



# Junior School Handbook

Kindergarten - Year 6

# Contents

<b>Our Vision and Mission</b>	<b>1</b>	Jewellery	11
<b>Roseville College Members of Staff</b>	<b>2</b>	Leave	11
Introducing Our Executive Team	2	Library	11
<b>Junior School (KG-Year 6)</b>	<b>3</b>	Lockers	11
Absences	3	Lost Property	11
Allergies	3	Lunches	12
Alumni Network – Old Girls’ Union (OGU)	3	Medication	12
Art and Craft - Smocks	3	Merit Awards	12
Assembly and Chapel	3	Mobile Phones	13
Assessment and Reporting	4	Money	13
Badges	4	Music	13
Before and After School Care	4	Newsletter	13
Birthdays	4	Office Hours	14
Bullying Prevention and Intervention	5	Outdoor Education Program	14
Canteen Procedure	5	Parking Outside School	14
Change of Details	6	Pastoral Care and Discipline	14
Charity Groups	6	Physical Education	15
Class Parents	6	Playground Areas	15
Classroom Helpers	6	Requests for Class Placement	15
Collecting your Daughter from School	6	Roseville College App	16
Co-Curricular Program	7	Roseville College Foundation	16
Communication and Portal	7	Roseville College Parents’ Association (RCPA)	16
Curriculum	8	School Bus	17
Cyber Safety and Digital Citizenship	8	School Counsellor	17
Excursions and Incursions	8	School Day	17
Extra Curricular Lessons / Subjects	9	Sporting Competitions	18
Gate Duty	9	Student Diary	19
Grounds, Buildings and Equipment	10	Sun Safety	19
Health	10	Uniform and Representation in Public	19
Home Learning	10	Uniform Store	20
Houses	10	Visitors	20
Inclusive Learning	10	Withdrawal of Student	20
Information Evenings	10		

# Our Vision and Mission

At Roseville College, we exist to equip each girl with a deep sense of purpose for learning, for character and for who she can become.

Ours is a community that spans generations, with a shared sense of connection, heritage and belonging. We are a community of purpose. What we do, we do together.

Leading in girl's education through the four qualities that form our foundation – Christian Faith, community, participation and leadership – our vision is to raise women who are fortified to lead, serve and fulfil their purpose, now and always.

Underpinning our purpose are our values of truth, love and hope. Deeply rooted in our Christian faith these values guide us in our learning, living and faith journey.

# Roseville College

## Members of Staff

### Introducing Our Executive Team

#### Principal

Ms D Magill BEd MECh MACE MACEL

#### Deputy Principal

Mrs L Montgomery BA DipEd DipChStudies

#### Head of Junior School

Mrs A Woldhuis DipTeach BEd Spec Ed GradCert TESOL MEd

#### Head of Senior School

Mrs M Kay-Browning BMusEd MThS MEd AMusA

#### Chaplain

Mrs N Clark BAAAdv Hons MTeachSec GDipDiv

#### Director of Teaching and Learning

Mr L Walker BBA BEc GDipEd MEdLead

#### Director of Business Services

Mrs L Elder CA GAICD

#### Director of Development and Community Engagement

Ms M Gould BA MSocSC

# Junior School

## Kindergarten - Year 6

### Absences

It is a legal requirement that all absences from school be explained in writing. Please ensure your daughter brings a note explaining her absence to the class teacher on her return to school. Absences of more than two days may require a medical certificate.

Please sign your daughter out at the office if she leaves throughout the day. If your daughter is going to be absent from school (including part of a day), our first preference is that you SMS the school on 0409 722 504 or telephone the school on 9884 1167 before 9.00am.

An SMS message will be sent to you by 10.15am if you fail to inform the school with a reason for an absence. Requests for leave must be made, preferably two weeks in advance in writing via email to the Head of Junior School. The classroom teacher should be copied in to this request.

Head of Junior School

Email: [jsreception@roseville.nsw.edu.au](mailto:jsreception@roseville.nsw.edu.au)

### Allergies

As with any allergy, food or otherwise, the most desirable situation is removal of the allergen from the environment. In an attempt to make our school environment safe for all students we ask parents and caregivers not to send food to school that contains nuts (especially peanuts).

This includes peanut butter, Nutella, all nuts and cooking oil containing peanut oil, as well as food containing nuts. Please read all food product labels carefully; accidents happen when foods labelled 'may contain' or 'traces of' are brought to school.

We acknowledge that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food, and foods labelled "may have traces of nuts" are permissible if unavoidable.

Therefore we have opted to be a 'nut aware' school and ask that you familiarise yourselves with products that may contain nuts and comply with our request not to bring nuts and nut products into the school.

### Alumni Network – Old Girls' Union (OGU)

The Alumni Network provides a means of continuing friendships formed at school. Members maintain a keen interest in the school, providing leadership as sporting and debating coaches.

Enquiries: [alumni@roseville.nsw.edu.au](mailto:alumni@roseville.nsw.edu.au)

### Art and Craft - Smocks

The Uniform Store sells smocks in sizes suitable for Junior School students, which each student requires for visual arts classes.

### Assembly and Chapel

A weekly Assembly and Chapel is held for the entire Junior School. Assembly and Chapel include a hymn, Bible readings, prayers, talks and notices. Class items and awards are often presented. Ms Magill attends, and may present certificates to selected students from each class. Awards are presented to students for various reasons which may include academic excellence, effort and progress or upholding College values. Our School leaders help in the running of Assembly. The Chaplain organises weekly chapel services.

## Assessment and Reporting

Assessment is an ongoing process, which informs our teaching and the students' learning.

