



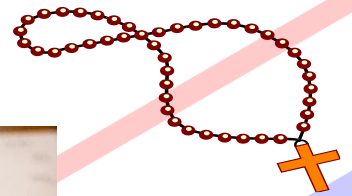
# Our Lady of the Rosary Catholic Primary School

## Parent Information

Respect self and others

Respect learning

Respect the environment





## ***Welcome to Our Lady of the Rosary School, Waitara***

Dear Parents/Carers,

Welcome to Our Lady of the Rosary, a diverse and high-achieving Catholic Primary school with over 125 years of rich heritage. Our school is a place where students are empowered and inspired to be their best, in an enriching learning environment that is focused on faith, learning and wellbeing.

### **FAITH**

Our Catholic values and beliefs permeate all aspects of our school as we focus on empowering hearts and minds through the power of faith. We provide an authentic Catholic education delivered with care and compassion and invite every family who seeks a Catholic education for their children to join our community.

### **LEARNING**

Our dedicated, professional and innovative educators strive to provide educational opportunities for students to achieve academic excellence, utilising contemporary teaching practices. With a strong commitment to ongoing continuous improvement and professional learning, the staff at Our Lady of the Rosary ensure that the individual needs of all students are met.

### **WELLBEING**

Our community values and affirms each individual, with students encouraged to reach their full potential and build relationships of respect, trust and acceptance. The school's learning environment is focused on being positive, safe, supportive and inclusive.

We are blessed with a welcoming and involved community and strive to foster a strong partnership between school, home and parish, with a passionate commitment to continuing this connection.

I warmly welcome you to Our Lady of the Rosary to experience all that our dynamic and nurturing school has to offer and meet our dedicated team.

### **Trish Biok**

Principal

#### **Address:**

23 Yardley Avenue  
WAITARA NSW 2077  
Phone: 9489 7000  
Email: [olorw@dbb.catholic.edu.au](mailto:olorw@dbb.catholic.edu.au)  
Website: [www.olorwdbb.catholic.edu.au](http://www.olorwdbb.catholic.edu.au)  
Updated: 17 October 2024

#### **Postal Address**

Private Bag 3000  
HORNSBY NSW 1630

## OUR LADY OF THE ROSARY PRIMARY SCHOOL

### 2024

#### **Term 4 – 2024: Monday 14 October to Friday 20 December**

Thursday 19 & Friday 20 December – SDD/Pupil Free Days

### 2025

#### **Term 1 – 2025: Friday 31 January to Friday 11 April**

Friday 31 January – Staff Development Day/Pupil Free Day

Monday 3 February – First Day of Term 1, 2024 (Year 1 to Year 6 only)

Wednesday 5 February – First Day of Term 1, 2024 – Kindergarten

#### **Kindergarten "Getting to Know You" sessions: (Best Start) – Students come to a 1-hour session with their 2025 teacher on one of the days below**

Best Start Sessions: Monday 3 February or Tuesday 4 February

#### **Term 2 – 2025: Monday 28 April to Friday 4 July**

Monday 28 April & Tuesday 29 April – Staff Development Day/Pupil Free Days

Students start: Wednesday 30 April

#### **Term 3 – 2025: Monday 21 July to Friday 26 September**

Monday 21 July – Staff Development Day/Pupil Free Day

Students start: Tuesday 22 July

#### **Term 4 – 2024: Monday 13 October to Friday 19 December**

Thursday 18 & Friday 19 December – Staff Development Days/Pupil Free Days

Students last day: Wednesday 17 December

**Staff Development Days are set during the year and advised in the weekly newsletter and on the school calendar.**

### SCHOOL HOURS

8:15am	Staff supervision of playground commences
8:45am	Bell rings for children to move to lines
11:00am	Morning recess starts
11:30am	Morning recess ends
12.50pm	Lunch break starts
1:30pm	Lunch break ends
3:00pm	School finishes

### HORNSBY PARISH

**Parish Priest:**

Bishop Anthony Randazzo

**Moderator of the Cathedral:**

Rev. Brendan Lee

**Website:** [www.bbcatholic.org.au/hornsby](http://www.bbcatholic.org.au/hornsby)

Facebook: [www.facebook.com/HornsbyCathedralParish](https://www.facebook.com/HornsbyCathedralParish)

### **Our Lady of the Rosary Waitara**

**Phone:** 8379 1700

### **Queen of Peace, Normanhurst**

9484 3217

### **Mass Times**

<b>Saturday:</b>	5.00pm	5.30pm
<b>Sunday:</b>	8.00am, 9.30am, 11am, 6.00pm	8.00am

<b>Monday:</b>	7.00am	
<b>Tuesday:</b>	7.00am & 9.30am	8.45am
<b>Wednesday:</b>	7.00am & 9.30am	8.45am
<b>Thursday:</b>	7.00am & 9.30am	8.45am
<b>Friday:</b>	7.00am & 9.30am	8.45am
<b>Saturday:</b>	9.30am	8.45am

## **OUR STORY**

The first school building at Waitara was established by the local community and built on land owned by the Sisters of Mercy. Cardinal Moran opened Our Lady of the Rosary Primary School, Waitara on 5 February 1898. OLOR was established by the Sisters of Mercy and was staffed by them until 1979. The first school/church was built of Oregon weatherboard and measured sixty feet by twenty feet. Next door was the Foundling Home (established by the Sisters of the Mercy) to care for neglected and orphaned infants and children.

As was the custom in pioneering times, the multi-purpose building was used as a school during the week, a dance hall on Saturday night and a Church on Sunday. Mass was celebrated regularly on Sunday after 25 April 1898. Until 1916, the priests travelled from Pymble each week, usually on horseback. Cardinal Moran said of our school at its opening...

*It was but a plain and unassuming commencement of a religious school, but the place would also serve as a centre for them to assemble on Sundays and holidays in their piety, and as a seed sown in good soil would send out shoots and grow into a large tree, so would the religious beginning now made develop into larger things.*

We have indeed grown and developed from that seed planted 125 years ago. Our school has a long and rich story of Catholic education, with a strong Mercy tradition emphasising justice, inclusion, care and respect for those in need. After the Sisters of Mercy moved on from the school in 1979, their work has been continued by a succession of wonderful staff who have carried out their ministry of teaching the children with love, dedication and commitment.

On 29 October 1991, our school was re-located from the Pacific Highway to the new OLOR Parish site here at Yardley Avenue. Our school also serves and has close links with the Parish of Queen of Peace, Normanhurst. We draw on the strengths and wisdom of the story of our past, to connect it to the present and to build the future together. In 2008 OLOR became the Cathedral Parish of Broken Bay and in 2009 Normanhurst & Waitara Parishes joined together to become Hornsby Catholic Parish.

In the stone walls of our buildings, both Church and school, we see a symbol of who we are and who we are called to be. In the words of Father Colin Blayney who was the Parish Priest of OLOR at the time our new school building was planned and opened,  
*"For one hundred years Our Lady of the Rosary School has worked with the parents of the area to help them fulfil the task they were given, when they presented their children for baptism, of forming their children as living stones making up the spiritual building which is the community of the Church."*

***You are living stones making a spiritual house*** 1 Peter 2: 4-9

Prayer is a very important and regular part of every day for the children and staff. We are blessed that with our beautiful church so close to us, the children are able to receive the Sacrament of Reconciliation and participate in parish celebrations of the Eucharist on a regular basis. The children also prepare and attend whole school masses and Liturgies of the Word.

