



**Roseville**  
COLLEGE



# Senior School Handbook

Year 7 - Year 12



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# 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 Senior School

Mrs M Kay-Browning BMusEd MThS MEd AMusA

#### Head of Junior School

Mrs A Woldhuis DipTeach BEd Spec Ed GradCert TESOL MEd

#### 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

# Senior School

## Year 7 - Year 12

### Absences

If your child is absent and a reason has been provided, you will not receive an SMS. A reminder also that the College needs notification every morning that a girl is absent. When an SMS is sent, no written note is required. However, if a telephone message is left, a written note is required when your daughter returns to school. Students are to hand this note to the Student Services Office (SSO).

The College must be notified before 8.30am if a girl is absent for a day or part thereof, including late arrivals to school.  
SMS 0409 722 504 or call 9884 1100.

The school requests that parents/caregivers contact the school in advance, if they know their child is to be absent. If we do not hear from parents/caregivers, an SMS text message will be automatically sent to the mobile phones of parents explaining that our records show that your child is absent from school.

#### The message will read as follows:

Roseville College records show  
Mary Jones was absent MON 25/9/09.  
Pls reply SMS or ph 9884 1100  
student name/reason/abs date

The message will arrive on the phone displaying the number, 0409 722 504. Parents should store this number in their mobile phone under "Roseville College" so that when the message arrives, parents are aware the message has come from the school. Parents can then reply, preferably using SMS, or by phoning the school office.

To reply by SMS simply press the reply option on your mobile phone when you receive a message from the school and add your daughter's name, year, date of absence and the reason they are absent or late.

### Academic Services

Academic Support is provided in collaboration with the Head of Inclusive Learning. Additional support for small groups and individuals is organised as appropriate. Cross Age Tutoring, the After School Academic Program and our School Psychologist may also be of benefit to some students.

#### Senior Studies Centre

The Senior Studies Centre provides high quality, responsive and rigorous learning experiences for students in Years 11 and 12. The Centre delivers supervised and instructional support for students after hours to enable them to study effectively. It is open until 6pm weekdays during term.

### 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

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)

## Appointments with Staff

If you would like to discuss your daughter's progress please contact her class teacher, the appropriate Head of Department, or her Year Adviser.

## Assembly

Years 7–12 meet each week for Assembly, which is run in conjunction with the Student Executive and Prefect body. As a Christian school, our Assemblies also have a spiritual focus.

They begin with a Bible reading and prayers, followed by notices, and may also include student awards, performances, musical items, public speaking and guest speakers.

## Assessment and Reporting

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

Assessments are formative and summative and may include class activities, tests, projects, assignments and examinations. Detailed reports for all students are issued twice each year.

## Bullying Prevention and Intervention

### 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 is open every school day offering healthy options for breakfast, lunch and afternoon tea. It is open from 7:30am until 3:30pm. There are two menus available that change seasonally - a Cafe menu for over the counter service, and a FlexiSchools menu for online ordering in advance.

To register with FlexiSchools, simply go to [www.flexischools.com.au](http://www.flexischools.com.au) and click "Register Now" and then follow the prompts. Lunch orders must be placed by the cut-off time of 8.30am on the day of the order.

Further information, and menus are available on our website

<https://www.roseville.nsw.edu.au/school-canteen>

## Career Education and Development

Careers Education is a wide ranging program of activities to encourage and enable a student's further education and career aspirations to be explored and realised.

The Careers Adviser is available to meet with students in individual appointments. Parents are also most welcome to attend.

Appointments are booked online via:  
[https://calendly.com/careers\\_rc](https://calendly.com/careers_rc)

Universities, private higher education providers (colleges, GAP year programs), TAFE, scholarships, cadetship programs are invited to the college to enable student's awareness of the ranges of options and opportunities available.

Support is provided to Year 12 students applying for university early entry, cadetships, scholarships or tertiary education courses which require an interview or application form. Regular briefings are provided in Senior Seminars.

Students are encouraged via posts on the portal to attend careers expos, university career days, as well as open days and information sessions to broaden student awareness of the range of career and further education opportunities available to them.

## 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 Senior School Reception on [reception@roseville.nsw.edu.au](mailto:reception@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.