Assessment takes many forms in the Junior School. Class curriculum based testing, both oral and written; observations by teacher; external competitions for students in Years 3 to 6 and NAPLAN Tests for students in Years 3 and 5 are just some of the types of assessment that occur throughout the year. Parent/teacher interviews are held twice a year.

A written report is sent home at the end of Term 2 and at the end of Term 4. In addition to this, parents and teachers may request other interviews as the need arises.

Appointments can be requested via a note in the Student Diary, email or a telephone call to the teacher. We do remind parents that teachers often have commitments to in-service programs, meetings and extra-curricular duties after school or may be preparing for the next school day, and as such, meetings should be pre-arranged. However, we certainly realise that some matters may require immediate attention.

## Badges

Badges, other than official School badges, are not permitted to be worn. The only exception is if badges are purchased for a school sanctioned charity, in which case they may be worn for the duration of the charity's fundraising appeal.

## Before and After School Care

A Before and After School Care program, run by CommunityOSH, is available for students from Kindergarten to Year 6 and is operational from 7.00am–8.00am and 3.00pm–6.00pm each day. We have a fun, exciting and play-based program for the children and provide breakfast and afternoon tea.

Before a student can attend, a Registration Form must be filled out.

All bookings can be made with:  
CommunityOSH  
[www.commosh.edu.au](http://www.commosh.edu.au)

If your child is attending an extra-curricular activity, but will be departing from or arriving to CommunityOSH late, an additional form must be completed.

Students are not permitted to be at school prior to 8.00am unless they attend the Before School Care program, as the playground is not supervised before that time.

We recommend ALL families sign up for this service in case of an incident, which may result in you being late for pick up.

## Birthdays

We are very happy for students to bring a birthday cake to school so that the class may help celebrate a birthday.

Please consider the shape of the cake that you supply and the number of children in the class, as well as be mindful of allergens such as nuts – please do not bring nut products to school, even in birthday cakes. Individual cupcakes are recommended. Party bags are not necessary.

Please pre-cut a large cake into individual servings as this makes distribution easier.

Cupcakes may be ordered through the canteen.

## Bullying Prevention and Intervention

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation, and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Bullying may be perpetrated by individuals or groups. Behaviours that on their own might not amount to bullying by an individual perpetrator might amount to bullying in a group bullying situation.

### What isn't Bullying?

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- **Mutual Conflict Situations:** where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation.
- **One-Off Acts:** (of aggression or meanness) including single incidents of loss of temper, shouting, or swearing and do not normally constitute bullying.

### Our Policy

Roseville College recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the College is respected and accepted.

Bullying is not tolerated at Roseville College.

It is our policy that:

- Bullying be managed through a 'whole-of-College community' approach involving students, staff, and parents/guardians.
- Bullying prevention strategies are implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students, and parents/guardians to recognise bullying and

respond appropriately.

- Bullying response strategies are tailored to the circumstances of each incident.
- Staff establish positive role models emphasising our no-bullying culture.
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

## Canteen Procedure - Cafe 1908

Cafe 1908 uses an online ordering system via FlexiSchools. Simply go to [www.flexischools.com.au](http://www.flexischools.com.au) and click "Register Now" and then follow the prompts. Once registered, orders can be placed immediately. Lunch orders must be placed by the cut-off time of 8.30am on the day of the order. Before School orders cut-off time is 6:30am.

Cafe 1908 is open all day, every day. It is staffed and managed by Vanilla Blue. In addition to lunches, the Canteen also sells a seasonal range of snacks, which may be purchased by students in Years 3–6 during the second half of lunchtime, Monday to Friday.

Students in Kindergarten – Year 2 may purchase snacks on a day determined by the classroom teacher, at recess only, with a maximum of \$5.00 spending money. Students who don't have their lunch will be issued with a 'Recess Voucher' or 'Lunch Voucher' to the value of \$5.50. The Voucher is then taken to Cafe 1908 by the student. (A teacher will accompany a student from Kindergarten or Year 1). The cost of the recess/lunch will be charged to your daughter's sundry account.

A price list is available on our website – <https://www.roseville.nsw.edu.au/school-canteen>

## Change of Details

If there is a change of address, telephone number or email address, the school should be notified as soon as possible. It is extremely important for the school to be made aware of any change of telephone numbers in the case of an emergency.

If you would like to change your family's contact details, please either update your details yourself through Edumate via the Portal or email Junior School Reception on [jsreception@roseville.nsw.edu.au](mailto:jsreception@roseville.nsw.edu.au)

To update your details yourself, login to the Roseville College Portal and click on the Edumate icon on the top menu. On the Edumate screen, click on your name on the top right of the screen, then select "Update personal details". Once you complete the online form, our reception staff will be notified to approve the change.

## Charity Groups

Throughout the school year the students are encouraged to raise money for charities to help them gain an awareness of the needs of others. Some of the charities supported by the Junior School may include Anglicare, The Children's Hospital, The Cancer Council, Daffodil Day or Bunda Girls School (Tanzania).

## Class Parents

Each year a small group of parents are nominated to be class parents. The class parents organise informal gatherings so that the parents of students in the class may socialise outside of the school.

## Classroom Helpers

At the beginning of the year each class teacher indicates their requirements regarding parent helpers at the Parent Information Night. Parents often help on excursions.

To work as a helper, you must apply online to work with children. The Working with Children Check Clearance (WWCCC) process is mandatory for all people working in close proximity to children. It is free to apply, and a WWCCC number is valid for five years. Please send your details to [jsreception@roseville.nsw.edu.au](mailto:jsreception@roseville.nsw.edu.au).

