

HOLY ROSARY SCHOOL

PARENT

INFORMATION

HANDBOOK



VISION STATEMENT

Holy Rosary, Doubleview is a Catholic School
founded on the Dominican tradition of truth, love
and knowledge.

The school community values the dignity of each
child and offers opportunities and challenges to
all students to reach their potential.

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HOLY ROSARY SCHOOL HISTORY

Holy Rosary School, Doubleview, was blessed and opened by His Lordship, The Most Reverend J.J. Rafferty D.D. on 8 February 1959. The Parish Priest was Father Finton Campbell O.P. The School was built at the end of a bush track and when it first opened there was no electricity and no water laid on to the property. Water came from a tank on the property or was carted in. As the grounds were developed, regular busy bees were held to dig a deep well which still serves to reticulate the grounds today.

The School was staffed by Sisters of the Dominican Order and their association with the School continues to this day. The first Principal was Sr. M. Philomena O.P. followed by Pauline Clune, Sr. M. Antoninus, Sr. M. Declan, Sr. M. Dominica, Sr. M. Anthony, Sr. M. Rosarii, and Sr. Marlene Laracy O.P. The first lay Principal, Mr. Darryl Winsor was appointed in 2007.

The first classes catered for Years 1, 2 and High School Year 8. After Siena High School opened for girls in 1962, Holy Rosary continued teaching Primary School students from Years 1 to 7.

The School grew quickly and in the early 1960's a second building of three classrooms was added at a cost of 10,900 pounds. All the money was raised by the Parish, as there was no Government funding in those days.

The new rooms doubled as a church on weekends, with folding doors between the classrooms pushed back to allow room for the congregation. This continued until 1973 when our beautiful, Toodyay Stone Church was opened. By 1964 the School had 300 students.

The first lay teacher, Mrs. Snowdon was employed in 1964.

Holy Rosary is a Community Parish School and has enjoyed wonderful parent and community support throughout its history. From bare cement floors and few comforts, the school now has wonderful facilities. There are two streams in all grades from Kindergarten to Year Seven, as well as a Special Education Unit. Here children with intellectual disabilities are taught, as well as being mainstreamed into the regular class. The school is fully air-conditioned and there is an excellent Library, Gymnasium and Hall which we share with the Parish.

GOALS

At Holy Rosary School we strive to:

- Provide an environment where the Catholic faith and Christian ideals are valued.
- Provide an open and creative atmosphere where the full potential of each individual can be developed spiritually, socially, intellectually, physically and emotionally.
- Support and encourage the parents' role in the education of their children.
- Develop the child's feeling of self-worth by creating a warm and caring atmosphere where the child feels loved and secure.
- Encourage the children to be accepting of those with special needs and appreciate the contribution they can make to society.
- Encourage respect for other cultures, recognising that we are a multi-cultural community.
- Foster in the children an enjoyment of learning and a desire to develop their talents so that their lives may be enriched and that others may benefit from their achievements.

RELIGIOUS EDUCATION

We aim to provide a social learning environment where children, teachers and parents work together to foster the development of Christian attitudes and values by:

- Providing active and meaningful participation in liturgical celebration.
- Encouraging the extension of Christian living into the general community.
- Encouraging the child to develop to his or her fullest potential and to use their gifts in the service of God and mankind.
- Encouraging children to give witness to their Catholic faith.
- Providing instruction according to the Religious Education Units of work issued by the Bishops of Western Australia.

SACRAMENTAL PREPARATION

Children are prepared for the Sacrament of Penance and Reconciliation in Year Three, Eucharist in Year Four and for Confirmation in Year Six.

Liturgical Celebrations

All children will be involved in a class Mass each semester. These are celebrated on selected Thursdays in Our Lady of the Rosary Church. All children also attend whole school Masses at the beginning and end of each term, on Holy Days of Obligation and selected Feast days. (eg. St. Dominic's Day)

SCHOOL HOURS

Children are supervised from 8.15am to 3.30pm each day. If children are dropped off or picked up outside these hours then supervision cannot be guaranteed.

PRE KINDERGARTEN

Is available for children who have turned three years of age. Operates Tuesday, Wednesday, Thursday and Friday. Parents can choose a maximum of two days (various configurations of this are available).

KINDERGARTEN

Tuesday & Wednesday 9.00am – 3.00pm

Thursday 9.00am – 11.45am

Optional Thursday 12.15– 3.00pm

Thursday afternoon is an optional Kindergarten day and is funded by those who attend.

PRE PRIMARY & PRIMARY

School commences 8.45am

Morning Recess 10.45am – 11.05pm

Lunch 1.05am – 1.45pm

School Concludes 3.15pm

Children are not to leave the school grounds during school hours without written permission from their parent or guardian.