## Chapel Services

Beginning and End of Year Services, Easter and Christmas Services are held and we have a Carol Service at the end of Term 4. Both Junior and Senior School have a Chapel Service each week. Our staff organise and lead the services.

Occasionally, staff of St Andrew's, Roseville are involved in our services.

## Co-Curricular

The College offers an array of co-curricular opportunities including debating, lunch-time clubs, Theatresports and more. Details of what is on offer each term is usually provided to the girls through Year Meetings, Assemblies, emails and the school newsletter.

For more information, please go to <https://www.roseville.nsw.edu.au/learning/co-curricular>

## Code of Behaviour

Roseville College aims to provide a safe and happy learning environment for each student, and provides guidelines for dress and behaviour which enable students to be proud of themselves and their school. The Code of Behaviour is published in the Roseville College Student Diary and should be read by all students and their parents. All students are expected to adhere to these guidelines.

### **In particular, please note the following:**

- If any student is worried about the behaviour of another student or any member of the Roseville College community she should tell a trusted adult - such as a parent, teacher, Year Adviser or the psychologist. The incident should be reported as soon as possible to a Year Adviser, the Head of Senior School or the Deputy Principal.
- The College will not accept any behaviour that compromises the safety or wellbeing of any member of the school community. Such behaviour will have serious consequences.
- Smoking, using e-cigarettes (whether it be flavour only or any other substance), drinking alcohol or using a prescribed substance are strictly forbidden whilst travelling to and from school, at school, at any school function or whilst in school uniform. Any breach of this rule will have serious consequences, and may result in suspension or expulsion.

Continued breaches of school rules or illegal behaviour including theft will also result in serious consequences.

## Communication and Portal

Effective communication between students, teachers and parents is a very important aspect of school life at Roseville College.

The College provides a portal for students and parents to access information about student learning, wellbeing, curricular and co-curricular programs, and the campus. 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.

Occasionally parents want to speak personally to teachers. To ensure this is effective, we suggest these guidelines:

- For issues of a general nature, please phone or email your daughter's Pastoral Care teacher or Year Adviser. To do so, please call Main Reception on 9884 1100.
- For subject related issues please phone or email your daughter's teacher or Head of Department.
- In the case of illness or an emergency, messages may be given to students through the Student Services Office (SSO) on 9884 1130.
- To ensure that we maintain a safe and supportive environment for all students it is not appropriate for parents to speak directly to any students other than their own daughter regarding serious or discipline matters. Any concerns of this nature should be directed to the appropriate Pastoral Care teacher or Year Adviser.



## Creative and Performing Arts

The Creative and Performing Arts play a very important role in the life of the College Community. The College offers a range of opportunities to Senior School Students in both curriculum and co-curricular areas across Music, Visual Arts and Drama. In addition to regular Music, Art and Drama Combined Showcases, students have opportunities to learn, perform and exhibit their work in each subject.

### Visual Arts

Students wishing to extend their art making beyond the classroom are encouraged to join the Visual Arts Club in their weekly meetings. Visual Arts students have opportunities to share works at a number of exhibitions of work held throughout the year.

### Drama

There are a number of opportunities for students to develop their skills in Drama through participating in Drama Club, Theatresports and other opportunities focused on developing performance and production skills. Drama students are also involved in Middle School Showcase, the biennial musical, the Associated Heads of Girls' Schools Festival of Speech and a range of performance nights and plays.

### Music

The College has an extensive ensembles program including, but not limited to, Middle School Choir, Senior Vocal Ensemble, Orchestra, Stringendo Strings, Camerata Strings, and Stage Band.

In addition to the ensemble program, there is a wealth of performance opportunities each year including Middle School Performing Arts Evening, Twilight Concert, Ensembles Concert, studio concerts, assembly performances, the biennial Musical and external competitions for the bands and orchestra. There are a range of outstanding peripatetic tutors, most of whom work professionally in addition to their teaching commitments, who provide private instrumental, vocal and composition tuition.

## Crusaders (CRU)

The College CRU Group meets weekly to encourage students to mature in their understanding of the Christian faith and its relevance to their lives through music, discussion, speakers and social activities.

## Debating and Public Speaking

The Senior School provides many opportunities for students to develop their skills in these areas, within the school and in interschool competitions. Students can also participate in the AHIGS Festival of Speech, Mock Trial and Tournament of Minds competitions.