## Collecting your Daughter from School

Students are dismissed from their classrooms between 3.00pm and 3.05pm. Class dismissal is staggered to avoid congestion in the pick up area. Students are required to wait with the duty teacher at the Victoria Street gates to be collected. Any student not collected by 3.20pm will go to the Junior School Office and their parents called. Students who catch the train or walk from the northern side of the school leave via Bancroft Avenue.

A teacher will assist them across the road. Students in Years 3–6 may also be collected by parents at the Bancroft Avenue entrance. If your daughter is going home with another parent we require an email from **both** parents confirming this arrangement.



## Co-Curricular Program

The Junior School students are provided with an extensive cocurricular program. Each year, the program may be adjusted to enable new and engaging activities to be offered to the students. Examples of the various co-curricular programs may include the following:

---

Chess Club

---

Claymation

---

da Vinci Decathlon

---

Debate and Create

---

Drama Club

---

Crusaders

---

Inter School Debating

---

Robotics

---

Rosie Bee Kind (a sustainability and environmental group)

---

Science Club

---

Table Tennis

---

Theatre Sports

---

Tournament of Minds

---

Visual Arts Club

---

Young Engineers

---

Music and Sport play a central part in the Junior School cocurricular program. Please refer to the respective sections of this document for more details.

Details on how to sign up for co-curricular program will be distributed to students and parents early in Term 1.

## Communication and Portal

Effective communication between students, teachers and parents is a very important aspect of school life at Roseville College. The Student Diary is a quick and efficient way to link students, parents and staff. If you would like to send a message to school, jot it in your daughter's diary and ask her to pass it on. You should also check the diary daily to see if there are any messages from the teachers. Involving your daughter in the communication process is very valuable.

The College provides a portal for students and parents to access on-demand information about student learning, wellbeing, curricular and co-curricular programs, and the campus, as well as information for parents and a "Whats-on" calendar. A secure log-in is provided to families on commencement.

The College also has a school App available, which is a convenient and immediate source of communication from the College. Notifications and Clipboard Subscriptions (for Sport notifications) should be **switched on** to allow information to reach you. Once you are provided with your portal login details, please download the App from either Google Play Store or the Apple App Store.

All letters and notes that are sent home from school are posted on the Portal in the Junior School Section.

Parents may feel the need to speak personally to teachers. To ensure this process is effective, we suggest the following guidelines:

- For classroom issues, please contact your daughter's classroom teacher via the diary to set up an interview or to request phone contact with the teacher
- Sending an email is an effective way to provide general information for your child's teacher, although teachers are not always able to respond to emails during class time or after 5.00pm. Every endeavour will be made to respond within 24 hours

- If the matter is urgent it is best to contact the Junior School Reception and request that a message to be passed on.  
Contact Junior School Reception on:  
Phone: 9884 1167  
Email: [jsreception@roseville.nsw.edu.au](mailto:jsreception@roseville.nsw.edu.au)
- For other general issues contact the Head of Junior School via the Junior School Reception
- Parents should not contact their daughter either by text messaging, by mobile phone or in person during school hours. Smart watches with text or phone capabilities should not be brought to school. Any messages for students should be left with the Junior School Receptionist.

## Curriculum

The Junior School is an IB Primary Years Program (PYP) school. Details about the IB PYP are provided at <https://www.roseville.nsw.edu.au/learning/junior-school>

Students in Kindergarten to Year 6 follow the curriculum outlined below:

- English and Mathematics are taught by the classroom teachers daily
- Christian Studies, Geography, History, Science, Health and Personal Development are taught by the classroom teachers
- Specialist teachers are employed for PE, Music, Languages (French/Mandarin), and Visual Arts.

## Cyber Safety and Digital Citizenship

While the internet and other developments in technology are powerful tools that bring many benefits, it is essential that students and their parents are aware of the responsibilities that come with learning in the digital world.

At Roseville College, students are taught to use the internet and other technologies safely and wisely. Students from Kindergarten to Year 6 learn about the issues of cyber safety. In the home it is recommended that parents monitor internet use and implement restrictions appropriate to the age of your child and to your family. Sensible guidelines for your own child's wellbeing and safety are essential.

Information about cyber safety can be located at [www.esafety.gov.au](http://www.esafety.gov.au). This is a Government website for the Office of the eSafety Commissioner, that gives considered, current guidance on internet usage.

## Excursions and Incursions

Excursions are organised by the class teacher. These trips support the units of work studied in the curriculum and are usually located in areas around Sydney. Students in Year 6 also participate in an excursion to Canberra, and Year 5 participate in an overnight excursion to Bathurst.

Students in Kindergarten to Year 6 view a number of school performances, either at school or elsewhere. These performances are accredited for schools and support the NSW NESA syllabus.

## Extra Curricular Lessons / Subjects

A large number of extra subjects are available to students in the Junior School. Many of the students take advantage of the opportunity to learn subjects offered at school. Whilst we are very keen for the students to have these opportunities, parents should be aware that this does have some impact on regular class programs.

**Before selecting an extra subject for your daughter, we would urge you to consider the following:**

- Speech and Drama lessons occur after school
- Instrumental Music lessons occur during class time. This means the students miss out on some teaching and learning experiences on a rotational system. It is simply not possible to timetable such lessons outside class time, although every effort is made to avoid absence from Mathematics and English lessons, or Assemblies and Chapel services
- Tennis lessons may take place during breaks or before/after school
- Some of the children can become overloaded and are not able to give as much attention to their class work and homework as we feel is necessary. Please consider this when enrolling your daughters for extra lesson/s
- If students are absent for any reason it is the parents' responsibility to inform the extra-curricular subject teacher of the absence, as a courtesy.

