



Government of South Australia
Department for Education

PARENT HANDBOOK



ROSE PARK PRIMARY SCHOOL





Strategic Plan

Vision

At Rose Park Primary School, we develop creative, courageous, confident, global learners and leaders.

Mission

Our school community enriches life-long learning, embraces diversity and nurtures inclusivity in a caring and safe environment.

Values

Rose Park Primary School students, staff and families are - Inquirers; Knowledgeable; Thinkers; Communicators; Principled; Open-minded; Caring; Courageous; Balanced; Reflective.

A Brief History

Rose Park School was opened on the 30th of January 1893, when the Headmaster, Mr C. A. Wittber and 4 assistants had 294 pupils to teach between them.

The school, and surrounding suburb, is named after the Right Honourable Sir John Rose, who was chairman of the South Australia Company at the time the district was subdivided. The land was purchased for £800, and the original building constructed for £3,517 by Messrs. Mattison and Cleave.

The original building, currently the western half of the main building, was intended to house up to 500 students. By the end of the first year, 591 students had enrolled, with class sizes in excess of 60 being common. The Eastern wing of the main building was added in 1899. The Potts building was completed in 1923, and extensively altered and updated in 1977. It is named after a former student, Renfrey Potts, who was a leading SA mathematician.

Gurney Reserve is leased from the Burnside Council. Across Gurney Reserve, the old St. Theodore's Church was purchased in 1924 for £925, and was opened as a woodwork centre the following year.

In 1939/40, a kitchen, laundry and ironing room were added in the back of the building, enabling the "Domestic Arts Centre" to open in 1940. It lasted until 1961. Woodwork, and then Art and Craft survived there until the late 1960s. The building was then used for Drama, Creative Dance and general indoor recreation.

The "Centenary Hall" which is now used as a gymnasium and assembly hall, was constructed in 1993.

Rose Park was a "Demonstration School" in the 1970s, allowing it to be one of the pioneers of team teaching in the State. In 1973, a two teacher mixed 6/7 class operated in the rear of the church building. The classes moved to the main church open space area in 1977.

Our school motto is 'VINCIT QUI SE VINCIT' meaning 'One conquers all, who conquers oneself'

Welcome from the Principal

Welcome to Rose Park Primary School. We look forward to being an integral part of your child's education and hope you enjoy being part of our school community.

The school is pleased to provide an engaging, challenging and safe learning environment supported by a caring and experienced staff. We encourage our students to participate in the broad scope of activity offered by the school and in particular, become involved with a range of extra-curricular music and sporting activities.

We welcome opportunities for you to become involved with your child's learning and to engage with various parent groups. Children learn best when families and schools work together in mutually respectful relationships to promote each child's academic, social, emotional and physical wellbeing.

Dr Dora Iuliano
Principal



Everyday Information

School Times

- **8:30 to 8:50** - Teachers on yard duty
- **8:50** - Classroom doors open
- **9:00** - School lesson commences—daily attendance recorded
- **10:40 to 11:10** - Recess
- **12:50 to 13:00** - Supervised lunch eating time
- **13:00 to 13:30** - Lunch play
- **15:10** - Dismissal
- **15:10 to 15:30** - Teachers on yard duty and traffic monitors on Grant Avenue crossing - students not collected after this time will be taken to the Front Office with option of OSHC.

Uniform

Rose Park Primary School has a school uniform incorporating yellow and blue colours. You can purchase the uniform online or by appointment from the Belgravia Apparel uniform shop at Campbelltown.

Price lists and uniform examples are available on our website. Please refer to the Uniform and Dress Code Policy on the school website.

Uniform Shop - 10 Newton Road, Campbelltown. Ph: 0451 725 600



Materials and Services Charge

All curriculum activities are funded by Materials & Services Charges. At Rose Park PS, this includes:

- Photocopying of materials (paper & toner, excluding the cost of equipment)
- Stationery items
- IT Access: Internet / Hardware
- Australian Curriculum subject delivery and supplies
- IB PYP Curriculum, Student Learning Portfolios, Exhibition

The Governing Council, in consultation with the Principal, set the Materials and Services Charges each year. This fee is approved by the Department for Education, and endorsed by an annual poll conducted with the school community.