## Drug and Alcohol Policy

Roseville College reserves the right to discontinue the enrolment of any student if they contravene school policy in the following area:

### Illicit Substances

(Including marijuana, alcohol, cigarettes, prescription and non-prescription medications for illegitimate purposes, and any other illicit substance).

Students will not bring, use, or carry illicit substances whilst at school, to and from school, or any other school related activities and events. Students will also refrain from holding informal conversations that convey the impression of personal use of illicit substances and will refrain from writing or drawing pictures that suggest personal use of illicit substances or actively promote the personal use of illicit substances.

The school retains the right to suspend or terminate the enrolment of students in relation to activities that contravene this policy. The school retains the right to inform police of any incident involving illicit substances.

Our commitment at Roseville College is to maintain a drug-free environment at school where students are free from the cultural pressures that suggest that using illicit substances should be viewed as the norm.

Our resolve is such that we reserve the right to take whatever action is deemed appropriate (including suspension) if a student is found even to be discussing personal drug related issues at school and thereby fostering the interest of others. The school may also suspend or terminate enrolment if students are using illicit substances outside of school. We believe the upholding of the ethos and values of the school must occur both inside and outside of school.

### Duke of Edinburgh's Award

Students in Year 9 are offered the opportunity to join the Duke of Edinburgh's Award, which continues in Years 10-12.

This is a very popular program at Roseville College. Year 9 Camp provides an introduction to the Bronze Award for those students interested in following the program.

### Grounds, Buildings and Equipment

Certain procedures need to be followed by all students to ensure that every girl 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 it is a wet day. Students are asked not to eat in the buildings.

The Joy Yeo Auditorium, Music Rooms, Art Rooms, Design and Technology rooms, Science Laboratories, Hinemoa, Kirkham and the Hall are out of bounds at all times unless students are accompanied by staff.

The Junior School is for the younger students only. Senior School students are not to occupy the Junior School playground areas. The student Common Room is for Year 12 students only.

All bags are to be placed in lockers. Lockers should be kept locked and should be attended only before school, at recess, lunchtime or after

school. Students are requested to take care of their own property. Students are requested to carry belongings with them and not to leave them in classrooms. School equipment is not to be used unless a teacher is present.

### Health & Medication Administration

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 (e.g. an EpiPen for anaphylaxis). Prescribed medications are stored at SSO with the School Nurse, so that they can be administered to a student when they are at school or at a school activity such as off-site sport or other 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 in its original packaging 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. This must be provided to the School Nurse prior to commencing, and must be updated if there are any 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.

If a student feels sick or has an accident during the day, she should speak to her teacher, or if it is during recess or lunchtime, she should report to Student Services Office. Teachers or our SSO staff may recommend she rest for a short period of time in our student rest area or be collected by a parent or guardian.

## Houses

House names were chosen in 1987, recognising the work and achievements of four inspiring and prolific women in Australian history.

- 
Chisholm
Named after Caroline Chisholm, a well-known humanitarian.
- 
Cuthbert
Named after Betty Cuthbert, an Australian Olympic medallist.
- 
Franklin
Named after Miles Franklin, one of Australia's best known female authors.
- 
Preston
Named after artist Margaret Preston.

## Jewellery

The College Uniform shop supplies gold and silver studs, one of which may be worn in the lobe of each ear. No multiple piercings, nor any other size or style of earring is acceptable.

A simple wrist watch may be worn, but no bangles or necklaces, except for those relating to medical information.

## Late Arrival/ Early Departure

Students who arrive late to school or need to depart early must sign in or out at the SSO. A late slip will be given to the student to hand to her teacher. Parents are to provide permission via SMS, phone call or email.

## Leave

Term time is important in terms of learning and 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.

Deputy Principal  
[deputy@roseville.nsw.edu.au](mailto:deputy@roseville.nsw.edu.au)

## Lesson Times

Time	Lesson
8:30am - 9:22am	Period 1
9:23am - 10:15am	Period 2
10:15am - 11:00am	Recess
10:35am - 11:00am	Assembly/Chapel/ PC Time
11:00am - 11:52am	Period 3
11:53am - 12:45pm	Period 4
12:45pm - 1:30pm	Lunch
1:30pm - 2:22pm	Period 5
2:23pm - 3:15pm	Period 6
<b>*Wednesday Week A</b>	
10:15am - 10:45am	Recess
10:45am - 11:00am	PC Time

## Library

The Library is a most important centre of school life. The Library is open from 7.30am to 6pm Monday to Thursday and 7.30am to 4pm on Fridays.

