



**Rosebery**  
PRIMARY SCHOOL

# PARENT HANDBOOK

Address - Belyuen Road, Rosebery NT 0832

Postal Address – PO Box 650, Palmerston NT 0831

Website - <https://roseberyprimary.nt.edu.au/>

E-mail – [roseberyps.admin@education.nt.gov.au](mailto:roseberyps.admin@education.nt.gov.au)

Phone – 08 79230100

Absentee Line – 08 79230140

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## Message from the Principal

Welcome to Rosebery Primary School. I invite you to explore our website and our parent handbook to discover more about our school and its history, our teaching approaches, facilities, special programs and general information. Building a strong partnership between home and school through clear and continuous communication is a key element in students' success at school. I encourage families to be actively involved in their child's education and in school events and decision-making opportunities.

Our vision, mission and values set our direction, purpose and our guiding principles.

### Vision

*Growing and learning together through curiosity, creativity and collaboration*

### Mission

At Rosebery Primary School, we build an inclusive community of learners by:

- Promoting reflection and empathy through working restoratively
- Providing innovative teaching practices to nurture, challenge and inspire
- Engaging in collaboration through Kagan Cooperative Learning and co-teaching
- Activating a sense of creativity, curiosity and wonder

This will be achieved by developing resilience in students through maintaining a caring, nurturing and safe learning environment where students feel comfortable being themselves, taking risks, making mistakes, learning from them and growing as a learner. This connects strongly with our metaphor of the long-necked turtle, which is our school emblem for this very reason.

### Values

- **Respect:** we will act with kindness, compassion, and courtesy towards others and their property
- **Cooperation:** we will work together as a team to achieve our goals
- **Confidence:** we will trust in ourselves and give new things a try
- **Integrity:** we will be truthful in our words and actions and will honour our agreements
- **Resilience:** we will develop the strength to tackle problems and learn and grow positively from the obstacles we face

### Our school

Rosebery Primary School opened in January 2011 and was built with a focus on new architecture which would facilitate a contemporary way to educate NT students. Our school is designed for **co-teaching** and so our teachers work together for planning and teaching. Nearly all our classrooms facilitate two classes and two teachers co-teaching as one class unit. We are neighbours with Palmerston College (Years 7-9) with its Performing Arts Centre, Gymnasium, Library and oval, which can be shared and allows a smooth transition between Primary and Middle School.

## SCHOOL HOURS

### Transition to Year 6

School Commences: 8.00am

#### Recess

Eating Time: 10.00am to 10.10am

Play Time: 10.10am to 10.30am

#### Lunch

Eating Time: 12.30pm to 12.40pm

Play Time: 12.40pm to 1.10pm

School Concludes: 2.20pm

### Preschool

Monday 8.00am to 2.30pm (Group 1)

Tuesday 8.00am to 2.30pm (Group 1)

Wednesday 8.00am to 12.00pm (Alternates between Group 1 & 2)

Thursday 8.00am to 2.30pm (Group 2)

Friday 8.00am to 2.30pm (Group 2)

### Reception Operating Hours

Monday 7.30am to 3.30pm

Tuesday 7.30am to 3.30pm

Wednesday 7.30am to 3.30pm

Thursday 7.30am to 3.30pm

Friday 7.30am to 3.00pm

## ABSENCES - STUDENTS

**It is compulsory for all students within the NT to attend school between the ages 6-17 years.** Regular attendance aids the learning process. It is the parent's responsibility to ensure that children attend school daily during the school year.

It is a requirement of law that every child attends school every day from the beginning of the school day until the end of the school day, unless they are ill.

### **School begins each day at 8am and finishes at 2.20pm.**

Any students in the school grounds before 7.45am must be supervised by an adult unless they are in the Outside Hours School Care Program.

If your child is absent from school, please contact the school through the website form, on the absentee phone number 79230140 or email [roseberyps.admin@ntschoools.net](mailto:roseberyps.admin@ntschoools.net) as soon as possible. Verbal messages from siblings will not be taken as confirmation of absence. Parents will be contacted via text to request details regarding unexplained absence. Ongoing concerns may be referred to the Department of Education Student Engagement Unit.

All students need to be signed out by a responsible adult through Reception if leaving before 2.20pm.

## ABSENCES – STAFF

### Short Term Leave

A teacher may be absent from school for a short period of time for a number of reasons:

- They may be ill and required to stay away
- They may be attending a Professional Development activity that will keep them up to date with the constant changes in education

### Replacement Teachers – Splitting Classes

Whenever a teacher is absent the school makes every effort to find a replacement (relief) teacher. Unfortunately this is not always possible. If we are unable to find a replacement your child's class may be split. This means your child will have work (provided by their teacher) to complete in another class.

## AGE OF ENTRY TO SCHOOL (PRESCHOOL AND TRANSITION)

When a child is turning four years old before 30 June they are eligible to commence Preschool at the beginning of that school year. Admission is not automatic – there may be a waiting list. Students must be turning five years old before 30 June that year in order to enter Transition at the start of the school year. Parents/carers must attend an enrolment interview with the Assistant Principal/Principal. Birth Certificates, immunisation records and proof of address are required for children starting Preschool or Transition or enrolling for the first time in a Territory school.

## ASSEMBLIES

School assemblies are a positive part of the school week and give students and families the opportunity to hear about what is happening and share in the presentation of awards. Parents/carers are invited to attend school assemblies.

Whole school assembly is held fortnightly on a Friday morning at 8.20am.

