Our Lady of the Rosary School is a thriving little community that has high expectations for all with a strong emphasis on respect.

We are inspired by the example of Jesus Christ, we have the following expectations for all;

- Be Safe
- Be Responsible
- Be the Best you Can
- Be Caring
- Be Co-operative

We welcome any further queries in relation to our Parish or School Community
VISION STATEMENT

Our Lady of the Rosary Parish Primary School serves the Parishes of Kyneton and Trentham.

Faithful to the living tradition of the Catholic Church and in partnership with the parishes, we give witness to the life of Jesus, through the patronage of Our Lady.

Recognising and promoting acceptance of differing abilities and needs within the community, we nurture and develop the potential of each individual.

Acknowledging that learning is an interactive process, members of this welcoming community participate in the development of life-long learners.

Through the provision of an inclusive environment, and inspired by the example of Jesus Christ, we are empowered to create a socially just world making peace a reality for all.

General Information

Parish Priest
Father Joe Ruys
53 Ebden Street, Kyneton, Vic, 3444
Ph: (03) 5422 1261
Fax: (03) 5422 1623

Principal
Mrs Jenny May
Our Lady of the Rosary School
43 Edgecombe Street, Kyneton, Vic, 3444
PO Box 748, Kyneton, Vic, 3444
Ph: (03) 5422 2056
Fax: (03) 5422 3076
Email: info@olrkyneton.catholic.edu.au

Deputy Principal
Mrs Belinda Ryan

School Bursar
Ms Jodie Keast

Admin Officer
Ms Marlene Diss

Office Hours
8.45am—4.00pm

School Hours
8.50am—3.25pm

Morning Recess
10.30am—11.10am (eating 10.25-10.30)

Lunch
1.10pm—2.00pm (eating 1.10-1.20)
Term Dates for 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>January 27 — March 24</td>
</tr>
<tr>
<td>Term 2</td>
<td>April 11 — June 24</td>
</tr>
<tr>
<td>Term 3</td>
<td>July 11 — September 16</td>
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<tr>
<td>Term 4</td>
<td>October 3 — December 20</td>
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<tr>
<td>Easter</td>
<td>March 26 — March 29</td>
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Valuable Information... from A-Z

Absentee Notes

When your child is away from school, a short letter, email or phone call detailing the reason of absence is required. New Government guidelines require the school to notify the School Attendance Officer if a student is absent for at least 5 days in a 12 month period and there has been no reasonable excuse for the absences.

Assemblies & Class Masses

General assemblies are held fortnightly on a Monday afternoon. All parents are welcome. Class Masses are held once a term at Our Lady of the Rosary Church.

Asthma

Our Lady of the Rosary School is an asthma friendly school. Each child who suffers from asthma is registered and requires an Asthma Management/Action Plan.

Belongings

It is essential that all items of school uniform and equipment be clearly marked with the child’s name and year level.

Bikes / Scooters

All bikes and scooters are to be housed in the bike racks near the junior play equipment, these should be secured by a lock. Bikes and scooters are not to be ridden in the school ground.

Book Club

Scholastic Book Club offers parents and children the opportunity to purchase books at cheaper prices. Order forms are sent home regularly throughout the year.

Fees and Charges Schedule for 2015

<table>
<thead>
<tr>
<th>Fee</th>
<th>Per Family Per Year</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fees</td>
<td>$1910</td>
<td>-</td>
</tr>
<tr>
<td>Curriculum Levy</td>
<td>-</td>
<td>$260-315</td>
</tr>
<tr>
<td>IT Levy</td>
<td>-</td>
<td>$40</td>
</tr>
</tbody>
</table>

These fees are reviewed annually.

If payment of fees becomes a difficulty, please advise the Principal or Parish Priest immediately so that special arrangements can be made to assist you.

School fees can be paid by Direct Deposit, Electronic Funds Transfer, Cash, Cheque or Credit Card.
school year. There is no obligation to buy.

**Buildings and Environment**

Our school environment provides an extensive play area including asphalt, grass and an undercover synthetic grassed area, two adventure playgrounds and tennis courts. Our Multi Purpose Hall provides a great venue for Physical Education classes, school assemblies and school Masses. This venue is also available to be used by members of the community and is currently used regularly by Shindo, a local karate group. In 2014 works began on a new building project. These works were completed at the end of 2014 and now provide us with 5 new learning spaces and office space for staff.

**Bus**

Bus travel is available for children who live out of the Kyneton township. Bus application forms are available from the office. You will need to apply before the end of the school year prior to your child wanting to travel.

**Car Parking**

Parking is available in the parent carpark adjacent to the tennis courts and provides excellent disabled access. The circular drive in front of the school is for buses and staff only. Children should not be set down or picked up from this area.

**Change of Details**

Parents are requested to inform the school when personal details have changed.

**Curriculum**

All curriculum areas that make up the Victorian Essentials Learning Standards and AusVels (Australian Curriculum) are covered in each level across the school. Classroom teachers are responsible for the delivery of this curriculum and are supported by specialist teachers who provide rich and engaging lessons in the area of:

- Music
- Physical Education
- Japanese
- Science
- Information & Communication Technology
- Library
- Social & Emotional Learning

**Early Collection of Children**

Children will not be permitted to leave the school during school hours without the supervision of an adult. Any child leaving the school early must be signed out on the attendance register in the office foyer.