OUR LADY OF THE ROSARY PARISH

Our school is an integral part of the Parish and both groups work closely together to enhance the spiritual life of the community.

Mass times at Our Lady of the Rosary Parish

Monday to Friday 9.00am

Saturday 6.00pm

Sunday 8.00am and 10.00am

Sacrament of Reconciliation

Wednesday 8.30am – 8.55am

Saturday 5.00pm – 5.45pm

STUDENT ENROLMENT

RATIONALE

Catholic schools exist to further the mission of the church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of Western Australia to make Catholic school education available to all Catholic children, insofar, as this is possible.

PROCEDURE FOR APPLICATION FOR ADMISSION KINDERGARTEN-YEAR 6

- Complete an 'Application for Admission' form.
- A \$65.00 non-refundable registration fee per child applies upon submission of the Application form. The acceptance of an admission form does not guarantee an enrolment interview or offer of enrolment.

ENROLMENT POLICY

The Holy Rosary Enrolment Policy provides for the following enrolment priority.

1. Catholic students from the Parish (with a Parish Priest reference)
2. Catholic students from outside the Parish (with a Parish Priest reference)
3. Siblings of non-Catholic students
4. Non-Catholic students from other Christian denominations
5. Other non-Catholic students

It is the responsibility of the parent/guardian to advise the Principal of any special educational needs which the child may have.

Enrolment forms are available on the website.

CATHOLIC SECONDARY SCHOOLS

In excess of 90% of Holy Rosary students are accepted into Newman College. A separate application must be completed.

ABSENCES

Children's Attendance:

To ensure the safety of children, parents are asked to:

- Notify the school (email or ring the office) by 9.00am if a child will be absent on a particular day (notification is also required for dental and other appointments);

and

- Provide the teacher with a written explanation (a signed note or email) as to the cause of the child's absence when the child returns to school.

If children are to leave the school grounds during the day (for whatever reason) the absentee book, which is kept at the office, must be completed and signed by the parent/guardian.

MEDICAL

If children are unwell they should not be sent to school. If a child becomes ill during school hours and is unable to continue at school, parents are contacted to collect their child. Please ensure that contact information is always up to date to alleviate difficulties. Where possible, medication should be administered by parents outside of school hours. If this is not possible the office should be contacted.

ACCIDENTS

When an accident occurs, parents will be contacted immediately (this does not include minor scrapes or bumps). In cases of extreme emergency an ambulance will be called when parents or the emergency contact are unavailable. (Any associated costs would be the responsibility of the parents).

STUDENT INSURANCE

Through the school's Insurer, Catholic Church Insurance, 24 hour student insurance cover is arranged. It is necessary for all children to be insured in order to receive this coverage at an extremely competitive rate. The student insurance is charged with the Term One school fees.

PARENT CONTACT INFORMATION

Student Information sheets are retained by the Office for each family. Throughout the year some information may become outdated. We ask your assistance in supplying the details to update the Student Information Sheet.

CANTEEN

The Canteen operates each Monday, Wednesday and Friday for recess and lunch orders. Menus are distributed at the beginning of each term. Every effort is made to maintain prices at a minimum and to promote healthy eating habits.

EXCURSIONS

Excursions are arranged according to topics of study being undertaken. Written permission from parents is compulsory.

SCHOOL CAMP

Year 6 Camps at Holy Rosary School are designed to relate, where possible, to the school curriculum and will allow children to experience and develop skills in social behaviour, responsibility and independence, as well as provide opportunity for recreation. Camps, which all children are expected to attend, are seen as an opportunity to build self-esteem in a pastoral and caring environment.

PHYSICAL EDUCATION

Participation is encouraged in all aspects of sport and physical education. The school employs a Physical Education specialist who teaches a wide variety of skills during an hour lesson each week. Class teachers incorporate these skills into their weekly sport lessons. The school is involved in an interschool sporting association with a group of Catholic Schools with similar enrolment. The major interschool events are swimming, athletics and cross-country. School teams compete in a Saturday morning netball competition which is coordinated by parents.

COMMUNITY BODIES

SCHOOL BOARD

The School Board is established to plan for the present and future operation of the school, to manage all the finances associated with the school and to advise the Principal with respect to school policy that has any financial implication. The School Board is comprised of the Principal and Parish Priest (ex-officio members), four elected persons from the school community, one person nominated by the Parish Council, one person nominated by the Parents' and Friends' Association (P&F) and as many as two persons appointed by other Board members. The School Board Annual General Meeting is held in November and parents interested in assisting the school community in this area are invited to nominate for the elected positions.