## ***OUR VISION***

For Our Lady of the Rosary School to provide a quality education in a Christ-Centred, Catholic community, where children are nurtured in a secure and challenging environment.

## ***OUR MISSION***

The Mission of our school, as part of the wider mission of the Catholic Church of Broken Bay, is to nurture our children into a community of disciples of Jesus.

We are a hope-filled community working together to provide a distinctively Catholic curriculum and learning environment for our children.

We are committed to the development of the whole child – spiritually, socially, emotionally, academically and physically within a safe and stimulating learning environment.

Therefore, we will

- **Share** our Catholic story and beliefs with our children
- **Enable** the development of quality relationships as the basis for quality teaching, learning and behaviour.
- **Honour and respect** the God-given uniqueness of each of our children providing challenging learning experiences that meet their needs.
- **Empower** our children to be critical thinkers who are able to make a difference in their world.
- **Encourage** our children to be self-motivated, reflective and competent learners.
- **Welcome, include and support** all into our community, treating each person with respect and care, so as to create a sense of belonging and connectedness
- **Celebrate** achievements, recognising that every person has God-given gifts and that we each have the responsibility to use, develop and share those gifts with other.

## ***SCHOOL PHILOSOPHY***

At OLOR there is a strong commitment to creating a school community where all members experience a sense of welcome and belonging based on genuine Christian hospitality.

Our purpose at OLOR, as part of the Church's wider ministry, is to provide authentic teaching and learning experiences which match the needs of the child and which acknowledge the God given uniqueness of each person. We aim to provide an environment, which provides a balance between support and challenge for each learner.

At OLOR each member of the community is considered to be a learner and we aim to foster a commitment to lifelong learning in the context of a lived experience of our faith. We aim to make the Gospel values of respect, the dignity of each individual, inclusion and justice lived out in the relationships between the members of our community.

At OLOR we aim to be a learning community where individuals share, help, encourage, and support each other's efforts to achieve and succeed. Our challenge is a place where 'we' dominates 'me' and where we work together to get the job done in a mutual search for excellence.

## ***OLOR's SCHOOL MOTTO: FOR GOD ALONE***

Education is about a search for meaning and purpose in life, and so as Catholic educators we have a particular worldview that informs the way that we live, learn and teach. Our school motto is as relevant today as it was 125 years ago. We want our children to know and experience God revealed in the everyday – that we experience God in the people and environments that make up the world. Creation is a source of God's grace and as human beings we are fundamentally relational. Jesus is central to these relationships and so our Catholic worldview is not confined to Religious Education lessons, but rather permeates all aspects of school life and learning including of course all curriculum areas.

## **GENERAL INFORMATION**

### **Absence Procedures**

*Absent from school:* in the event of your child being absent from school, a notification needs to be made via the Compass app. Parents are responsible to have these explanations entered in Compass within 7 days of the student's return to school.

*Late arrival to school:* when a student arrives at school after 8.45am, parents are to go to the school office and sign them in via the Compass kiosk. The student then takes this slip to the class teacher.

*Early departures:* If a student needs to leave school early, parents need to go to the office to sign them out on the Compass kiosk. The office staff will then contact the classroom and the student will come to the office with their bag.

*Requesting leave:* applications for extended leave for 10 days or over from school, need to be made in advance in writing to the School Principal.

*Changing schools:* when a student leaves the school, parents are required to notify the school of their intended leaving date in writing and complete a school leaver's form provided by the office.

*Extended Absences:* if you are aware that your child will be away for a number of days it is necessary to inform the class teacher in writing. Supplying work for students on extended absences is possible but not always practical given that children need to be present for the learning cycle and instructions. Please discuss suitable activities if needed with your class teacher or Principal.

### **Afternoon Dismissal**

It is important that your child is clear about their pickup or departure details. This helps minimise stress and confusion for your child. A good strategy if routines vary is to write out a timetable and place it in your child's bag.

For those children who are picked up from school by people other than their parents, you are asked to send an email to the school office in the morning or write a note telling the class teacher who is collecting your child on a particular day. If your child is to be picked up occasionally by someone other than a parent, please contact the office or send a note to the class teacher.

Parents are asked to contact the school (unless prior arrangements have been made) if they will be later than 3.15pm. This helps alleviate children's concerns as they are often upset if they feel they should have been picked up sooner. All children are usually picked up by 3.20pm so that teachers can be back in classrooms for planning and meetings. Children remaining will be relocated to the office area for supervision. Your assistance in this area is greatly appreciated.

The afternoon Drive Through Pick Up operates outside the Cathedral. Children wait until their name is called to then be assisted into their cars by a teacher. A family name card will be given to your child in the first few weeks of school which is to be placed on your dashboard. This allows the teacher to call your child's name when you are collecting them in the car. Alternatively, you are still welcome to park in the top car park and collect your child from the Cathedral area. Please wait on the curb and the microphone teacher will ask your children to cross over to you.

We ask that you **do not park** in the CatholicCare reserved spaces for the Early Learning Centre or in disabled parking spots unless you have a disabled permit. Please have it on display.

Students catching a bus assemble in lines outside the office and are escorted to the buses by a teacher.

Students walking home line up with the bus line and go with the bus line. As they move to the buses, students leave the group to walk down their street.

If grandparents are collecting students, please ensure they are aware of our school traffic procedures.

**Please find on at the end of this booklet a map with drive through directions.**



## **Allergies**

Severe peanut allergies are not to be taken lightly, so we ask that you please keep this in mind when making sandwiches. If a student in your child's class has some allergies the school will request that you do not send any products containing nuts. This will make our school environment a lot safer for those children with severe allergies. We encourage students not to share food.

## **Assemblies**

Each grade from Kindergarten to Year 6 performs an assembly on a designated Wednesday afternoon once a year. This usually involves a performance reflecting on what that grade is currently learning. These are held in The Light of Christ Centre (TLOCC), the whole school attends and parents – especially parents from the performing grades - are invited. School assembly takes place every Wednesday afternoon in TLOCC at 2.20pm. During this assembly students are presented with birthday certificates and awards. Parents are very welcome to attend.

## **Attendance**

Regular attendance at school is essential for students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, monitor part as well as whole day absences.'

Punctuality is important for children to settle at school and be welcomed at the 8.45am morning line up by their teacher. At OLOR, we have procedures in place to ensure these guidelines are strictly adhered to. These guidelines guarantee that our class rolls are correct as they are legal documents. For safety reasons, if a person other than the parent is to collect your child, please inform the office first.

With these guidelines we are now required to notify CSBB of all prolonged absences and continual partial absences.

## **Band**

Students can join the school band from Year 3 to Year 6. Forms are distributed at the end of the Year 2 year to any child interested in learning to play an instrument and joining the band. Parents can indicate preferences for which instrument they would like their children to try and costs of lessons and hire of instruments are clearly set out. Lessons are run by an independent company external to OLOR, *Teaching Services*. The band rehearses each Thursday morning for Senior Band and Thursday afternoon for Junior Band and each child receives a small group lesson during that school day. Our bands take the opportunity to perform for parents with group and individual performance evenings throughout the year. Each year the band performs on several occasions such as, for grandparents on Grandparents' Day and for the elderly at McQuion Park Nursing Home.

## **Birthday Party Invitations & Birthday Cakes**

Due to privacy laws, we are unable to provide a list of student names in your child's grade or class, however, we can give you a list with first names only. We ask that parents put birthday invitations in a plain envelope with the child's class and name on it then give them to the school office to pass on to the teacher. This is to avoid children feeling left out. Should you wish to celebrate your child's birthday in class, you are able to bring cupcakes to share. Please be aware of allergies. Cakes should be given either to the school office or the teacher, rather than directly to students.