Enrolment and the Transition process

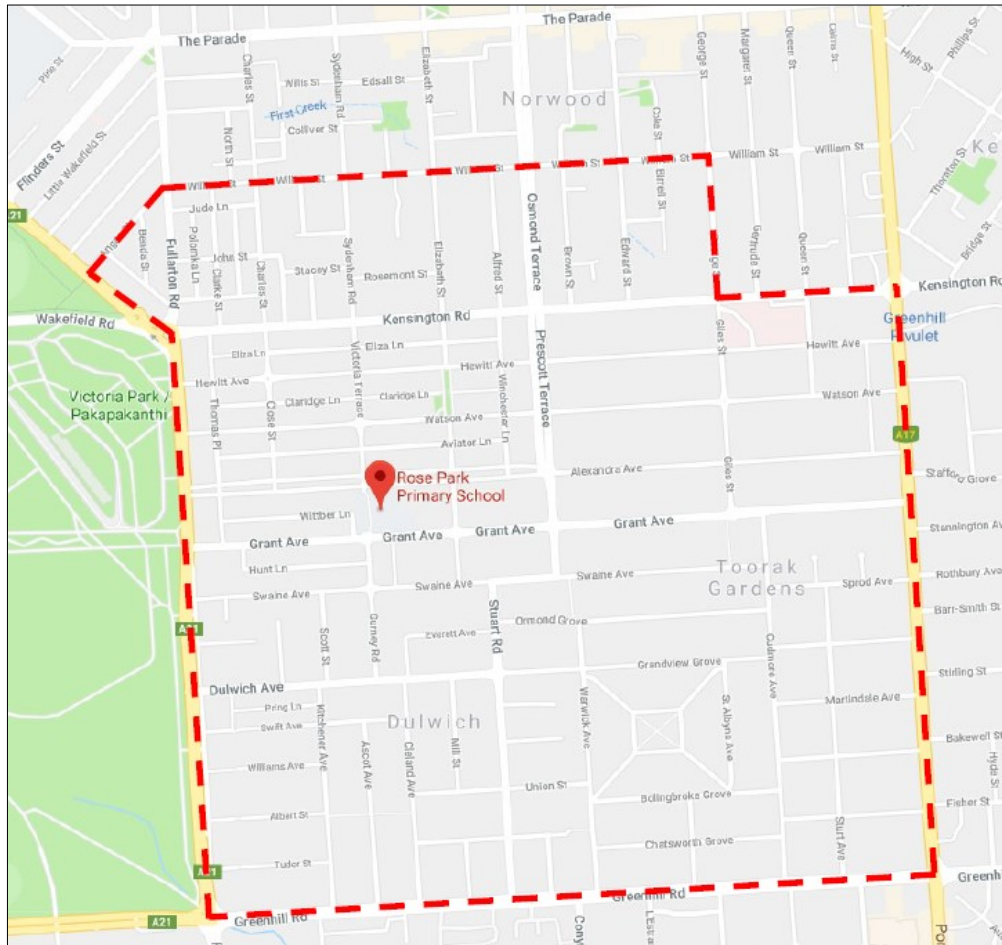
Currently the school has a single intake of students each year in Reception. Your child must turn 5 years of age before the 1st of May, to be eligible for enrolment. Registration for enrolment forms need to be submitted by Week 3 of Term 3, the year before your child is eligible for Reception.

Transition morning visits are scheduled in Term 4 for students starting Reception the following year. Parents are invited to meet the Principal and teachers to discuss school procedures.

In 2024 we will also be taking mid year enrolments for children who turn 5 after May 1.

