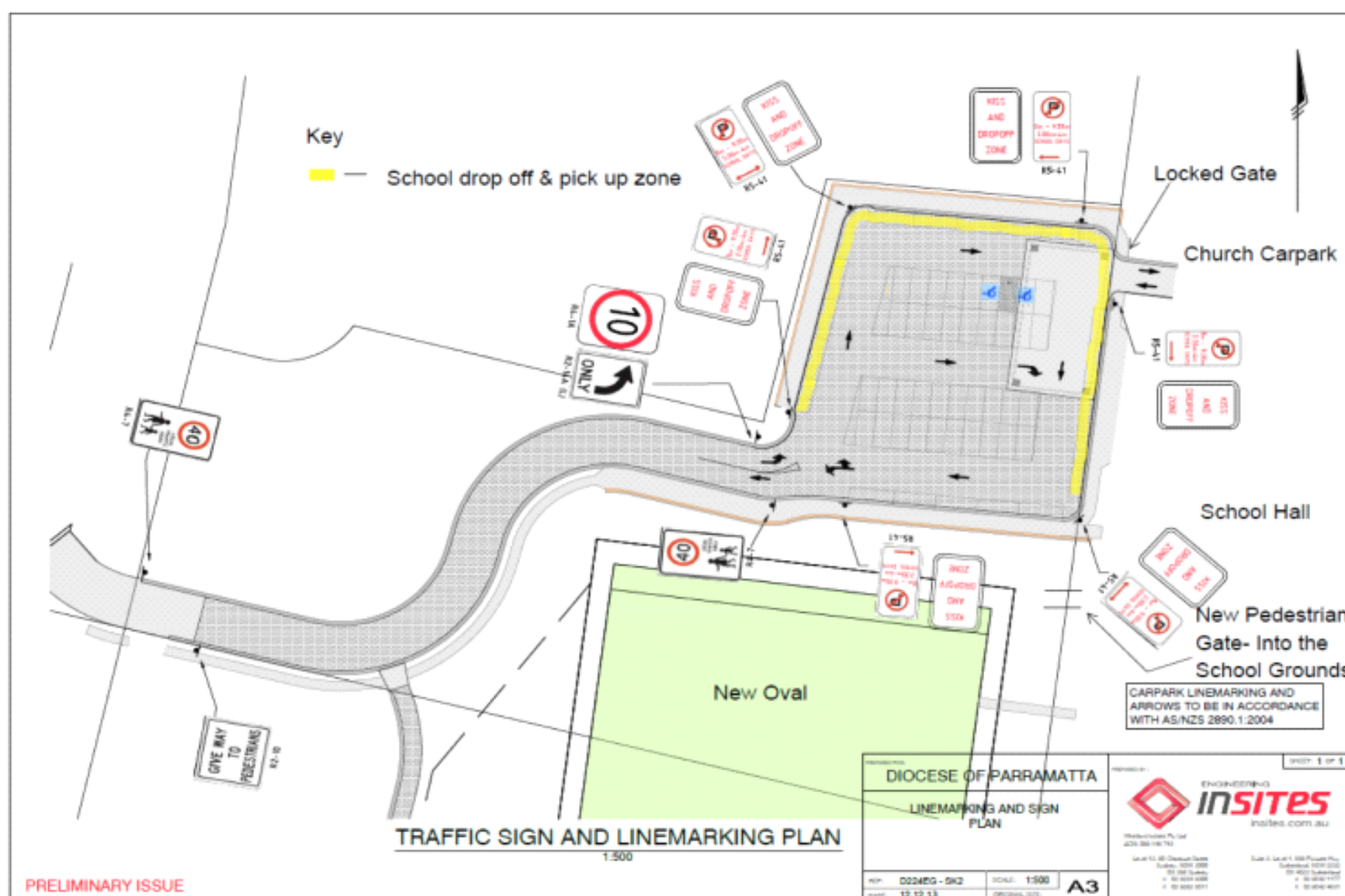
**PLEASE NOTE: Diana Ave vehicle access is permitted after 3.15 to collect children from school office or OOSH. The car park immediately behind the Church is not to be used before 3.15pm.**

## Kiss And Drop

The following points will assist in helping the Kiss and Drop flow smoothly.