## **Book Week**

Book Week is celebrated each year, co-ordinated by our teacher librarian.

## **Buses**

Some of you may be thinking of putting your child on the bus but are a bit apprehensive. Please don't stress as there are strategies in place to make it easy and safe for kids and their parents. Here is some information and tips that we hope will help.

CDC Buses transport thousands of school children safely between school and home daily in the region. School students travel either on regular route service buses identified by a three-digit number on your attached school bus timetable e.g. 587/588 etc. or on a "School Special Service" indicated by a four-digit number e.g.9085/9024. If your child is catching a School Special Service, tell them to look for this four-digit number in the front windscreen of the bus.

Bus service timetables are listed in the back of this booklet, along with bus routes. You can apply for a student Opal card which is valid for 1 year. The link to apply is on the school website under the "Parent Information tab or via by clicking this link [Student Transport \(olorwdbb.catholic.edu.au\)](http://olorwdbb.catholic.edu.au) There is no charge for a bus pass for OLOR students in Kindergarten to Year 2, but there is a restriction on use of bus passes for primary students (Year 3 and above) who live within 1.6kms from the school. The school office can provide further information on this issue.

At home time, the bus children assemble outside the office and are escorted to the bus pick up just outside the school (for School Special Service 9085 or 9024). A "bus buddy" can also be arranged for any child. We have had parents who escort their child on the bus for the first few trips or who have followed the bus from school for the first week.

When your child starts getting the bus (or if she/he already does) it may be helpful to write their teacher a note telling them which bus your child will catch home and if it is on a regular basis. For children who only occasionally travel home by bus, one mum suggests attaching a home timetable to the inside of the schoolbag with the 'bus days' clearly marked for easy reference for your child, or a tag attached to their school bag so teachers can easily help.

## **Calendar**

All events in the school are listed on Parent Google calendar. This can be accessed via the link on the website under the *News & Events* tab or via the icon at the top of the school newsletter. The instructions on how to sync your phone to the parent calendar is available on our school website.

## **Canteen**

The canteen at OLOR provides a wonderful service to all our students. The canteen operates on Thursday and Friday for recess and lunch. Our canteen is run by Carmel Daniels. The OLOR canteen orders are completed online via the QKR (Quicker) app. Instructions on how to download this app are listed later in this booklet. Canteen menu is available on the QKR app.

To operate, the canteen always needs more volunteers, especially on Thursday and Friday lunch days. Your child will love seeing either mum or dad behind the counter at the canteen. Shifts can be 10.00-12.00pm or 12.00-1.30pm on Thursday and Fridays. Unfortunately, due to Health and Safety regulations, toddlers are unable to be brought to the canteen, but we know some mums with toddlers babysit each other's children when it is their turn on canteen.

## **Choir**

Children in Years 3-6 are eligible to participate in the choir. They rehearse before school and participate in School and Family Parish Masses and other school functions.

## **Class Parents**

The Class Parent Network is a subgroup of the P&F body within the school. There is a Class Contact Co-ordinator and one or two representative parents from each class in the school. It is their job to facilitate communication and inclusion within families in the class. The network also provides a communication link between the class teacher and class parents on broad issues not connected with the children's tuition. They also keep in contact with any family within the class who may require an extra bit of assistance e.g. when there is a new baby in the family or a parent is in hospital and can utilise the support pantry to ease the burden on the affected family.



Class parents organise social gatherings like dinners, movie nights, play in the park, drinks for parents in their year, or in conjunction with other years. They also participate in the OLOR Open Day and Orientation Days. Please feel free to contact your class parent with any query (no matter how small), or if you are thinking about joining the Class Parent Network. Nominations for class parents are taken at the beginning of each year.

### **Classroom Help**

Opportunities to assist in the classroom and on school excursions occur throughout the year. Parents will be notified by email if assistance is needed. To work in classrooms parents, need to take part in an induction process organised by the Assistant Principal.

### **Communication**

We aim to maintain very effective home/school communication, so that we can work in partnership for the very best education for the children in our care. The Principal and the teachers are always very happy to meet with parents to discuss any issues which may be of concern.

#### *Newsletter & Website*

The main form of communication between the school and the parents is the School Newsletter. The newsletter is emailed to each family every Thursday, with a short newsletter (Rosary Review) on the odd weeks and a full newsletter on the even weeks of term. This contains information from the Principal on happenings within the school, a diary of events, sporting and extra-curricular achievements, community happenings and P&F news. The website provides additional information about learning at OLOR, parent information and other useful links and details. Class teachers also distribute a newsletter at the beginning of each term, outlining activities and curriculum topics which will be covered in that term.

We also have:

- Parent/teacher information meetings at the beginning of the year – chance to talk one-on-one to the teacher about your child
- Parent/teacher interviews
- Assemblies and special presentations
- Educational get-togethers which focus on topics which will affect your child's learning e.g. Literacy & Maths Forums
- School Calendar which is also added to our website

### **Complaints**

At OLOR we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student other than your own child you should raise it with your child's class teacher and the Principal, if you need to.
- If you have a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the Principal.
- If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

### **Contact Numbers - Essential**

You are urged to have all contact numbers held by the school up to date and current - especially the emergency numbers and parent contact numbers. PLEASE INFORM THE SCHOOL OFFICE IMMEDIATELY of any changes of address, phone number or contact numbers.

### **Compass App**

The OLOR Compass app is available free to all parents. Instructions on how to download the app for your specific phone, are available on the school website and are included in the welcome pack. This app provides a personal profile on your child, e.g. school reports and attendance records. We also communicate with our school community via the Compass app. A letter with your login details will be sent home before the end of Term 4.

## **Discos**

Discos are a fun night out for all children. The Parents & Friends Association (P&F) organise several discos each year, with parental supervision.

## **Electronic Sign**

The school electronic sign is updated regularly with upcoming events.

## **Excursions**

Excursions are a time of great excitement for all children. The students and the teachers go on an excursion (usually by bus) sometime in the year to an appropriate venue, depending on what they are doing in class. If they are studying animals, they may go to the zoo or wildlife park, or if they are studying science and movement, they may go to a children's museum. Excursion permission notes are via the Compass app.

## **Facebook**

The school Facebook page is an open page available for viewing by all school families. Each grade has a private Facebook page administrated by a grade parent. An invitation to join your year group page is included in this welcome pack.

## **Fruit Break & Food**

Many classes have a fruit break every morning in their classroom. Parents should provide their child with a small piece of fruit or cut up fruit in a container. Students will need recess and lunch packed in a lunch box plus a drink bottle. All items need to be marked with the student's name.

## **Homework**

Our focus on homework is reading every night and going over high frequency words. We believe students work hard at school, so we want them to use this time after school to explore other interests and develop other skills. Students in Year 5 and Year 6 do formal homework to practise the skills of time organisation and research, as they get closer to high school.

## **Injuries/Accidents**

Children occasionally have minor injuries from their play. They are sent to the office for first aid care and attention to their injuries. The office staff are trained in First Aid. Any serious accident/injury or head injury is immediately treated and parents are contacted. If parents cannot be contacted, emergency numbers will be used and, if necessary, the ambulance will be called.