Zone of Right—Management Capacity Plan

Rose Park Primary School is a zoned school with a management capacity plan which requires proof of residence within our school zone. Please refer to map below.



Lunch Orders / Canteen

Students may order lunches from Rory's School Lunches. via Qkr! before 8:00am. The menu is available on the school website, under the Parents tab. Contact the front office if you require any assistance with Qkr!

We are aware that students and staff may have allergies so our students are NOT to share food and we do not use food to celebrate birthdays or special occasions at school.

To promote sustainability practices and to reduce litter at school we ask that students keep their lunchboxes waste-free and containing food that is not wrapped in foil, plastic or commercial packaging. Healthy snacks of fruit, vegetables and water bottles could be packed daily for 'brain breaks.' Any packaging and uneaten food should be taken home to monitor students' eating habits.

Rory's Canteen Hotline 0413 575 800

Digital Devices—Chromebooks

Year 4 - 6 students are required to have their own chromebooks for use at school and for homework. They are available for purchase through the school via IP Partners portal or from any computer outlet.

Year 3 students have the option to share a school chromebook or to purchase their own device.

The IT suite of computers and trolleys of lap tops and ipads are available in teaching and learning spaces for Reception to year 6 students.

Taking personal mobile phones, smart watches etc to school requires permission from the Principal. Please refer to our Mobile Phones and Personal Devices Policy on our website.

Incursions, Excursions and Camps

Parents will be notified of each class activity via EdSmart email; responses to these emails will indicate permission for students to attend. Payments can be made using Qkr! or at the front office, between 8.30 and 9.30 daily. Please refer to the school website for the Incursions, Excursions and Camps Policy.

Payments

All payments can be made using Qkr! or in person at the front office between 8.30 and 9.30 daily. Payment by instalments is welcome; Direct Debit Request is available as the preferred method of instalments. Please contact the Business Manager in the front office for assistance.

Custody Orders

For families who currently have a court order relating to child custody, it is imperative that the school receives a copy of your court order to ensure that we know who the legal custodians are and who has permission to collect or visit your child.

School Crossing and Drop Off Zones

There are clearly marked zones on both Alexandra and Grant Avenues that can be used for dropping off children. Please be advised that the zones on Grant Avenue and Alexandra Avenue are only for drop offs or pick-ups when the parent stays in the car. If you park and leave the car at all you may receive a parking fine.

Grant Avenue can become particularly congested due to high traffic flow. Please do not illegally park in this area as it can create a real danger to students by blocking the view.

Traffic Monitors

Year 5 and 6 Primary students join the roster for morning or afternoon traffic monitor duty on Grant Avenue and teachers monitor Alexandra Avenue crossing. Students are usually rostered for one week per semester, for either the morning or afternoon duty. Students and staff access training sessions from SAPOL annually.

Student Agency, Voice and Action Teams

Class meetings are conducted regularly for students to voice their opinions, share initiatives and collectively problem-solve local issues. Student Leadership roles and working groups are negotiated annually and meeting times are dependent on student and adult numbers, interests, school needs and may include: Ambassadors, Sports Captains, Japanese Leaders, Debating Captains etc. Students are selected to represent our student community in various leadership roles through written applications and interviews as necessary.

Communication with Teachers

Class teachers communicate regularly with parents/carers through Toddle, Edsmart and email. Staff are available to meet with parents to discuss any part of the school program or any queries. Parents are encouraged to ring the school or approach the class teacher to make an appointment. Email is a preferred means of communication and it is best to contact teachers early if you have any questions or concerns. Interviews are held formally at end of Term 1 and a Learning Journey session in Term 3. School Communication Guidelines can be found on our school website.

**Please note that Staff Meetings are held every Tuesday after school so it is not usually an appropriate time to meet. We recommend that teachers are contacted on weekdays between 8.00 and 5.00 pm and not on weekends or during holiday breaks.*

Student Absences and Leaving the School Grounds

Please notify the school of absences, due to illness or for family reasons, before 9:30am,

- email dl.0169.info@schools.sa.edu.au
- phone 8331 7521
- SMS 0476 857 360.