## Lockers

Students will be given their own locker and combination lock. Lockers should be kept locked and should be attended only before school, at recess, lunchtime or after school.

## Lost Property

All items of clothing and belongings must be clearly and permanently marked with a student's name. If an article is not marked with a name, it is put into the "Lost Property" cupboard at in the Middle School courtyard.

Any other item of clothing left at the end of the year is sent to Anglicare. Year 9 Monitors take named items to SSO for return via teachers. Expensive items such as watches and wallets will be kept by the Receptionist or the Student Services Office until claimed.

## Merit Certificates

A graded system of Merit Certificates recognises positive effort of students. These can be awarded for any behaviour or achievement which is praiseworthy or worthy of encouragement. The details of the Awards system can be found in the Student Diary.

## Mobile Phones

Mobile phones are permitted at Roseville College. They are the responsibility of the owner. While they are allowed, the following age and Stage appropriate guidelines are to be observed:

- Year 7 and 8: Phones switched off and locked in lockers during the day
- Year 9 and 10: Phones switched off and locked in lockers during the day
- Year 11 and 12: Phones locked in lockers or carried on silent

## Monitors

Students in Year 9 and 11 have the opportunity to become Monitors as part of the College's leadership program. Monitors seek to promote the school's educational aims and structures, its community spirit and service and its Christian values.

They actively support the ethos of the school and are willing to be a role model for younger

students. Monitors have the opportunity to be involved in the student leadership training programs at Roseville and to offer guidance to peers and service to the school community.

## 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 Roseville College App.

## Office Hours

The Student Services Office (SSO) is open from 7.30am until 4.00pm during school terms.

Student Services Office can be contacted on 9884 1130.

Outside of these times messages can be left on Voicemail. Students may come to the Student Services Office before and after school, during recess and lunch breaks.

The College Reception Office hours are from 8:00am – 4:00pm.

Senior School Reception can be contacted on 9884 1100.

## Outdoor Education

Camps are held for students in Years 7–12 and provide a valuable adjunct to classroom learning and emphasising outdoor education. Camps also provide a special opportunity to develop friendships and enhance the students' social skills. They may also include a Christian component along with time for personal reflection.



## Parents Meeting with Teachers

Parent/Teacher Evenings are held one evening per year throughout the Senior School. Dates are given in the Roseville College Student Diary and Calendar and five minute appointment times are arranged to minimise waiting. At other times, whenever necessary, please feel free to contact the class teacher or relevant Head of Department to discuss your daughter's progress.

## 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 vision of motorists' view of children crossing roads and puts them at further risk.

Please use the designated 'Kiss and Drop' zone on Bancroft Avenue to drop off your daughter. This zone is available before and after school and is monitored by council rangers.

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 them.

## Picking Up After School

If you normally meet your daughter after school and are unable to arrive on time on any occasion, please make sure she knows to come to SSO and wait there. The Office is open until 4.00pm every afternoon. While assistance will be provided in emergencies, the Office cannot be used for looking after students after school.

## 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 these contributions is to build the school's finances to undertake building and capital works projects. 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. Principal on matters arising through the RCPA. The Committee is not a decision-making body.

The RCPA has an elected Committee that consists of four positions; President, Vice President, Senior School Representative and Junior School Representative. It may also provide feedback and recommendations to the Principal.

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 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' is held, and all parents are welcome to attend and socialise with old friends and get to know new ones in the 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 Hours

Students should be at school by 8.15am in readiness for Period 1 commencing at 8.30am. Punctuality to school and to class is very important. Recess is from 10.15am to 10.35am and lunch from 12.45pm to 1.30pm.

Afternoon dismissal is at 3.15pm for the Senior School. There is no supervision of students prior to 8am, unless they are attending a teacher supervised activity, such as a sports practice or a Senior School extension lesson. The Library is also open to girls (and supervised) from 7:30am daily.