## **Immunisation**

Parents are required to present an Immunisation Certificate to the school at the time of enrolment. The certificate is available from Centrelink via their portal. Unimmunised children may be required to stay at home if there is an outbreak of any of the childhood diseases. This will prevent the spread of the disease to other children, families and the community.

## **Key Learning Areas**

Schools in the Broken Bay Diocese teach children in line with syllabus documents for Key Learning Areas (subjects) listed below:

*Creative Arts*

*English*

*Human Society and its Environment – Geography and History*

*Mathematics*

*Personal Development, Health and Physical Education*

*Religious Education*

*Science and Technology*

The syllabus documents in all Key Learning Areas, other than Religious Education, are the NSW Board of Studies' documents and are the same as those used in State and Catholic Schools.

## **Library**

Children attend the library once a week to select a library book for the week. OLOR's Teacher/Librarian, Mrs Sandra Todd, works Monday - Wednesday. She will assist the children in making their choice.

From time-to-time requests are made to help cover new resources at school for classes and the library. You can also help by covering at home. Mrs Todd can put the books and pre-cut contact into a bag for your child to carry home in his/her schoolbag. (She will make sure that they are very light!!)

## **Lost Property**

We encourage our children to be responsible for their clothes and belongings, however, occasionally these are lost / misplaced. If each item has the child's NAME clearly labelled it can be returned to the correct owner. The 'lost property' basket is found inside the Infant Courtyard.

## **Lunchtime Activities**

Children may choose to participate in various lunchtime activities offered each term. Some of these extracurricular activities are Chess, Robotics, Musical Theatre Group, Skipping Club, Netball Club. Registration to join these clubs is posted in the school newsletter.

## **Medications/Medicines**

If it is necessary that a child needs to take medication during the school day, the medication together with a medication form needs to be left at the office on the child's arrival at school. The authorisation for the administration of medication note can be found on our website. For safety reasons, medication is not to be self-administered. The office staff will assist children in taking their medication.

*The medication note needs to include the following information:*

Child's name

Class

Doctor who has prescribed the medication.

Medication name.

Dosage.

Time of dosage.

## **Men in the Morning**

This program encourages and allows dads, uncles and granddads to come along to school on certain mornings throughout the year to interact with the students by kicking a ball around or making paper planes – it's that easy. These morning plays before school are organised throughout the year. Dates for Men in the Morning are listed on the school calendar or advertised in the school newsletter.

## **Morning Arrival**

We have a Drop & Kiss Zone outside the Cathedral for children to be dropped curb side safely. Parents are asked to drive to the front of the zone and children to exit the car on the curb side. If you need to fix your child's hair, assist with uniforms, or help them into the school, please park in the car park and walk them in personally.

## **Morning Supervision**

Children are supervised throughout the school day. In the interest of your child's safety, parents are asked not to drop children off before 8:15am. There is no morning supervision before 8.15am and we encourage you to send your child to school after this time or book them into OSHC for the morning session. Children who arrive early need to sit quietly in the corridor or in the front courtyard and wait until the teacher is on duty.

## **Office Staff**

Office staff are a source of all information. Mrs Robyn Ward works Monday, Tuesday, Thursday and Friday and Mrs Sue Hanrahan, the Finance Secretary, works Tuesday, Wednesday and Thursday. These ladies are a wealth of information and also look after your children when they are sick or have had a fall.

## **OLOR School Timetable**

Morning staff supervision begins at 8.15am. In the interest of safety, we ask that children do not arrive at school before this supervised time. School commences at 8.45am. Students gather in the Kindergarten courtyard between the school and the Cathedral. If it is raining, students should go to the school corridors.

Morning recess is from 11.00am to 11.30am. Lunch is from 12.50pm to 1.30pm. Dismissal is at 3.00pm. Supervision is also provided at recess, lunch and while children are waiting for parents, buses and cars in the afternoon. If your child is arriving late or leaving early parents will need to complete a late arrival/leaving early via the Compass kiosk in the school office. The school gates are locked at 8.50am.

## **OSHC**

OSHC (Before and After School Care, Care on Staff Development Days and Vacation Care) is operated by CatholicCare and is located within the school in the undercroft. To enquire about hours of operation and fees, please contact CatholicCare on 0418 637 541 or click on their link on our website under "For Parents."

## **Parents & Friends Association**

We are truly blessed by a committed and effective P&F Association here at OLOR who work with us to provide quality-learning experience for our children and to develop a strong sense of belonging and connectedness in our community.

As well as the executive, there are a number of committees that you may like to consider joining or supporting (such as Cuppa Crew) and you would be most welcome and appreciated. The P&F organise some wonderful social events such as the traditional Fathers' Day breakfast, Mothers' Day Breakfast/Morning Tea, to name just a few. Meetings are held twice each term. This is the best forum to find out what is going on in the school and on the social front. One meeting is an information meeting about the school and the second meeting is on a topic of interest to parents. Some topics covered have been Resilience, Cybersafety, Happy Families, Speech Therapy. It sets the framework for parental participation in OLOR. Come to the meetings, ask questions and find out what is happening. A full list of committees and the people heading them will be distributed at the beginning of the year. Various sub-committees are always in need of help.

## **Parish News**

The OLOR School and Hornsby Parish are closely linked. Children celebrate major feast days with the parish in the Cathedral. Class masses or liturgies are held throughout the year in the Cathedral. The parish offers a full sacramental program and supports parents and children throughout these programs.

## **Personal Details & Privacy**

From time to time we publish children's results from the International Competitions for Australian Schools (ICAS) Competitions (coordinated by The University of New South Wales). We also publish places in sporting events, other awards and achievements. First names only are used but if you have any concerns about your child's name appearing in our School Newsletter, please contact the office.

Additionally, we may use photos of children and adults from significant OLOR events on our website.

We also on occasion send photos of our children to newspapers or to the Catholic Schools Broken Bay for inclusion with an article about Our Lady of the Rosary. If you do not wish photos of your child to be used in any publications at school, Catholic Schools Broken Bay, website or newspapers, please indicate on the permission sent via Compass at the beginning of each school year requesting photo permissions.

## **Playground Areas**

The school playground is divided into the infant courtyard, the undercroft and surrounding grassy areas as well as the St Leo's College lower oval. All children are familiar with these areas as they are utilised during PE and sport lessons. The courtyard is designed for the use of Kindergarten and Year 1 play. We ask that preschool or lower primary students do not play on the undercroft play equipment at the end of the school day as it is not designed for their age group.

### **Principal's Morning Tea**

The Principal's Morning tea is held once a term where students who have been nominated by their teacher come and have morning tea with the Principal in the staffroom. Students' names are listed in the newsletter and they receive a special certificate in recognition.

### **School Photographs**

A photographer visits the school annually. This is an opportunity to purchase that special photo of your child and their class.

### **School/Sport Uniform**

Students will wear their school uniform 3 days a week and their sport uniform 2 days a week. Sports days will be advised at the beginning of the year via the grade newsletter and in the newsletter.

### **Second-hand Uniform Shop**

The second-hand uniform shop is open at various times during the month selling second hand uniforms in very good condition. The opening hours are published in the school newsletter and are listed on the school calendar. New OLOR uniforms are available at Lowes Hornsby. School hats and bags can be purchased through the school office. The current price list is at the end of this document.

### **Sickness**

If your child is sick and unable to attend school, please submit an absent notification via the Compass App. This notification will automatically update the class roll with your child's absence. The class roll is marked at 8.45am, if your child is listed as absent, you will be sent an SMS asking for an explanation of the absence. Any child who arrives at school after 8.45am will need to be signed in via the Compass kiosk in the school office.