- ↳ Forms are available from the school office for a custom-made unique Kiss'n'Drop number to display in your vehicle...instruct your child(ren) to listen for your number.
- ↳ Remain in the queue and move forward carefully, once it is safe to do so.
- ↳ Enter and exit the vehicle from the passenger side only.
- ↳ Please do not leave your vehicle while Kiss and Drop is operating. If necessary, you can move to a vacant parking space to assist with seatbelts.
- ↳ Let your child(ren) practise getting in and out of your vehicle at home so it will be easier to do once at school.
- ↳ Have a designated place within the vehicle to place school bags...many families place the bags on the front seat as their child(ren) get in the back. Using the boot creates a potential safety issue from following traffic.
- ↳ Once the Kiss and Drop queue is back into the access driveway, do not attempt to overtake the queued traffic to enter the carpark.
- ↳ Delaying your arrival till after 3.05pm will minimise the waiting time.
- ↳ Please avoid turning right from Redden Drive into the driveway while the traffic is queued...it is potentially dangerous and hinders through-traffic. Continue along Redden Drive and join the rear of the queue.

Many thanks to everyone who accesses the school site in a considerate and courteous manner... the safety of our school community members must be foremost in our minds.





# Uniform & Grooming

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## Uniform Policy

**The Uniform Policy on students hairstyles applies for the whole time students are in school uniform, sports uniform, at any school function either on school property or in the community.**

- ↘ It is the choice of the parents of OLOR school that all students wear the set school uniform.
- ↘ Any changes to the school uniform are made in consultation with parents. Major changes are considered only once every five years.
- ↘ The role of the principal in decisions re uniform is to ensure that all parents have an opportunity to contribute to decisions and to ensure simplicity and cost saving for families.
- ↘ Changes are introduced gradually allowing due notice in justice to suppliers and parents are encouraged to use earlier styles until they are outworn or outgrown.
- ↘ 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.
- ↘ Children are not permitted to wear jewellery except for sleepers/stud earrings or a small cross and chain.

## Boys Hair

- ↘ Boys hair must be kept short and be neat and tidy at all times.
- ↘ Boys hairstyles must be cut above the shirt collar at the back.
- ↘ Boys hair must not be excessively layered, and the contact between the shorter layer around the lower part, and the longer upper part must be kept to a minimum and blended progressively without a sudden change of hair length. For example, a very short lower and a much longer and / or thicker top part is not acceptable.
- ↘ No part of the hair should be cut shorter than a 'number 2'.
- ↘ Undercuts, tracts, lines, shapes or any other patterns cut into the hair is not permitted.
- ↘ No coloured gel products are permitted or other other grooming products that hinders the wearing of the school hat ie. Gel used to spike up hair which you cannot place your school hat over.

## Girl's Hair

- ↘ Girls hair must be kept neat and tidy at all times. Shoulder length hair and longer must be tied back at all times.
- ↘ Hair accessories must be modest in size and appearance and in the school colours only. White and Burgundy for Summer, Black and Burgundy for Winter and Yellow and Burgundy for Sport. There is no cross over or substitution of colours.
- ↘ Tropical holiday beading and braiding is to be removed within one week of returning to school.

## Uniform Requirements

| Summer Uniform  |   |
|---|---|
| <p><b>Girls</b></p> <ul style="list-style-type: none"> <li>↘ Short white socks</li> <li>↘ Black Shoes</li> </ul>  | <p><b>Boys</b></p> <ul style="list-style-type: none"> <li>↘ Short sleeve blue striped shirt</li> <li>↘ Navy short socks</li> <li>↘ Black Shoes</li> </ul>   |
| Sports Uniform  |   |
| <p><b>Girls</b></p> <ul style="list-style-type: none"> <li>↘ School Crested shorts</li> <li>↘ School Crested blue polo knit shirt</li> <li>↘ Short white socks</li> <li>↘ White/Black joggers or sandshoes</li> <li>↘ Navy tracksuit (worn as whole on sports days)</li> </ul>                              | <p><b>Boys</b></p> <ul style="list-style-type: none"> <li>↘ School Crested shorts</li> <li>↘ School Crested blue polo knit shirt</li> <li>↘ Short white socks</li> <li>↘ White/Black joggers or sandshoes</li> <li>↘ Navy tracksuit (worn as whole on sports days)</li> </ul>               |
| Winter Uniform  |   |
| <p><b>Girls</b></p> <ul style="list-style-type: none"> <li>↘ Check school tunic</li> <li>↘ White round collar blouse + semi bow</li> <li>↘ Navy tights or long white socks</li> <li>↘ Black shoes</li> <li>↘ Navy knitted school jumper</li> <li>↘ Navy tracksuit Jacket (from sports tracksuit)</li> </ul> | <p><b>Boys</b></p> <ul style="list-style-type: none"> <li>↘ Navy long pants</li> <li>↘ Long sleeve blue striped shirt</li> <li>↘ Navy socks and black shoes</li> <li>↘ School Tie</li> <li>↘ Navy knitted school jumper</li> <li>↘ Navy tracksuit Jacket (from sports tracksuit)</li> </ul> |