## School Psychologists

We have a team of qualified psychologists who provides guidance and support for students and families. Parents may make contact through the school switchboard on 9884 1100. Students can speak to their Year Adviser or email the school psychologists directly at [psychologists@roseville.nsw.edu.au](mailto:psychologists@roseville.nsw.edu.au) if they wish to make an appointment.

## Service Learning

Service Learning thrives in the Senior School. Students have the opportunity to participate in many community events such as the Red Shield Appeal, Australia's Biggest Morning Tea and Anglicare Assembly. The Duke of Edinburgh's Award invites participants to complete volunteer work on a regular basis and there are endless possibilities at school, such as the Year 9 and 11 Monitors Program, and in the wider community, for students to be involved.

## Sports

Competitive sports include athletics, basketball, cross country, football, gymnastics, hockey, netball, rowing, snowsports, swimming, tennis and touch football.

Please refer to [Roseville College On Offer booklet](#) for information or contact the Sport Department.

## 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 and study diary. 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 [College portal](#) or [College App](#) for up-to-date calendar information.

## Student Representative Council

Each Pastoral Care Group elects a member of the SRC and a Year 12 Student Representative Council President is elected in the Senior School. A staff member supports this group. Proposals regarding school life and rules are put forward, discussed and put in writing to the Principal. Initiatives may then be put into action if approved.

## Student Services Office

The Student Services Office (SSO) is located at the Main Entrance (at 29 Bancroft Avenue), and is open from 7:30am to 4:00pm during term time.

Should students feel unwell, or have an accident during the school day, they should present to SSO to see the School Nurse.

Students arriving late to school must present to SSO before proceeding to their class. If students are leaving school early due to an appointment, they must also present to SSO before leaving to ensure that the SSO staff has received communication from a parent about the early departure.

## Student/Staff Communication

An internal telephone is available for students to call a staff member, if it is necessary to speak to a teacher outside of class time. The phone is located inside the back door of the main office reception building. Students may also email staff.

## Student Wellbeing and Behaviour Management

Our emphasis is on firm, consistent discipline within a warm and caring environment, and positive reinforcement is integral to this. However from time to time issues of discipline must be managed. A lunchtime detention may be given for minor infringements of the Code of Behaviour. More serious offences may result in an after school detention, of which parents are notified in writing in advance.

Repeated serious misbehaviour could result in suspension or in the student being asked to leave the College. Students and parents are requested to read carefully our Code of Behaviour statement in the Student Diary. This process includes the principles of Procedural Fairness.

Corporal punishment is expressly prohibited at Roseville College and we do not encourage it in the wider community.

## Subjects

In Years 7 and 8 students study the mandatory NESA curriculum which includes a language, and Roseville students can choose from French, Chinese or Japanese.

In Years 9 and 10, the students have a number of mandatory NESA subjects and then choose three electives from a wide choice, including Cambridge University subjects.

In Year 11, students must study a minimum of 12 units, and English is compulsory. At Roseville College, all students study Preliminary English Advanced, unless they are eligible for the Preliminary English EAL/D course. The College offers a range of 2 Unit electives as well as extension courses.

In Year 12, students must study at least 10 units, including 2 units of English. Students may also pick up an extension subject from: Languages, English, History, Mathematics, Music and Science.

## Sun Safety

All students are required to wear their Panama hat to and from school each day, during Terms 1 and 4. At recess and lunch in Terms 1 and 4, students must wear a Panama hat or sports hat. We recommend that all students use sunscreen and wear a hat when out in the sun.

## Textbooks

Textbook lists (including ebooks) are made available in November each year. This system ensures that all students have the appropriate books for the beginning of each new year.

## 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, lace up, flat heeled shoes are the only acceptable footwear with uniform.

No make-up, nail polish, or jewellery is to be worn, apart from approved College earrings and a simple wrist watch.

Hair should be tied up neatly, if below shoulder length, using the regulation hair accessories available at the Uniform Store. It is helpful if all items of clothing and belongings are clearly named.

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 in the Student Diary.

## Uniform Store

The Uniform Store is located at 19 Bancroft Avenue. It is open Monday, Wednesday and Friday from 8.00am – 4.00pm during term time.