Should your child become ill during the school day, we will contact the parents by phone to arrange for your child to be collected. If parents are unable to be contacted, emergency contacts may need to be used. Parents are encouraged to keep their child at home if they are ill so that other children/teachers are not infected and they return when they are feeling well enough to learn.

### **Social Activities**

The Social Committee at OLOR are a busy bunch of people who arrange "whole school" social events for parents and sometimes parents and children. Their aim is to arrange non-profit gatherings to be held throughout the year. The class parents in your child's class also arrange social events for the parents and children in your year. So come along and enjoy various dinners, drinks, parties, morning teas etc. with other parents from OLOR.

### **Sport**

At OLOR we have a Sporting Company, GOT GAME, who run our weekly PE classes for students. At OLOR we have a dedicated PE Co-ordinator who arranges sporting events like our Cross Country, Athletics and Swimming Carnivals, as well as Gala Days for sports such as soccer, basketball, league tag and netball. Gala Days are for children from Year 3 to Year 6. The Swimming carnival is held at the beginning of Term 1, the Cross Country at the end of Term 1 and the Athletics Carnival is held at the beginning of Term 3 with all the children participating in this fun event. Each term as part of our participation in Sporting Schools we have a four-week program where there are also special demonstration days to teach relevant skills and encourage students to become involved in sports such as cricket and AFL, basketball, tennis and volleyball.

### **Student Mobile Phones & Smart Watches.**

Mobile phones and Smart Watches are not needed by students at school. We understand that some parents may wish to contact their child after school as a safety measure, when they are travelling home. It is inappropriate for children to have access to mobiles during the school day. Students will need to hand in the phone or smart watch to the school office each morning as soon as they arrive at school. They will then pick it up from the office at the conclusion of the school day. No child will be allowed to use their phone on school premises, as the office is the point of contact for parent communication, should it be required.

**Sun Safe**

Our school endorses the use of hats and sun cream. Children wear hats every day of the year. Parents are asked to encourage their children to use protective cream. Children without hats are required to sit in the shade. The school has a 'no hat no play' policy. There is a great deal of natural /man-made shade in the playground that the children can take advantage of as well as shade shelters in the Infants Playground. Our undercroft area is under cover. On very hot days the children remain inside in air-conditioned comfort.

**Support Pantry**

A support pantry is established to provide meals to families on those occasions when their own resources are stretched by a newborn baby, sick parent/child etc. Anyone wishing to volunteer to be on this register can volunteer at the beginning of each year.

**Swimming Lessons**

An intensive swimming programme is held in Term 4 of each year for children from Kindergarten to Year 4. The programme runs for five consecutive days and is held at the indoor pools at Barker College Aquatic Centre. The children walk to and from the college under teacher and parent supervision. Children wear their swimming costumes under their uniforms and get changed after their lesson.

**Staff Development**

Teachers are professionals who regularly update their knowledge and skills to provide quality education. Teachers spend a great deal of time engaged in planning and professional development. Each year, Diocesan schools suspend classes for 6 pupil free days. When staff development days are planned, you will receive at least 4 weeks' notice of the date and purpose of the day. One of these 6 days is always the first day of each new school year and 2 are at the last 2 days of school at year's end.

**Teacher Absences**

On occasional days throughout the year, class teachers may be ill or released from class to attend in-service courses, planning, meetings etc. Qualified relief teachers continue the teacher's daily program on these days working closely with their grade partner to ensure the child's learning continues. Consistency of relief teachers on a class is always a priority.

**Traffic**

Our school is bounded by some busy roads and small back streets. Traffic is particularly heavy in the afternoons when the children are being picked up. We ask that you take responsibility to ensure the safety of the children. We encourage parents to use our drive-through to collect children.

**Transport by Bus and Train**

All Kindergarten, Year 1 & 2 children, regardless of where you live, are eligible for free transport on either buses or trains. Parents will need to apply for an Opal card via the Transport NSW website, complete the online form and this will be forwarded to the school office to be endorsed. The Opal card will be sent directly to the family home address.



## **SAFEGUARDING**

### **SAFEGUARDING**

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

### **PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS**

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: *families and communities are informed and involved* and National Catholic Safeguarding Standard 3: *partnering with families, carers and communities*.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office and get a visitors badge from the office as per school procedure.
- Complete the [CSBB Contractor and Volunteer Engagement form](#)
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

### **RESPONDING TO CONCERNS**

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

## **APPENDIX 1:**

### **SAFEGUARDING INFORMATION**

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

#### **Responding to Risk of Significant Harm**

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline). School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

## **APPENDIX 2:**

### **WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).

## **APPENDIX 3:**

### **MAINTAINING PROFESSIONALISM**

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm; • Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate.
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns.
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care.
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### **Addressing complaints of inappropriate behaviour of adults towards children and young people**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

More information can be found in [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN \(January 2021\).](#)

## BEHAVIOUR MANAGEMENT

Our Lady of the Rosary Catholic Primary School has adopted a whole school approach to bring about positive behaviour; Positive Behaviour for Learning [PBL]. This approach has a strong emphasis on *teaching* appropriate behaviours and providing systems of *support* to bring about these positive behaviours.

**"Student Discipline practices are based on restorative principles and are respectful of the dignity, rights and fundamental freedom of individual students, and at the same time are focused on the effective running of the school for the benefit of all."**

*Diocesan School Behaviour Management and Student Discipline Policy*

We encourage responsible, positive self-discipline. Good sound class management has a remarkable effect on children and their learning and hopefully reflects steps taken by the parents.

At all times, the dignity of each person is respected. When misconduct occurs, the teacher refers to the school Behaviour Management Policy.


Bullying is not acceptable at any time at OLOR. It is not acceptable for parents to contact each other regarding playground/class incidences. Please keep informed the class teacher, Assistant Principal or Principal of all incidents that are potentially of concern or may require follow up.

### **Procedures for Teaching School Rules and Behavioural Expectations**

Our Lady of the Rosary Catholic Primary School community is committed to:

- **Teach,**
- **Practise,**
- **Apply,** and
- **Acknowledge** appropriate behaviours

The OLOR Positive Behaviour for Learning (PBL) Team coordinate the process involved and support staff in teaching, practicing, applying and acknowledging appropriate behaviours. PBL Team members take on specific roles in the process to support the staff and school community. All staff actively support all systems and processes to bring about appropriate student behaviours for learning.

 <p><b>"At OLOR we contribute to a positive learning environment at our school when we ...</b></p>		
<p><b>Respect Self and Others</b>  <i>"Do to others as you would have them do to you: for this is the law of the prophets"</i>  <i>(Mt 7:12)</i></p> <ul style="list-style-type: none"> <li>• Speak and act with kindness</li> <li>• Be in the right place at the right time</li> <li>• Care for appearance</li> <li>• Include others</li> <li>• Use safe and caring hands</li> </ul>	<p><b>Respect Learning</b>  <i>"Our various gifts and talents are not merely for personal use and satisfaction, but for the glory of God and the service of others."</i>  <i>(1Cor 12:4-6)</i></p> <ul style="list-style-type: none"> <li>• Learn and let others learn</li> <li>• Be an active listener</li> <li>• Make Good Choices</li> <li>• Take Turns</li> </ul>	<p><b>Respect the Environment</b>  <i>"And God saw all that He had made, and behold, it was very good"</i>  <i>(Genesis 1 :31).</i></p> <ul style="list-style-type: none"> <li>• Move safely around the school</li> <li>• Know the rules and play by the rules</li> <li>• Care for Belongings</li> <li>• Care for the place we are in</li> <li>• Put all rubbish in the bin</li> </ul>

## 2024 SCHEDULE OF FEES

The 2023 fee schedule for the first child at Our Lady of the Rosary Waitara is outlined below:

<b>DESCRIPTION</b>	<b>K-6</b>
Education Fee (1)	4,483.00
Supplementary Fee (2)	
Year 5 Camp	504.00
Year 6 Camp	520.00

1. Sibling discounts are applied to the education fee portion of the total fees.
2. Any other extra curricula charges other than those listed (band, instrument hire, chess, University competitions, school magazines, costs associated with representative sport, etc) are to be paid via our alternative payment system.