Late arrivals and early departures must be signed in/out at the front office.

Planned absences of three or more days, e.g. for family holidays, must be approved in advance by the Principal; exemption forms are available at the front office. Absence and lateness data is collected and entered daily to identify students and families requiring support. Students may not leave the school grounds unless accompanied by a parent/carer.

Pupil Free Days

We have a number of planned school closure days which are utilised for whole site training and development. These dates are communicated through the school newsletter and the website calendar.

Lost Property and Labelling Clothes

Please make sure that all your child's personal effects are clearly marked with their full name. Lost items of clothing and personal belongings can be claimed from containers outside Room 20. The Parents and Friends Committee arranges recycling of unclaimed clothing.

Teaching and Learning Support

Many parents take the opportunity to assist in teaching and learning programs. It is very useful for the students to have extra adults to listen to and help with reading, and become involved in class activities. Additional adults support with supervision on excursions or in the Library or Garden. More information about Volunteering can be found on the school website under the Community section. Parents, volunteers and visitors are welcome in schools providing COVID-safe measures are in place and followed.

Sun Safe Policy

We are a Sun Smart school and therefore hats must be worn in Terms 1 and 4 and parts of Term 3 (days which the UV rating is higher than 3). For more information regarding our Extreme Weather and Sun Protection Policy, please refer to the school website.

Assessment and Reporting

School reports go home at the end of Term 2 and 4. Parent teacher interviews are held in Term 1, and R-6 Student Learning Journals and IBPYP Exhibition will be shared with families in Term 3. For more information regarding assessment, please refer to the Assessment and Reporting Policy on our school website.

Class placement of students

Class placement is a complex and lengthy process. Decisions are made by the School Leadership Team in conjunction with teachers, based on their professional judgement and these considerations:

- Academic - range of abilities, students with Personalised One Plans, high intellectual potential, students identified for literacy and numeracy support
- Behavioural - students with complex learning behaviour needs
- Cultural - support for cultural groups, English as an Additional Language or Dialect (EALD), or Aboriginal/Torres Strait Islander students
- Emotional - maturity levels, social, emotional needs, continuity of learning environment
- Physical - health care plans, physical access requirements
- Social - peer combinations, year level within composite classes, gender groups

We invite parents' perspectives and students' friendship requests. Requests for individual teachers will not be considered. We kindly ask that you trust our school to make these important decisions.

Behaviour Management

All members of the Rose Park Primary School community have the right to enjoy a positive, inclusive, safe and supportive environment, where care, respect and friendships are valued.

The school's approach to behaviour management is based on restorative practices. A copy of our Behaviour Support, Anti-Bullying policies, are available on our school website.

Dental Services

The Australian Dental Foundation 'My School Dentist' Program is a not-for-profit, free mobile dental program that delivers onsite oral health care and education for children and teens across Australia. This service visits Rose Park Primary School once each year and all students are eligible to be involved.

Acquaintance Night

Acquaintance Night is held in the third week of first term each year for classroom teachers and specialist teachers to connect with parents and to share teaching and learning expectations, term overviews, timetables, facilities and programs.

Governing Council

The Governing Council Annual General Meeting is held at the beginning of the year to share the Rose Park Primary School Annual Report, nominate new members for Governing Council and committees, and to build community partnerships between school and home.

The Governing Council consists of 9 parent members; two staff representatives, one Parents and Friends representative, one Old Scholars representative, and the Principal. It works in collaboration with school leadership to drive the vision and strategic plans of the school as well as focus on areas such as:

- Development and approval of the school budget
- Setting and collecting of school fees
- Monitoring expenditure during the year
- Development and maintenance of the school grounds and facilities
- Management of the Out of School Hours Care program
- Approving selected policies and procedures e.g. uniform

In addition, the Governing Council has important roles in keeping the principal and staff advised of any concerns within the school community, setting policy on any non-curriculum issues that may arise, being a source of new ideas for the school and encouraging parents to be involved in their children's education.