**Recommendations for Extra Curricular Subjects:**

### Kindergarten

Not recommended.

### Years 1 and 2

No more than one extra subject is recommended for students in Years 1–2.

### Years 3–6

As there are many opportunities available for

students in these classes, it is essential that extra activities be chosen with care. A variety of extra activities is available, as well as some Saturday sports. A maximum of two extra activities is recommended depending on the individual and her commitment to any other group.

## Gate Duty

Members of staff are on duty on the Victoria Street gates and the Bancroft Avenue crossing each morning from 8:00am and each afternoon between 3.00pm and 3.20pm.

In the morning, students may only arrive from 8:00am (unless attending before-school sport or Before-school care).

In the afternoon, students who have not been collected by 3.20pm will be sent to the Junior School office and parents called. Students whose parents are late may be sent to Before and After School Care at the cost of the parent. Students who catch buses in Boundary Street are escorted to the bus stop at 3.10pm.

Our Crossing Supervisor is on duty before and after school on the Victoria Street crossing. We do ask that parents support what is being taught in the Health and Safety programs by insisting that their daughters use the crossings in both Bancroft Avenue and Victoria Street at all times.

It is particularly important for parents to observe the 'No Standing' and 'No Parking' signs in both Victoria Street and Bancroft Avenue in the interests of road and child safety.

**Under no circumstances should parents drive into the underground car parks when bringing their daughters to school.**

## Grounds, Buildings and Equipment

Certain procedures need to be followed by all students to ensure that every student gets maximum use out of all that the school offers. Careful use of school facilities, buildings, grounds and equipment will result in a safe, pleasant environment and continued efficiency. At recess and lunchtime breaks, students are not permitted in any classroom unless accompanied by a teacher.

The Senior School Buildings are 'out of bounds' for all Junior School students unless they have a teacher accompanying them.

## Health

If a student feels ill during the day or requires first aid attention she should report it to a teacher. Teachers may recommend that she report to the Junior School Reception where the school nurse will be contacted to assess her condition. She may be required to spend some time in Sick Bay. If a student is unable to rejoin her class for normal lessons her parent will be contacted and asked to collect her from School. If students are not feeling well in the mornings they should not be sent to School.

## Home Learning

Some type of task or study is given regularly to all students to encourage the habit of home study. We encourage all students to read at home for a short time most nights.

---

Year 1 10–15 minutes daily

---

Year 2 15–20 minutes daily

---

Year 3 20–30 minutes daily

---

Year 4 20–30 minutes daily

---

Year 5 30–45 minutes daily

---

Year 6 30–60 minutes daily

---

These times vary depending on the ability and concentration spans of individual students. If you are in any way concerned about the length of time your daughter is spending on homework, please do not hesitate to contact her teacher.

## Houses

The school has four houses:



Preston



Cuthbert



Chisholm



Franklin

Each student belongs to one of these houses which is determined by the Registrar.

If members of the family currently attend or previously attended Roseville then all members of that family will be in the same house. Students may win credits for their house by working well, participating in sports events or for general good behaviour and kind deeds.

## Inclusive Learning

Inclusive Learning support is available for students with specific learning needs in Mathematics or English. In collaboration with the classroom teacher, problems are identified and special tuition given, either individually or in small groups.

## Information Evenings

An Information Evening is held early in Term 1 for all Junior School parents. The aim of the evening is to provide information on school policy and procedures.

In addition, each class teacher outlines the program for the year and procedures within each particular class. Parent seminars for the whole school are held regularly and inform parents about pastoral care issues.

## Jewellery

No jewellery other than a simple wristwatch is to be worn to school. This includes earrings, bracelets and necklaces. Clear plastic studs are not permitted. **Please note that smart watches of any kind are not permitted.**

If your daughter wishes to have her ears pierced, it is advised that she waits until the December school holidays to allow the holes to heal.

## Leave

We believe that term time is very important in terms of learning and that school holidays are very generous. As such, leave taken during a school term is discouraged.

However, we understand that on rare occasions, this is unavoidable, and if this is the case, requests for leave outside of school holiday periods are to be made in writing to the Head of Junior School **at least two weeks** prior to the date of requested leave.

Please email these requests to [jsreception@roseville.nsw.edu.au](mailto:jsreception@roseville.nsw.edu.au)

## Library

The Library is a most important centre of school life. Kindergarten – Year 2 have one library lesson per week. During this lesson the students are introduced to information skills along with a wide range of literature. Year 3 – 6 students have one literature session each week as well as a shared teaching lesson during their unit of inquiry when information skills are taught and digital citizenship concepts are explored. All classes borrow from the Library on a weekly basis.

The Library is open to the students in the Junior School before school from 8.10am for borrowing and returning books. Students in Kindergarten – Year 2 should be accompanied by a parent if coming in the mornings. The Library is also open during second half lunch break for reading or research.

Students in Year 5 and Year 6 are permitted to go to the Library after school until 4.00pm Monday – Wednesday and until 4.15pm on Thursday.

A completed and returned permission note is a pre requisite for using the Library after school and students will be signed in by their teacher and signed out by their parent. This letter will be sent home early in the term. All students using this service **must** be signed up for Before and After School Care.

## Lockers

Students in Years 5 and 6 are provided with lockers on the ground floor of the Junior School. Each student is provided with a combination lock and is encouraged to ensure it is used to keep her belongings safe. Locks must be returned at the end of the year. A replacement lock incurs a charge.

## Lost Property

All items of clothing and belongings must be clearly and permanently marked with a student's name. If an article is found and it is marked with a name, it is given back to its owner. If an article is not marked with a name, it is put into the "Lost Property" tubs (one for clothing and one for other items) and any item of clothing still abandoned at the end of the term is released to the Anglicare bins.