### **Billing**

School fees are billed annually at the beginning of Term 1 by CSBB and are due in 10 monthly instalments. The first payment is due in February and the last payment o\in November. School fees may be paid on a different basis (annually, fortnightly or weekly), however the monthly instalment amount is to be paid by the 21<sup>st</sup> of the month. Our preferred method of payment for fees is BPAY. The BPAY information is on the top of your invoice. Fees can also be paid by EFTPOS or with credit card through the school office.

## **UNIFORM**

### **GIRLS all-year round**

Blue socks  
Black shoes  
Navy blue hat  
Navy jumper/jacket with school emblem

#### ***Summer***

Blue check dress  
Navy shorts with school name  
Light blue shirt with peter pan collar

#### ***Winter***

Blue check tunic  
Sky blue long-sleeve blouse  
Navy long pants  
Navy jumper/jacket with emblem  
Long navy-blue pants  
Blue striped tab  
Tights (optional)  
Navy Scarf with crest (optional)

### **BOYS all-year round**

Grey school socks (with gold/royal stripes)  
Black shoes  
Navy blue hat  
Navy jumper/jacket with school emblem

#### ***Summer***

Grey shorts  
Blue short sleeved shirt with emblem

#### ***Winter***

Grey trousers  
Blue long-sleeve shirt and striped tie  
Navy Scarf (optional)  
Navy jumper/jacket with emblem

### **Sport Uniform Boys and Girls**

#### ***Summer***

Sport shoes

Navy sport shorts (boys & girls)  
White socks  
School polo shirt

#### ***Winter***

Sport shoes

School tracksuit with emblem

#### **Please note:**

1. Our Lady of the Rosary uniforms may be purchased from Lowes in Westfield, Hornsby. **Bags and hats are available from the school office.**
2. Hats with the school emblem are part of the uniform. Children must wear them as part of the school's sun protection policy.
3. Running shoes are **not** to be worn except with the sports uniform.
4. Ski jackets are **not** part of the uniform.
5. Girls must wear school colours in their hair.
6. All hair below the collar must be tied back.



At Our Lady of the Rosary School, we use the Compass School Management system. This software provides an internet portal called "Compass School Manager" for use by teachers, families and office administration.

Compass provides many benefits to the school and families. Through the Parent Portal, families are able to:

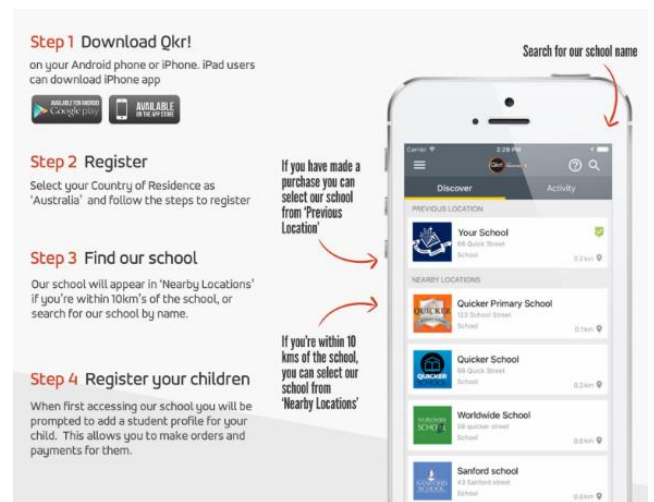
- Have a single online point of contact that can be accessed via any device (computer, tablet, smart phone) with internet availability.
  - Access your child's semester reports.
  - Book your Parent/Student/Teacher Led Conferences.
  - View and approve attendance information - absence, late arrival and early departure.
  - Complete excursion permission forms online.
  - Update your registered email and mobile number (used for SMS alerts).
  - Access information regarding upcoming school events and news.
  - Give consent for school excursions and events.
- Compass will streamline many school operations such as attendance, reporting and communication.

There are two ways to access Compass - using the parent portal on any modern web browser or using the 'Compass School Manager' app on your mobile device. New families will be emailed a user login and a temporary password when your child starts school.

Search for '**Compass School Manager**' in the **App/Play store available for iOS or Android.**

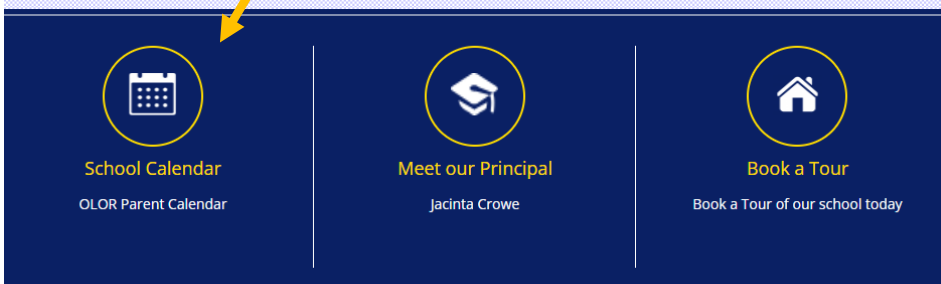
**QKR App (Quicker)** is available as a method of ordering school lunches and paying for social events.