Any parent interested in joining Governing Council or one of its sub-committees can contact the Chairperson through the Front office or via governing.council@roseparkps.com.au.

Parents & Friends Committee

Members of the Parents & Friends Committee (P&F) warmly welcome you and your child to Rose Park Primary School. The P&F is involved in organising school fundraising, social activities to build connections, supporting class parent representatives, catering for school functions, as well as providing recommendations to Governing Council. Any parent interested in joining P&F please email: pnf@roseparkps.com.au

Old Scholars Association

Previous students of Rose Park PS are invited to join our Old Scholars Association. Members meet weekly and hold an Annual General Meeting once a year and maintains an active interest in the heritage, education and future of our school. We value our long history and traditions, so if you have any questions, feel free to approach the school about the Association.

Feedback and Grievance

We value your constructive feedback to help us to improve practices and to better understand our students' and families' educational and wellbeing needs. As a learning community we work together to problem-solve issues in a respectful and proactive manner. Please contact the person concerned directly and or seek support from leadership. Refer to our school website policy - Feedback and Grievance Procedures. Give feedback, compliments or suggestions to the Education Department by completing our online feedback form; calling 1800 088 158 or emailing: education.customers@sa.gov.au.

After School Sport

Outside school hours, many students engage in school team sports. Playing sport with others at the school has a very positive effect on students' self-esteem, social skills and team building. The school encourages students to be involved in after-hours sports.

As a rule students need to turn 8 years old in the year that they begin playing competitive sport for the school. For all After School Sport queries please email the After School Sports Co-ordinator:

Jody.Kinsella893@schools.sa.edu.au

Volunteering

We greatly appreciate our parent volunteers. If you are interested in volunteering in class, on excursions, as a committee member or coaching a sport you will need to complete the following requirements, as recommended by the Department for Education:

- Working With Children Clearance (WWCC)
- RRHAN-EC - online course
- Volunteer General Induction - online course
- Volunteer Application Form
- Agreement Form
- Site induction
- Role Description

Visitors

All parents, volunteers and visitors are required to:

- report to the front office to sign in and to sign out and a "Visitor" badge must be worn
- report any injury to the front office and seek assistance/First Aid, mandatory reports given to Principal
- follow emergency evacuation - indicated by the occupant warning system - proceed to the grass reserve located on the west side of the school.
- Smoking is not permitted on any Government property in South Australia.

Medical Issues

Parents are asked to notify the school of any serious health condition or care needs their child may have, which may impact on student attendance and participation. For medication to be stored/administered onsite, a health care plan will need to be completed with assistance from the treating Doctor.

Evacuation/Invacuation Procedures

Policies and processes for emergency procedures (evacuation and lockdown) are in place and are supported by practice drills on site. Emergency procedures are regularly discussed with students.

Extra Curricular Activities

Rose Park Primary School offers a number of extra curricular opportunities to students, for example:

- Instrumental music lessons - provided by Department for Education teachers
- Private music tuition before and after school - Learning Through Music
- Chess Club during lunch times
- Debating - years 6 and 5
- Festival of Music choir - years 5 and 6
- SAPSASA Sporting Events

Queries

Front Office staff and members of the Leadership team are available to answer any further questions.

Out of School Hours Care

Rose Park Primary School, Out of School Hours Care (OSHC) is provided on the grounds of Rose Park Primary School. We provide care in a play-based learning environment that is homelike and welcoming for children before and after school, during school closure days and school holidays.

Our OSHC service is delivered in collaboration with the school community and strives to develop secure and positive relationships between children and educators. Importantly we seek to foster personal development and learning through play, leisure, individualised experiences, socialisation, relationships, and routines.