Any unlabelled drink bottles and lunch boxes may be thrown out if unclaimed within 7 days. Parents and students are asked to check the Lost Property tubs, in the first instance, if things go missing. Expensive items such as watches and wallets will be kept by the Receptionist until claimed.

## Lunches

All students are encouraged to bring healthy lunches from home or purchase them from the Canteen. Parents are requested not to include sweets, chips or chocolates in lunches or morning teas. Children are not allowed to share food. Please see "Canteen", to read the standard actions should a student forget her lunch and need the unplanned provision from School.

## Medication

Parents need to inform the College in writing if their daughter suffers from any condition which may require the administering of medication during the school day. Prescribed medications are stored in sick bay so that they can be administered to a student when they are at school or at a day time school activity such as off-site sport or other day time excursions.

It is our duty of care to maintain medical records for all our students, noting any specific medical conditions and including any requirement to administer medication. In date medication must be supplied with the student's name and appropriate dosage instructions. In addition, we must keep on-site an appropriate management plan for asthma, allergies and anaphylaxis.

### Regular Medication

Students who are on regular medication, and have to take it during school hours should leave a supply of this medication, clearly labelled with the child's name and class and instructions on the dosage, at the Junior School Office. The child should then go to the office at the required time to be given the medication.

### Anaphylaxis, Allergies, Asthma, Critical Medications

Families of daughters with critical conditions that can be life threatening must provide the College with medically supported plans and medications. Prior to a student commencing, families must provide details of, and management plans for, any long-term medication/allergies/ medical

conditions. Please contact Junior School Reception promptly if your child has new or renewed plans or medications.

The National Asthma Council of Australia recommends annual reviews of Management Plans and the Australasian Society of Clinical Immunology and Allergy (ASCI) recommends reviewing anaphylaxis/allergy plans every 12-18 months. This should also align with the updating of auto-injectors with ongoing patient reviews.

Please ensure the school has up to date management plans as well as medications at all times.

### Temporary Course of Medication

This should be clearly labelled with the child's name and left at the Junior School Office with an accompanying note explaining the dosage.

### Cough Lozenges

These must be handed to the class teacher, with an accompanying note as to when the child is to take them. At no time is any Junior School child to take medication by herself.

## Merit Awards

A system of Rosebud, Rosette and Rose cards recognises positive effort by students. These can be awarded for any behaviour or achievement which is praiseworthy or worthy of encouragement. After a student has gained a full Rose card, she will be invited to attend an end of term morning tea with the Head of Junior School.

Merit Awards are also presented regularly during Junior School assembly. These awards are recorded against the recipient's student record and recognise strong adherence to the PYP attributes.

## Mobile Phones

Mobile phones may not be used at all during school hours. This includes smart watches with the capability to send/receive text messages and/or calls. If a student needs a mobile phone for security reasons travelling to and from school, it must be switched off during the day and kept in her school bag. If this rule is contravened the phone will be confiscated and kept until the end of the day.

It will be the student's responsibility to ask for the phone at the end of the school day. It is not appropriate for parents to attempt to contact their daughter via her mobile phone during the day or expect their daughter to contact them as these actions are contrary to school rules. All urgent messages for students are to be relayed via the Junior School Reception.

## Money

Students should bring only a minimum amount of money to school for spending at the canteen. If for some reason they have more than \$20, they can hand it in to the Junior School Receptionist or Classroom Teacher in the morning for safe keeping and collect it at the end of the school day. Most school activities will be sundry charged to family accounts and so money, other than for occasional charities, morning tea, lunch orders or canteen spending, is not needed.

## Music

Music plays a central part in the Junior School co-curricular program with instrumental and choral ensembles meeting weekly.

Students in early years participate in the K – 2 Choir and students in Years 3 – 6 have the opportunity to join the Junior Choirs, with no auditions required. Instrumentalists may join our Concert Band, Dolce String Ensemble, K-2 String Ensemble and various chamber ensembles. Music staff ascertain the most appropriate Music Ensemble for the students to join based on their ability and interest.

## Performing Arts Productions

Every year, each of the Junior School students are involved in a Performing Arts production. This is either a showcase of dance, music and art, or biennially, a Junior School Musical Production.

## Year 3 and 4 Instrumental Program

The Year 3 and 4 Instrumental Program is a two year program that integrates both curriculum and instrumental music. This program will provide the opportunity for students to learn one of the following Band or String Ensemble instruments: violin, viola, cello, flute, clarinet, trumpet, trombone, baritone, saxophone and percussion for two years. The students are allocated instruments on the basis of size, interest and suitability. Students are tutored by specialist instrumental teachers and ensemble directors.

Students who are already learning a string instrument may participate in an extension ensemble.

## Private Music Tuition

All private lessons in the Junior School are for 30 minutes and take place on a rotational basis during the school day. The peripatetic music tutor collects the student from class and returns her after the lesson. Before and after school lessons are limited and Senior School students take precedence. It is also important that students are prepared to commit themselves to a practice program at home.

For enrolment information, please contact Music Administration on 9884 1175 or [adavies@roseville.nsw.edu.au](mailto:adavies@roseville.nsw.edu.au)

## Newsletter

The Newsletter is vital for effective communication between the school and home. It contains important school information and community news. The Newsletter link is emailed to you and is available every Tuesday. It is also available on the School App.

## Office Hours

The Junior School Reception is open from 8am until 4pm during school terms. Junior School Reception is 9884 1167. Outside of these times messages can be left on voice mail. For all urgent matters please do not leave messages on voice mail but speak directly to a member of staff or the Main Reception on 9884 1100.