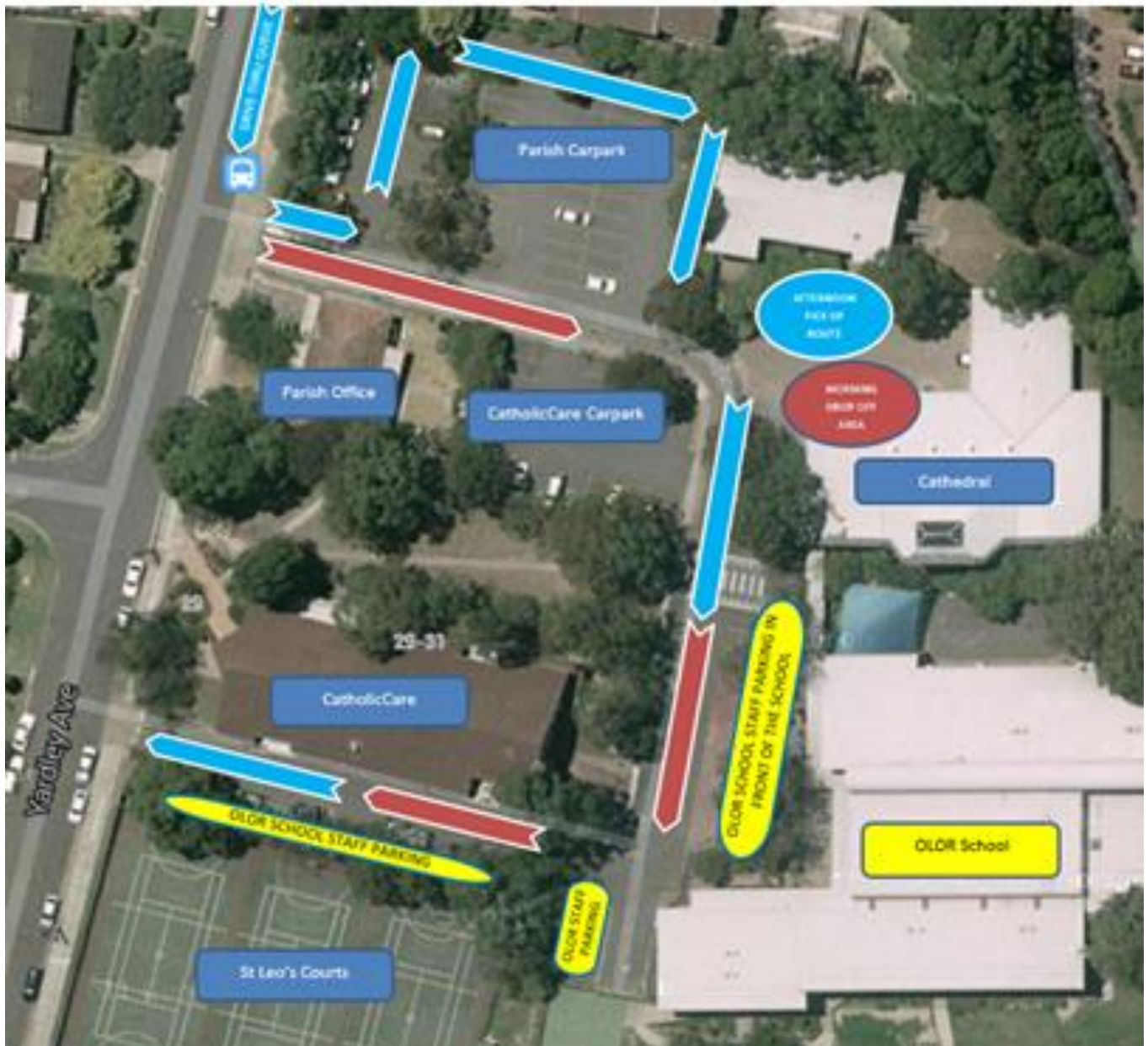
For information on how to install the QKR app on your phone, please refer to the instructions to the right.



The school website provides up to date information for parents with access to the school calendar from the front page.

The link to the website is:  
[www.olorwdbb.catholic.edu.au/](http://www.olorwdbb.catholic.edu.au/)





## Parking, Drop & Kiss and Afternoon Pick Up Information

### ***Morning Drop & Kiss***

2 minute maximum

Children are dropped off in front of the Cathedral and walk down to the school. Parents are not to leave their car and assist children.

If your child needs assistance, please park your car and walk them in.

### ***Afternoon Drive Thru Pickup***

Cars queue from the lower carpark up to the top carpark. Your laminated sign should be on your dashboard or visor. Children are called to the car and a teacher will assist them into the car.

The top car park is to be used for parking and pick up by parents and guardians. Parents who park to collect their child need to approach the staff member with the microphone and your child will be called to join you.

***Wet Weather Pick Up.*** In extreme wet weather, the afternoon pick up will be moved to the undercroft area. Parents queue in their cars at the top of the driveway and will be directed down to outside the undercroft to collect their child.

For trip planning visit [www.transportnsw.info](http://www.transportnsw.info) or call 131 500.

For current school and route services visit [www.cdcbus.com.au](http://www.cdcbus.com.au)

Conditions of Carriage: Students must have a valid Opal card and must tap on and off every trip. Further details about the SSTS are available at: [www.transportnsw.info](http://www.transportnsw.info)