The children are an essential part of our programming and planning and activities are developed based on the want, needs and current interests of the children. The program will include a range of indoor/outdoor experiences, quiet/active experiences, and structured and unstructured experiences. The program will also give children opportunities that foster and enhance:

- friendships
- individual/educator interactions
- co-operative and responsible behaviours
- individual/group experiences

Meal times will be treated as social occasions. Staff members will sit with the children and interact with them to encourage good eating habits and an appreciation of a variety of foods and drinks.

Where possible, snacks and drinks will reflect a wide variety of cultures, especially the cultural backgrounds of families and within the local community. The service provides a healthy breakfast and afternoon tea every day consistent with the Governments "Food for Health: Dietary Guidelines for Children and Adolescents".

We promote 'having a go' at different activities and sports as well as encouraging the older students to take on leadership roles to assist in organising games for the younger groups if they are interested.

Children will be given the opportunity when returning indoors to complete their 'Home Learning' with the support of an Educator.

OSHC Enrolment

OSHC is available to children currently enrolled and attending Rose Park Primary School from Reception to Year 6 and is open to other community members with primary school aged children during the school holidays. An enrolment and relevant medical form are required for each student enrolled. All forms are online and available on the school website or by contacting the OSHC Director. Forms must be completed **prior to the commencement at OSHC.**

Hours of Operation

Monday to Friday

Before School Care: 6:45am - 8:40am

After School Care: 3:10pm - 6:00pm

Early Close days: 2:10pm - 6:00pm

Vacation Care: 6:45am - 6:00pm

Pupil Free Days: 6:45am - 6:00pm

We are not open on Public Holidays and during a 2 week period over Christmas.

OSHC Fees

Before School Care	\$15.00 per session
After School Care	\$30.00 per session
Pupil Free Days	\$70.00 per session
Vacation Care - Centre based	\$70.00 per session
Vacation Care – Excursion day	\$80.00 per session
<i>(inclusive of transport costs and any excursion entrance costs)</i>	

OSHC Bookings

All bookings and cancellations must be made :

- directly on the Xplor Home app
- with the Director via email at oshc@roseparkps.com.au
- or by calling the OSHC mobile on 0437 132 522
(between 6:45am and 6:00pm Monday to Friday)

Spaces are limited due to licencing requirements so we may not be able to support casual booking requests.

All cancellations must be made Prior to the below times to avoid charges:

- After School Care:
need to be made before 9am the day before the booking.
- Before School Care:
need to be made before 12:00pm the day before the booking
- Pupil Free Days and Vacation Care:
need to be made before 6pm the week before the programmed start date.

Accounts

Account holders will receive a weekly invoice which is payable within 7 days.

The payment of fees can be made using the Qkr! app (which can be downloaded onto your smartphone).