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

During any times of restrictions, information about visiting the store will be available on our website - <https://www.roseville.nsw.edu.au/uniform-store>

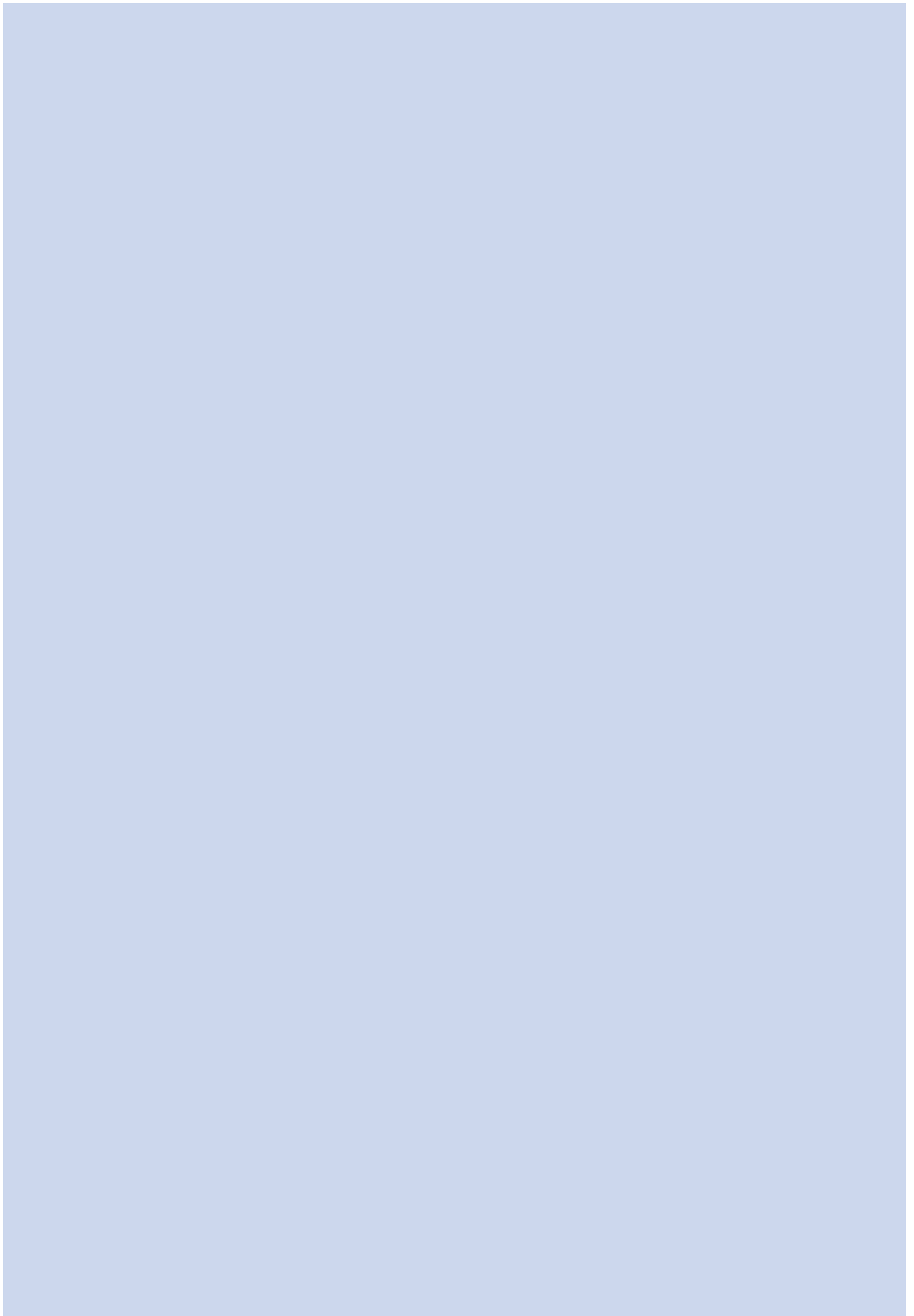


## Withdrawal of Student

Please note that a full school term's notice in writing to the Principal is required before a girl 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.

To email the Principal, please use the email address [Principal@roseville.nsw.edu.au](mailto:Principal@roseville.nsw.edu.au)







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