PARENTS' AND FRIENDS' ASSOCIATION

The P&F plays a very important role in the life of the school. It promotes through all its activities the Catholic ethos of the school. It organises social events for the school community and raises funds for school resources. All parents are encouraged to become members of the association and are expected to support its many activities. The Annual General Meeting is held with the School Board AGM in November and committee meetings are held each month. Regular newsletters are sent home to keep parents informed of its activities.

PARENT INVOLVEMENT

Throughout the course of the year, opportunities arise for parents to assist in a variety of school activities. Parent expertise is always welcome.

NEWSLETTER

A newsletter is published and emailed to families every Friday. This is the main line of communication between school and home. It informs parents of approaching events and any recent decisions regarding them and the school. The newsletter is also available via the school website www.hrs.wa.edu.au. Hard copies of the newsletter will be sent home upon request.

KINDERGARTEN

Kindergarten classes are held Tuesday, Wednesday & Thursday morning with an optional half day on Thursday. Meetings are held late in the year before commencing to ensure a successful start at Holy Rosary for both children and parents.

PARENT/TEACHER COMMUNICATION

Class meetings are held early in Term One. There is a meeting for each year level at which class teachers outline the curriculum, explain the class timetable and policies and answer any queries. Requests for meetings with teachers should be made using the pro forma available from the class or the school office.

Issues or queries that arise regarding class activities or relationships should first be discussed with the class or curriculum area teacher before approaching the Principal or School Leadership Team.

REPORTS

Parents will receive information regarding their child's progress at least twice each year (Terms two and four) in the form of a Report sent home via email. Parents are encouraged to meet with the teacher to discuss their child's report.

ASSEMBLY AND CLASS MASSES

Dates of assemblies and class masses are advised in the Term Calendar. Classes present one assembly in each year. Items are generally related to work and themes covered in class. Merit Certificates for Pre-primary to Year Six are presented at assemblies which are also listed in the calendar.

TOYS AND SPORTS EQUIPMENT

Parents are asked to discourage their children from bringing toys and sporting equipment to school as they may be damaged or mislaid.

LOST PROPERTY

Lost property is located outside the Canteen. Items that are marked are returned to the rightful owner. At the end of term, unmarked clothing will be sold as second-hand uniforms. We urge parents to label all items of school clothing. On selected days, items are put on display to be claimed.

SCHOOL OF DENTAL THERAPY

Children in all grades are eligible for free dental treatment and may be enrolled if parents wish. Parents are required to take their children to the clinic for appointments. Parents must sign children out from the school office between 8.45am – 2.45pm.

BOOK LISTS

Stationery lists are available in last term. Online information will be available at that time. Resources will be packed according to items ordered. Once ordered, all items must be accepted. Parents are asked to check orders for any discrepancies.

HOLY ROSARY WEBSITE

The Holy Rosary School Website www.hrs.wa.edu.au contains a range of information which parents will find useful. Notably, our school calendar for the year is on the website and the School Newsletter is posted on the site weekly. Parents are encouraged to visit the website periodically to keep abreast of the school's operation and achievements.

HIRE OF TEXT BOOKS

Textbooks not included on individual book lists i.e. Atlas, Dictionary, English texts, remain the property of the school and hence continual expense and repurchase annually is avoided. An amenities fee to cover hire of texts, art levy, excursions and photocopying is payable with the first term fees.

SPECIALIST TEACHING AREAS

Music

The school employs a music specialist to teach music and its application to instruments and songs. The classes have regular choir practice of liturgical music. Children also have the opportunity to perform in festivals and school assemblies.

Languages Other Than English (LOTE) - Italian

A teacher appointed by the Italo-Australian Welfare and Cultural Centre conducts language classes for children in Kindergarten to Year Six. These lessons cover both the spoken language and aspects of Italian culture and lifestyle.

Library

The school employs a Teacher Librarian. Information, literature appreciation skills and the viewing component of the English Learning Area are taught from Kindergarten to Year Six. The library is well stocked and the children are encouraged to borrow both fiction and non-fiction books on a regular basis. All children are to have a library bag to protect the books borrowed. If for any reason books are damaged or lost, parents are expected to pay for the repair or replacement of the book. Parents are always welcome to visit the school library.

Science

At Holy Rosary the children receive 1 hour of Science per week with a specialist teacher, in a laboratory. Over the year the children cover the four scientific areas of: Chemical, Biological, Physical and Earth and Space Science. They also complete investigations covering Science Inquiry Skills. These are done in a small group with as much “hands-on” and decision-making done by the students as possible.