## Outdoor Education Program

Outdoor education is a K–12 activity at Roseville College. Kindergarten and Year 1 attend a day camp and Year 2 attend for two days (but not overnight). Camps are held for students in Years 3–6 every year. Students in Years 3 and 4 attend camp for two days and one night and students in Years 5 and 6 attend for three days and two nights. Camps are a compulsory part of our Junior School Curriculum and are always a highlight of the year. Both the Year 5 and Year 6 Camp is held early in the year to enable the students to get to know their peers and teachers in an environment outside the classroom, and to promote friendships across the classes.

## Parking Outside School

Please observe the 'No Stopping', 'No Standing' and 'No Parking' signs in front of the school in both Bancroft Avenue and Victoria Street. Not only is it illegal to disregard these signs but it obscures the motorists' view of children crossing roads and puts them at further risk. Pulling in and stopping on any of the school driveways for dropping off or picking up students is also illegal and dangerous as well as causing inconvenience to others.

Parents are urged to respect these requirements both for the students' safety and out of courtesy to our neighbours and others. During the school day the College car parks are fully utilised for staff parking. For safety reasons please do not drive into these car parks. Please DO NOT park in the neighbouring Tennis Courts' or Community Centre's carpark, at specific request of these groups and their members.

## Pastoral Care and Discipline

Our concern is with the welfare and happiness of your daughter. We aim to provide a warm and caring environment in which your daughter can grow, learn and develop. Issues concerning your daughter's welfare may be discussed with your child's teacher any time during the year. You may also approach the Head of Junior School and our School Counsellor for advice and support.

Our emphasis is on firm, consistent discipline within a warm and caring environment, and positive reinforcement is integral to this. Harmonious relationships between students and staff are considered of great importance. However, from time to time issues of discipline must be managed. Minor offences are dealt with by the classroom teachers. More serious offences may require parents and the Head of Junior School to become involved.

To ensure that we maintain a safe and supportive environment for all students it is not appropriate for parents to speak directly to any student other than their own daughter regarding serious issues or disciplinary matters. Any concerns of this nature should be directed to the classroom teacher or the Head of Junior School. Parents, and where they are able, students, are requested to carefully read the Student Expectations statement in the Student Diary. Corporal punishment is expressly prohibited at Roseville College and we do not encourage it in the wider community.



## Physical Education

Each class participates in weekly PE lessons. It is usual for students to wear their full school uniform to school and then change into their PE uniform at school. Changes to this routine are necessary for 2024 due to limitation of change room spaces until the new sport and wellbeing centre is built. Please see these changes for 2024 below.

For Kindergarten, Year 1 and Year 2 are permitted for 2024 to wear their sports uniform to school on the days they have PE. Sports uniform consists of PE shirt and shorts with the full tracksuit worn over the top. In hot weather, an exception will be granted by the Head of Junior School. The sports hat is also mandatory.

Students in Years 3 to 6 are permitted for 2024, to wear their sports uniform to school on the days they have PE. Sports uniform consists of PE shirt and shorts with the full tracksuit worn over the top. In hot weather, an exception will be granted by the Head of Junior School. The sports hat is also mandatory.

Should students have training before school, they must change into their school uniform on arrival at school after training unless it is their usual sport day. In Terms 1 and 4, students will need to bring their swimming gear in their sports bag and wear their sports uniform for every PE lesson. For sports commitments after school, students must change after school for such activities.

## Playground Areas

### Before School

Students are to leave their bags outside their classroom and then play in the Junior School Courtyard. No student is to loiter in the upstairs balcony area of the Junior School. Any student arriving at school before 8.00am must attend 'Before School Care'. Playground supervision commences at 8.00am. Students are to leave their bags tidily outside of their classrooms or stowed in their outside locker, and then proceed to the play area where they are supervised until 8.30am. Lessons commence at 8.30am.

### Recess

All students eat their morning tea sitting down in the Junior School Courtyard. When the bell rings students put their rubbish in the bin and are allowed to play.

### Lunch

Students in Kindergarten to Year 5 eat lunch sitting down in the Junior School Courtyard. During the second half of lunch, students in Kindergarten to Year 5 play either in the Junior School Courtyard or on the playground equipment. From Term 3, the Year 6 students spend lunch time in the Senior School as part of their 'Transition to Senior School' program.

## Requests for Class Placement

On occasions it may be tempting for parents to request their daughter be placed in a particular class for personal reasons. Unfortunately, it is not necessarily in a child's best interest to accommodate such requests. Educational factors primarily determine the school's decision in allocating class placements and these are considered by the relevant teachers and the Head of the Junior School. Your child will be placed in the most appropriate class according to her academic and social needs.

## Roseville College App

Once your daughter commences at Roseville, you will be provided with your parent login details. Please download the App from either Google Play Store or the Apple App Store. The App contains important information such as the newsletter, school calendar, and notifications.

## Roseville College Foundation

The **Roseville College Foundation** is a voluntary group consisting of parents and alumni who support the College's fundraising efforts. The Foundation, together with the College, organise fundraising activities such as annual appeals, capital works campaigns and giving events to raise tax-deductible and philanthropic gifts for the College.

The Foundation has a Chairperson and Committee of members who are appointed by the Principal. The Committee meets regularly throughout the year and take an active part in fundraising activities.

The College operates three tax-deductible funds; the Building Fund, the Scholarship Fund and the Library Fund all of which provide money for resources and facilities that directly benefit our students.