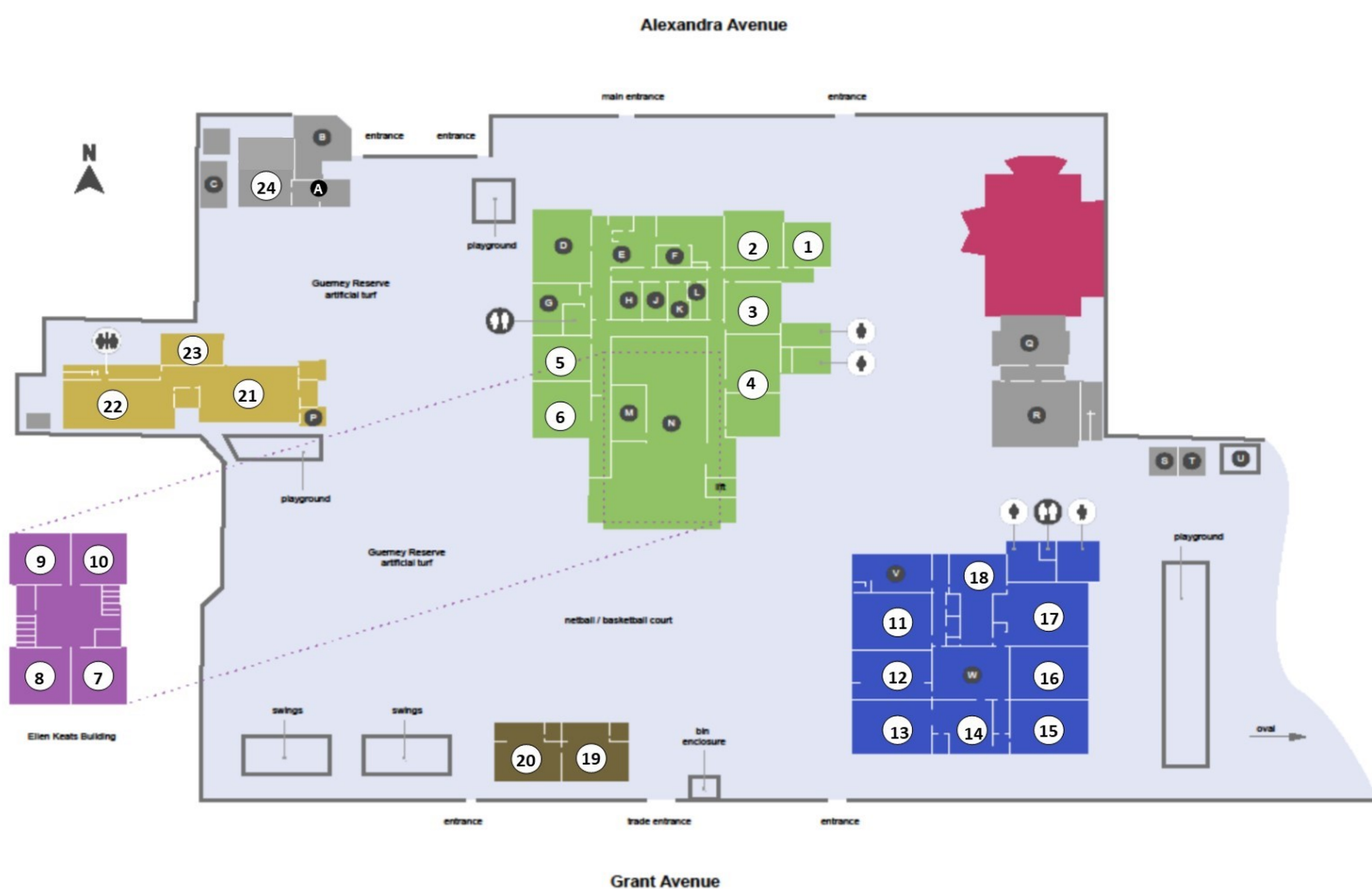
All accounts must be settled in total by the end of each Term.

Policies

All service policies are available in the parent library, on the school website and by request to the service Director.

If you have any further questions or would like more information please contact the service Director or download the full Parent Handbook from the school website under the OSHC tab.

School Map



A EALD rooms
B Abundance Café
C School Sports Shed
D Staff room
E Reception
F Finance Office
G Interoception
H Principal's Office

J Deputy Principal
K Senior Leader
L IT Room
M iCentre Office
N iCentre
P OSHC/Performing Arts
Q Rory's Canteen
R Science/Art Room

S Grounds Shed
T PE Shed
U Green Thumbs
W Potts Central

Centenary Hall
Renfrey-Potts Bldg
Wittber Bldg
Ellen Keats Bldg
Theodore Bldg
Transportables
Room Number
Room Name
Staff Toilets
Student Toilets

Rose Park Primary School

54 Alexandra Avenue

Rose Park SA 5067

W: roseparkps.sa.edu.au

T: 8331 7521 F: 8332 0052

E: dl.0169.info@schools.sa.edu.au

CRICOS Provider Number: 00018A