Physical Education

Physical Education at Holy Rosary runs for all students from Pre Primary to Year 6. Each class receives 1, 60 min lesson per week. The goal of the program is to develop a love of physical activity in a gamified teaching environment where students feel safe to develop their understandings and skills to allow them to maximise their individual potential.

Pre Primary and Year 1 – Focuses on Fundamental Movement Skills giving students the basic building blocks in loco motor, body management and object control this allows them to confidently explore a variety of different sports as they grow older.

Year 2 to 6 – Students demonstrate the fundamental movement skills and strategies for confident participation in physical activity. Students start to explore a range of sports and develop an understanding of the different skills required in each sport. Older students start to use their skills with an understanding of tactics to enhance their own or their team’s performance. This builds sound understandings of cooperation, sportsmanship and what it means to work in a team environment.

Interschool – At Holy Rosary we are also part of the CPSSA Interschool Sporting Association and this gives students from Year 3 to 6 the opportunity to trial and take part in activities such as Swimming, Cross Country, Winter Sports, Triathlon and Athletics. These activities reinforce the work in the classroom and help create confident, healthy independent learners.

SCHOOL UNIFORM

The school uniform is a sign of our identity. It is worn every day. Children must be in full uniform at all times. New and second-hand uniforms may be purchased from the school uniform shop. Opening times for the Uniform Shop are:

Monday and Thursday 8.30am – 9.15am

Note: The Uniform Shop does not open on public holidays or pupil free days.

Order forms are available from website, office and uniform shop. Where full uniform cannot be worn for any reason, a note from the parent is required.

GIRLS' UNIFORM

SUMMER

- School check dress
- Socks - ankle white with two black stripes
- Black shoes (Lace up or Mary Jane)
- Maroon school jumper with crest
- Black hair ties and thin bands

WINTER

- White banded blouse
- Tartan pleated skirt
- Maroon school jumper with crest
- Tartan tie- loop or necktie
- Black stockings or white with black stripe socks
- Black school shoes
- Black hair ties and thin bands

BOYS' UNIFORM

SUMMER

- White shirt with logo worn tucked into school shorts
- Grey flat fronted button shorts
- Maroon school jumper with crest
- Grey school socks with Black & White stripes
- Black shoes

WINTER

- White shirt with logo- worn tucked into school shorts
- Grey trousers or summer school shorts
- Maroon school jumper with crest
- Tartan tie
- Grey school socks with Black & White stripes
- Black school shoes

SPORTS UNIFORM – Unisex

- White school polo top
 - Black school shorts
 - Black school track top
 - Black school track pant
 - Coloured faction shirt – school nominated
 - Socks – white with black stripes
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- White runners (Small amount of coloured marking only permitted, No large branding)
 - Black hair ties – girls

NO brand names or short ankle socks permitted

OTHER COMPULSORY

- Maroon school hat with crest- NO HAT NO PLAY
- Maroon library bag with crest
- Desk mat with crest
- Holy Rosary School Bag

OPTIONAL

- Kindy & Pre Primary shirts
- Kindy & Pre Primary Bags
- Kindy Pillows
- Art smocks (required from Year 1)
- Hair accessories

HAIR

- Children’s hair should not restrict their vision while working and this applies to both girls and boys.
- Hair of shoulder length or longer must be tied back in the interest of safety and hygiene.
- Hair styles in keeping with primary school standards which means no hair product, ‘rats tails’ or ‘fashion cuts’ as these are not in keeping with these standards.

JEWELLERY

- Students may wear a watch and a religious chain around the neck.
- Students may wear plain studs or sleeper earrings. Only one in each ear.

SCHOOL HATS

School hats are to be worn by all children throughout the year. The school operates a ‘no school hat – no play’ policy. School hats are also available from the school office.

CONTACT DETAILS

Holy Rosary School

Principal:	Mr Mark de Kluyver
Assistant Principals:	Bro Stephen Barker Mr Geordie Thuijs Mr Pat Winton
Reception:	Ms Kerry Capelli - Mon to Fri
Registrar:	Mrs Laurie Evans - Tues, Wed & Thurs
Finance Officer:	Ms Melissa Slattery - Tues, Wed & Fri
Phone:	(08) 92034500
Fax:	(08) 9244 1931
Email:	admin@hrs.wa.edu.au

Our Lady of the Rosary Church

Parish Priest:	Father Peter Nguyen O.P.
Parish Pastoral Associate:	Mrs Kaye Shervington
Phone:	0411123441
Email:	olrppa@westnet.com.au
Office Hours:	Tuesday - Friday 9.30 - 12.30