Each term, when fee statements are issued, parents are asked to make a voluntary contribution to the school's tax deductible Building Fund. The purpose of this contributions is to build the school's finances to undertake building and capital works projects to improve the facilities for our students, both now and in the future. Currently, all contributions to the Building Fund are being used towards the development of our new **Sport and Wellbeing Centre**.

All families are encouraged to contribute generously and to be part of our culture of giving within their means.

## Roseville College Parents' Association (RCPA)

The **Roseville College Parents' Association** is a voluntary group consisting of parents and guardians of students at Roseville College. The purpose of the RCPA is to provide an opportunity for parents to work together to enhance the College community.

The RCPA has an elected Committee that consists of four positions; President, Vice President, Senior School Representative and Junior School Representative. The purpose of the RCPA Committee is to assist the College in the administration and management of the RCPA and its activities. It may also provide feedback and recommendations to the Principal on matters arising through the RCPA. The Committee is not a decision-making body.

Elections to the RCPA Committee are held each year in Term 2. All parents are given the opportunity to be nominated for election to the Committee and to take part in the election, which is held at the Term 2 RCPA meeting.

Our RCPA meetings are held once each term in the evening and have a unique flavour here at Roseville. They are an informal occasion to hear from and discuss with the Principal and School executive about school updates and developments. Notices of the dates for RCPA meetings are issued through the weekly school newsletter. Our strong Class Parent Network also organise social and 'friend-raising' events for their child's respective classes and year groups.

At the beginning of Term 1 each year, a parent 'Icebreaker Cocktails' is held at the School, and all parents are welcome to attend and socialize with old friends and get to know new ones in the parent community. Parents are strongly encouraged to take part in RCPA meetings and events as it provides an excellent opportunity to be involved with and connected to the school and its parent community.

## School Bus

This bus is a commercial service of Forest Coach Lines, exclusively for Roseville College students during term time, to meet the existing demand for a school bus servicing the Northern Beaches. The air-conditioned coach, clearly branded as Roseville College, is equipped with seatbelts to accommodate 57 students.

The route stops at designated public bus stops in Killarney Heights, Forestville, Seaforth and Balgowlah. The morning service is scheduled to arrive at Roseville College by 8.05am. Afternoon departure from school is 3.30pm.

For more information, including bus route and bookings, please contact <https://shop.roseville.nsw.edu.au>

## School Counsellor

The Junior School Counsellor provides guidance and support for students from K-Year 6, and can be contacted via the Junior School Reception on 9884 1167. Parents may contact the counsellor directly after speaking to the classroom teacher.

If a teacher feels that the counsellor's expertise is required in assisting with the learning or behavioural needs of a student. The Head of Junior School, School Counsellor, classroom teachers and Inclusive Learning team communicate closely in all matters relating to students referred to the Counsellor.

## School Day

Students in Kindergarten and Years 1 and 2, need the security of a routine. A punctual start to each day is vital in helping this to become established. Students should arrive at school no later than 8.20am (they are allowed on-site from 8:00am), so that they are ready for the commencement of lessons at 8.30am.

We ask that parents encourage their daughters to take responsibility for carrying and unpacking their own bags. It is also very important that all students take responsibility for hanging school and sports bags on the hooks provided in the locker. If you need to speak to the teacher, please email the teacher to arrange a suitable time.

Years 3–6 Primary students should arrive at school by 8.20am (they are allowed on-site from 8:00am). Students are to leave their bags tidily outside of their classrooms or stowed in their outside locker, and then proceed to the play area where they are supervised until 8.30am. Lessons commence promptly at 8.30am.

### Lateness

A punctual start to the day is essential for each student to benefit fully from classroom activities, and also for the class as a whole to function effectively without interruption. Students arriving after 8.30am must be signed in at the Junior School Reception.

The school day finishes at 3pm for Kindergarten to Year 2 and 3.05pm for Years 3–6. Students needing to leave earlier than these times must be signed out by a parent and picked up at their classroom or Junior School Reception.

Any student going to After School Care, gym, swimming or tennis should wait with the supervising teacher in the designated area. Parents are urged to leave the Junior School area promptly after dropping off their daughters in the mornings. Parents and students are also requested to leave the Junior School area promptly in the afternoons.

## Sporting Competitions

As a member of the Independent Primary School Heads Association (IPSHA) Roseville College students participate each term in different team sports as well as interschool athletics, cross country, gymnastics, snowsports and swimming carnivals. Students are welcome to register regardless of their prior experience.

Competitive sport on offer each Saturday morning, which is available for students in Years 3-6, is played at venues throughout the Sydney metropolitan region.

### The following sports are offered:-

---

Term 1 - Football (Soccer)

---

Term 2 - Minkey/Super 8 Hockey and Netball

---

Term 3 - Touch Football

---

Term 4 - Tennis, Basketball and Rowing (Year 6 only)

---

Snowsports - July School Holidays

---

In addition, the Junior School conducts annual Swimming and Athletics Carnivals for students in Years 3-6 and Kindergarten to Year 2 will enjoy an annual Games Day and Splash Carnival.

Throughout the year talented students have the opportunity to nominate for trial and selection for representation in the pathways from state to national level.

Sports on offer are extensive and varied and include both individual and team pursuits.

### These pathways include:

- IPSHA and New South Wales Combined Independent Schools (NSWCIS)
- Primary Schools Sports Association (PSSA)
- Schools Sport Australia (SSA).

## Junior School Sports Awards

The Junior School sports award program recognises students in Years 3-6 who actively participate and exhibit outstanding commitment and involvement in representative school sport.

Each student can set a personal goal to achieve a Sports Award for Outstanding Service to School Sport. This award is presented at the Sports Assembly, usually conducted by late November.