Key: (L) Bus turns left; (R) Bus turns right

## OUR LADY OF THE ROSARY WAITARA

Bell Times

Effective 21/05/2023

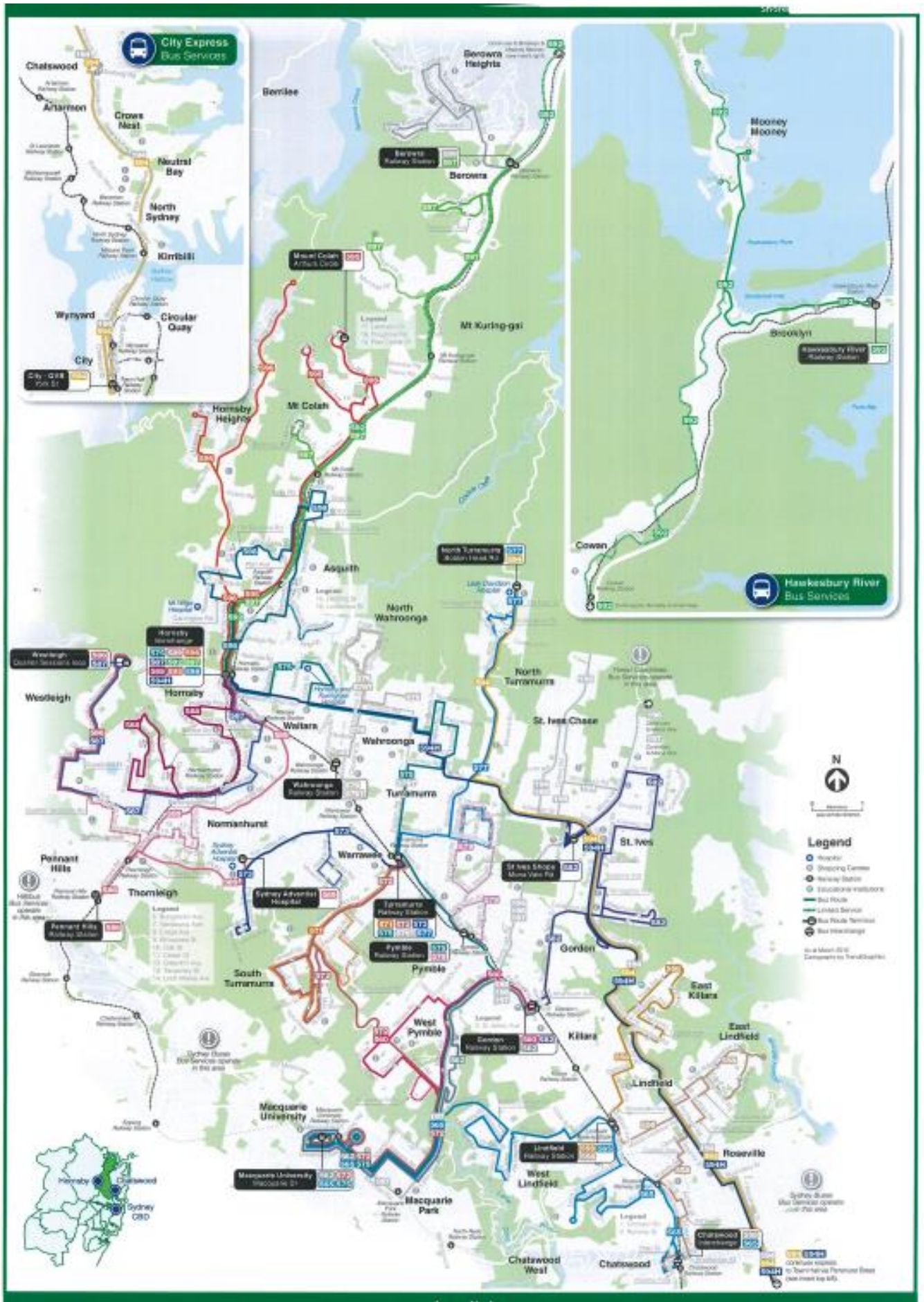
Morning: 08:45

Afternoon: 15:00

MORNING BUSES		
Route	Time	Bus Route
8028	07:30	FROM GOODLANDS AND THE ESPLANADE via Goodlands (R) Nicholson (R) Quarter Sessions (L) Duffy (R) Elouera (L) Eucalyptus (R) Corang (R) Quarter Sessions (L) Duffy (L) Pennant Hills Rd (L) Highway, terminates at Barker at (07:54)
596	07:48	FROM HORNSBY HEIGHTS (Black Ash) via Somerville Rd (L) Galston (R) Peats Ferry (L) Coronation to Hornsby Station Bus Bay (08:11) <b>Transfer to Route 8067</b>
588	07:50	FROM SEFTON AND CHILVERS via Route 588 to Milson (R) Buckingham (L) Denman, drop Normanhurst Boys, (L) Edwards (R) Urwin (08:12)
589	07:51	FROM BELLEVUE AND WOOD via Bellevue (R) Railway, Parkes (L) Central (R) Phyllis, Loch Maree and Route 589 through Woodlands Estate (Oak St 07:57) to Stuart (R) Pennant Hills Rd (L) Highway (L) Yardley to school (08:13)
596	08:00	FROM HORNSBY HEIGHTS (McKay Rd) via Route 596 to Hornsby Station Bus Bay (08:15) <b>Transfer to Route 8067</b>
587	08:05	FROM QUARTER SESSIONS RD LOOP via Route 587 (Westleigh Shops 08:10) Unwin (R) Highway (R) Yardley (08:32)
8067	08:24	FROM HORNSBY STATION via Highway (R) Yardley to school (08:29)

AFTERNOON BUSES		
Route	Time	Bus Route
9024	15:20	TO PENNANT HILLS From Yardley via (R) Clarke (L) Unwin (L) Edwards (R) Denman (L) Normanhurst (R) Pennant Hills Rd (L) Campbell via Woodlands Estate (R) Pennant Hills Rd (L) Duffy (L) Elouera, Duneba (L) Quarter Sessions (R) Nicholson (L) Goodlands (R) The Esplanade to Pennant Hills Station (15:50)
9085	15:20	TO WESTLEIGH From Yardley via (R) Clarke (L) Unwin (L) Edwards (R) Denman (R) Buckingham (L) Milson (R) Dartford (L) Beresford (R) Norman (L) Vale (R) Wareemba (R) Yarrabung (R) Bungowen (L) Koorngal (L) Sefton (R) Chilvers (R) Duffy (R) Elouera (L) Eucalyptus (R) Corang (L) Quarter Sessions to Loop, return Quarter Sessions to Duffy
588	15:35	TO THORNLEIGH From Pretoria Pde via Hornsby South Route 588
587	15:45	TO WESTLEIGH Route 587 including full length of Quarter Sessions Rd
589	15:32	FROM JAMES ST AND PACIFIC HWY TO THORNLEIGH via Route 589
587	15:24	FROM ST LEO'S COLLEGE TO HORNSBY STATION via (L) Clarke (R) Neutral (L) Hall, Clovelly (R) Milner (R) Pretoria (L) Highway to Hornsby Station Bus Bay (15:33) <b>Transfer to Route 596 and Route 597</b>
596	15:37	FROM HORNSBY STATION TO Black Ash and McKay
597	15:45	FROM HORNSBY STATION TO BEROWRA via Peats Ferry, Highway - Mt Colah Station (15:54) Illoura (16:14) Gwandalan and Kywong (16:19) Berowra (16:22)





NESA	NSW Education Standards NESA is responsible for school curriculum, assessment and teaching regulatory standards in NSW schools. <a href="https://www.educationstandards.nsw.edu.au/wps/portal/nesa/home">https://www.educationstandards.nsw.edu.au/wps/portal/nesa/home</a>
BOSTES	<b>Board of Studies</b> The Board of Studies (NSW Government) develops the education curriculum and syllabuses that are implemented K-12 in all schools <a href="http://www.boardofstudies.nsw.edu.au">www.boardofstudies.nsw.edu.au</a>
NAPLAN	<b>National Assessment Program – Literacy and Numeracy</b> for children in Years 3, 5, 7, and 9. These examine basic literacy and numeracy skills. <a href="http://www.nap.edu.au">www.nap.edu.au</a>
CSBB	<b>Catholic Schools Office of Broken Bay (CSBB)</b> is responsible for overseeing the management of the 43 Catholic Schools (36 Primary and 7 Secondary) within the <b>Diocese of Broken Bay (DBB)</b> . These are organised geographically into three main clusters: Central Coast, NorthShore and Peninsula. <a href="http://www.csbb.catholic.edu.au">www.csbb.catholic.edu.au</a>
NSW Department of Education	<b>Education NSW</b> oversees public education from early childhood (pre-school) through to higher School Certificate (Years 11 and 12) <a href="http://www.det.nsw.edu.au">www.det.nsw.edu.au</a>
P & F or P & C	<b>Parents and Friends Association (P&amp;F) Catholic Schools, Parents and Citizens (State Schools)</b> . Parent group within the school which helps build community in schools.
CSNSW	CSNSW is the governing body for NSW Diocesan Catholic Schools. Its aim is to support the Bishops in bringing to life the Church’s evangelising mission through work in schools.
BBCSP	<b>Broken Bay Catholic School Parents</b> is the official body recognised the Catholic Schools Broken Bay (CSBB) to represent and support the participation of all parents and carers in our Catholic School communities and strengthen the important partnership between parents and school. <a href="https://www.csodbb.catholic.edu.au/the-parent-hub/bb-catholic-school-parents/">https://www.csodbb.catholic.edu.au/the-parent-hub/bb-catholic-school-parents/</a>
KLA	<b>Key Learning Areas</b> are the different subject areas outlined by the Board of Studies. The seven KLAs taught in our Catholic Schools are <b>English, Mathematics, Science and Technology, HSIE (Human Society and Its Environment), Creative Arts, PDHPE (Personal Development, Health and Physical Education) and RE (Religious Education)</b>
OUTCOMES	These are the statements within the Syllabus that describe the knowledge, skills and understanding of what is expected to be gained by most students in each stage of development.
LEARNING STAGES	The curriculum is currently organised into different stages of learning to correspond with school year classes. These stages cover two years of schooling. Early Stage 1 (ES1) Kindergarten Stage 1 (S1) Year 1 and Year 2 Stage 2 (S2) Year 3 and Year 4 Stage 3 (S3) Year 5 and year 6 Stage 4 (S4) Year 7 and Year 8 Stage 5 (S5) Year 9 and Year 10 Stage 6 (S6) Year 11 and Year 12
SDD	Staff Development Day (SDD) – Pupil Free day. These days are professional learning / professional development days within the school term where the staff attend courses.
LEARNING SUPPORT	Children learn differently and at different pace. Some students need extra support due to a diagnosed disability or learning difficulty. Schools have Learning Support Teachers (LST) and Learning Support Assistants (LSA)
EAL/D	<b>English as Another Language</b> - (English Second Language)
LBOTE	<b>Language Background Other Than English</b>
G & T	<b>Gifted and Talented</b> is a term sometimes used to refer to programs developed for those children who may have special needs with regards to extending their learning.