**Excursions**

Parents will be asked to sign a consent form permitting children to participate in any off site activity. If this permission is not received by the date of activity children are not able to attend. This is a legal requirement for all schools.

**Expensive Items**

We recommend students avoid bringing expensive items or toys to school. The school cannot take responsibility for any loss or damage to these items.

**First Aid**

Minor first aid is carried out at school. In case of a serious accident, the school will attempt to contact you immediately. For this reason, please ensure the School Office always has on record at least 2 up-to-date emergency contacts. The majority of our staff have First Aid level 2 certificates.

**Infectious Diseases**

The following are Departmental Regulations regarding the more common
diseases. Children suffering from the following conditions are required to be excluded from school.

**Chicken Pox** Until fully recovered. Note: some remaining scabs are not an indication for continued exclusion.

**Head Lice** Until head lice have been treated.

**Impetigo/ School sores** Until appropriate treatment has commenced. The child may be allowed to return provided that appropriate treatment is applied and that sores on exposed surfaces such as the scalp, face, hands and legs are properly covered with moisture proof dressing.

**Measles** For at least 4 days from the appearance of the rash or a medical certificate of recovery is produced.

**Mumps** For 9 days or until swelling goes down.

**Ringworm** Until the day after appropriate treatment has commenced.

**Conjunctivitis** Until discharge from eyes has stopped.

### Inter-School Sports
As part of the Cobaw District School Sports Association (CDSSA) children in years three, four, five and six are eligible to participate in inter-school sport competitions.

### Late Arrival at School
Children who arrive at school after 8.55am must be signed in to the attendance register by an adult, this is located in the office foyer.

### Library
Students borrow books on a regular basis. These are taken home in their library satchels which are included on the school booklist.

### Lost Property
Lost property is stored in a clearly labeled tub in the open area outside the Grade 2 classroom. Lost items can be collected from this area at any time by parents or children.

### Lunch
Each child is asked to bring their lunch in a clearly marked container. Uneaten food is to be taken home. Glass drink bottles and cans are not permitted. Lunch orders are available on Fridays. Our school promotes rubbish free lunches.

### Medical History
Parent/Guardians are expected to provide the school with accurate and up-to-date medical information concerning their child.

### Medication
Parents/Guardians should supply medication in a container that gives the name of the student, the dose, and the time it is to be given. Medication can not be administered without **signed permission** from parents. For ongoing administration such as asthma or for possible anaphylaxis medication, plans need to be signed off by a medical practitioner.

### Money
Please send any money to your child’s classroom teacher in a sealed envelope. Please ensure your child’s name, teacher’s name and the purpose for which it is sent is marked on the envelope.

### Newsletter
All families are encouraged to provide an email address to receive our Newsletter and Communication Sheet. All newsletters are available through our school website. This is our main form of communication with parents and so it is imperative parents take the time to read it.
Parent Involvement
We encourage families to take an active role in the school community. Many opportunities are presented for parents to become involved, and include:

- The School Advisory Board
- Parents and Friends Committee
- Garden and Maintenance Committee
- Working Bees
- Classroom Programs / Parent Helper Program
- Canteen
- Kyneton Carnival Committee.

Playground Supervision
Teachers are on duty in the playground before school from 8.30am, during morning recess, at lunchtime and after school till 3.40pm. Parents are encouraged not to send children to school before 8.30am as they are not supervised in the yard before this time. If children are still at school after 3.40pm they will be taken to the front office by the supervising teacher. Parents can then collect children from the office.

Pupil Free Days
Each year the school allocates a number of pupil free days for staff professional development. You will be notified of these days via the school newsletter and calendar.

Reports
Written reports are distributed at the end of terms two and four. Two opportunities for parent/teacher interviews are provided for the year.

Sacraments
The Sacraments of Reconciliation, Eucharist and Confirmation are celebrated in partnership with school, parish and families. All children registering for a particular Sacrament will do so at the Parish Masses or as arranged by the Parish Priest.

School Crossing
There is a supervised school crossing on Edgecombe Street. Please ensure that your child/children use the crossing.

School App
There is a free app available for all smartphones (apple & android). Notifications are sent through this medium and is another source of communication.

Student Wellbeing
The Student Wellbeing Group exists to support the individual needs of students who are perceived to be at risk academically, socially or emotionally. The Wellbeing of children at school is promoted through developing connectedness and building relationships. Staff foster engagement and wellbeing so that each child is able to achieve their best. For the past two years the school has had a strong focus on Social and Emotional Learning. The school has been part of an initiative with the Catholic Education Office centred around creating school wide positive behaviours.

Uniform
Our Lady of the Rosary School has a school uniform that is compulsory for all students. Hats are compulsory in Term 1 and Term 4 in keeping with the school’s Sunsmart Policy.
The uniform shop is open each Monday 3.00—3.25pm.

Visitors
All visitors must sign in at the visitor register on arrival and departure. This is located in the office foyer.