### Eligibility

To be eligible for the award students must meet or exceed the requirements that follow. Further detail is provided on the portal under Junior School Sport.

**White Award** recognises Year 3 students who participate in 3 or more sports across the year.

**Bronze Award** recognises Year 4 students who participate in 4 or more sports across the year.

**Silver Award** recognises Year 5 students who participate in 5 or more sports across the year.

**Gold Award** recognises Year 6 students who participate in 5 or more sports across the year.

As each award recognises Outstanding Service to School Sport, a student is expected to exhibit high levels of engagement for the duration of each sport. Players are expected to attend all matches and training sessions, however, leniency will be considered in the event of illness or misadventure where attendance has been consistent across at least 80% of all training sessions and matches. This percentage will not be applied where conflicts between gazetted activities in the Roseville College calendar occur.

One point is awarded for participation in each sport, regardless of the representative pathway achieved eg IPSHA, NSWCIS, PSSA and SSA. Nominating and trialling for IPSHA and other related pathways is not included in this award system, for example; nominating yourself to trial for the IPSHA Basketball team and being selected as an IPSHA Basketball Representative.

Squad members and/or Team members of Swimming and Athletics will receive one point recognising their active engagement, participation and reflecting their service to school sport. Please see the criteria specific to each of these sports on the portal.

Each student's eligibility will be assessed by the Junior School Sports Staff and the Head of the Junior School.

## Student Diary

All students are issued with a Roseville College Student Diary at the beginning of the year. Students must have their Student Diary with them every day as they are used as a homework diary and as a means for communication between home and school. A Code of Behaviour, School Policies and important dates are also included. All students and parents should read and note this information. Please refer to the school portal for up-to-date calendar information.

## Sun Safety

All students are required to wear their panama hat to and from school each day during the summer months. We recommend that students use sunscreen, which is provided in the playground, and all students must wear their sports cap whilst out in the playground or at sport. We encourage students to find a shady spot to sit and eat morning tea and lunch.

## Uniform and Representation in Public

Students should look neat and tidy at all times. Full school uniform should be worn when coming to and going from school, regardless of transport, and at official school events. **Jumpers without blazers must not be worn outside school.** Standard black, leather, flat heeled shoes are the only acceptable footwear with uniform.

Students in K-2 may wear buckles or lace up shoes. Students in 3-6 are to wear lace up shoes. No make up, nail polish or jewellery should be worn including earrings. Clear plastic studs are not permitted. If parents wish to have students' ears pierced this should be carried out in the summer vacation to allow adequate time for the hole to heal. Under no circumstances are earrings to be worn at school.

Hair should be tied up neatly, if below shoulder length, using the regulation hair accessories available at the Uniform Store. Multiple braiding of hair is not permitted at school. All items of clothing and belongings should be clearly named.

Quiet, courteous and responsible behaviour is expected from students at all times on public transport and in public places. Students should travel to and from school directly and, should not loiter. Chewing gum is not allowed when in uniform, either inside or outside the school.

The uniform code is outlined below. Please read through the code with your daughter and help her to understand the importance of maintaining a high standard of dress while in school uniform.

Please note that if your daughter is selected to play in a representative team, for example (hockey, netball, tennis, athletics or gymnastics) she will be required to wear the appropriate team uniform. Details will be provided by the Junior School Sports Teacher.

## Summer Uniform

---

 Panama hat
 

---



---

 Navy bucket hat
 

---



---

 Summer dress
 

---



---

 Blazer
 

---



---

 Maroon jumper or vest (optional)
 

---



---

 White ankle socks
 

---



---

 Black leather school shoes
 

---

## Winter Uniform

---

 Blazer
 

---



---

 Blouse
 

---



---

 Pinafore dress
 

---



---

 Maroon jumper
 

---



---

 Scarf
 

---



---

 Navy ankle socks / Navy stockings
 

---



---

 Black leather school shoes
 

---

## Sports Uniform

---

 Roseville College sports cap
 

---



---

 Roseville College sports t-shirt
 

---



---

 Roseville College track suit
 

---



---

 Roseville College shorts
 

---



---

 Swimming cap in house colour
 

---



---

 Maroon/Gold school swimming costume
 

---



---

 Short white socks
 

---



---

 Sport shoes
 

---

## Uniform Store

The Uniform Store is located at 19 Bancroft Avenue as well as online. It is open Monday, Wednesday and Friday from 8.00am - 12.00pm and then 12.30pm - 4.00pm during term time. Online orders are also fulfilled on these days.

Special opening hours prior to the commencement of terms are advertised in the Newsletter.

Items can be purchased online through the online Uniform store - <https://store.roseville.nsw.edu.au>

## Visitors

All visitors to the College must sign in and out at Main Reception or, by appointment, at Junior School Reception. On signing they will be issued with a Visitors Sticker which must be worn and clearly visible whilst on campus.

## Withdrawal of Student

Please note that a full school term's notice in writing to the Principal is required before a student leaves the school, or a full term's fees will be charged. This means, for example, if you wish to withdraw your daughter at the end of Term 4, the Principal must be notified in writing by the end of Term 3.

the 1990s, the number of publications on the epidemiology of *S. pneumoniae* has increased steadily.

The epidemiology of pneumococcal carriage in the community is a complex phenomenon. The epidemiology of carriage is determined by the interaction of several factors, such as the characteristics of the host, the characteristics of the pneumococci, and the characteristics of the environment. The epidemiology of carriage is also determined by the interaction of these factors over time and space. The epidemiology of carriage is a dynamic process that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.

The epidemiology of carriage is a complex phenomenon that is constantly changing.



Find out more  
[rosevillecollege.com](http://rosevillecollege.com)