Early Childhood assembly is held weekly on a Wednesday morning at 8.20am.

## ASSISTANCE

Reception Staff can help you with all routine organisational details, messages and inquiries.

Principal and Assistant Principals attend to personal and confidential matters and those relating to the education program. Always seek to discuss matters with the class teachers first.

Senior Teachers are immediately responsible for the class programs and the operation of their area of responsibility.

Teachers are available to discuss student learning and wellbeing. They can organise an interpreter for parents whose first language is not English.

Special Education Teachers support students with additional needs once parental permission is received. All students are integrated into mainstream classes including those with a diagnosed need. Parents/carers of students with extensive additional needs will meet regularly with the Special Education Teacher and class teacher to discuss adjustments made to the learning program.

## AWARDS

Values awards are given to students at whole school assemblies. They reflect a student's demonstration of one or more of the school's values of; respect, resilience, cooperation, confidence and integrity. Class teachers contact families to inform them their child is receiving an award.

Rosebery Primary School students are also acknowledged through the ongoing, cumulative award system involving:

**Mini Merit Awards** are given by the class teacher to encourage and reward students for academic and behavioural progress. These are presented in the classroom.

**Major Merit Awards** are awarded after the student has five Mini merits.

**Mega Merit Awards** are when a student has collected five Major Merits. Early Years students receive their Mega Merit Award at the next Early Childhood assembly. Primary students are presented the Mega Merit Award in their classroom.

**Principal Awards** are when a student has received five Mega Merit Awards which is presented at the next whole school assembly. The Principal will host a celebratory luncheon for those children who have earned a Principal Awards.

## BACK TO SCHOOL VOUCHERS

The NT Government established the Back to School Payment Scheme to help families offset the beginning of year expenses. The Back to School Payment Scheme is for essential equipment such as books and uniforms for preschool and primary school aged students and must be utilised in Term 1 for primary school students. Sports Vouchers are also available online.

## BASICSCARD

Rosebery Primary School is an approved BasicsCard business. BasicsCard can be used for curriculum items, excursions, camps, school uniforms and canteen purchases through Reception.

## BICYCLES, SCOOTERS AND ROLLER BLADES

Bicycles, scooters, skateboards, etc are not to be ridden in the school grounds. For safety reasons, students must walk their bikes and scooters through the school grounds. Students are encouraged to use a lock to secure their bike or scooter.



The school takes no responsibility for lost or stolen bikes or scooters. Students riding their bikes or scooters to school must wear a helmet; this is the law in the Northern Territory.

## BULLYING

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

The Bullying. No way! Website (<https://bullyingnoway.gov.au/>) is an excellent source of information for students, parents/ carers and schools.

Rosebery Primary School is a Restorative Practices school and recognises the potential harmful effects of bullying. Reports of bullying are taken very seriously. Always speak to the class teachers about incidents that have caused you or your child concern.

For further information please refer to the Wellbeing and Behaviour Policy on the school website.

## CANTEEN –BARYLICIOUS CAFE

The school operates a canteen, the Barylicious Café, near the administration building. Students can order recess and lunch on a brown paper bag by placing it in the canteen box in their classroom. Alternately orders can be placed online through Quickcliq <https://quickcliq.com.au/>. Online orders must be placed by 9.00am.

The School Council has oversight of the types of food available. The focus is on nutritious and attractive food at a reasonable price within the guidelines of the NT Department of Education School Nutrition and Healthy Eating Policy. The canteen menu and prices are available from the school website and are updated as appropriate.

## CAR PARKING AND DROP OFF/PICK UP POINTS AND ROAD SAFETY

We are fortunate to have two areas where our families can park their vehicles, located at the front and rear of the school grounds. There is also very limited parking on Applegate Drive (near the Transition classroom). The first bay is for buses only. Buslink provides a daily service for the Forrest Parade satellite class students. **Please note the bus bay is for bus parking only. Keep this area clear at all times.**

**Do not park or wait for extended periods in the drop off/pick up zones in front or rear of the school.** This zone is for a **quick** drop off/pick up of students only.

Move up the zone as far as possible (just like a taxi rank) - before stopping to allow other cars behind to move into the zone or pass the zone. Please park your vehicles in the designated parking space if you have to leave your vehicle to come into school or you expect to wait in your vehicle for longer than **two minutes**.

If your child is taking longer than expected or you are waiting for a student from Palmerston College, move out of the drop off and pick up zone and park your car. It is important that all vehicles keep moving forward allowing the traffic to flow. School finishes at 2:20pm. If you arrive before 2:18pm, you should park your car so that you do not wait for longer than the two minute standing period.

#### General Information about Parking at Rosebery Primary School

It is everyone's responsibility to keep safe in our car parks. This includes following all road rules and signage.

- Please be patient
- Please drive slowly and safely around and through car parks
- Do not park illegally (do not park on verges or across pedestrian crossings)
- Do not double park in car parks
- Do not leave children unattended in cars
- Ensure children have seatbelts on before driving
- Do not park in the disabled bays without a permit
- Do not ask children to step onto the road to get into a vehicle whilst stopped at the pedestrian crossing or double parked at the drop off and pick up zone
- Please use drop off and pick up zone correctly (2 minutes waiting only and then do a lap or park)
- Explain processes to relatives and family who might be picking children up. This is especially important in relation to drop off and pick up zones.

#### **The speed limit in our car park and drop off pick up zone is strictly 10km per hour.**

The 40km school zone speed limit applies from 7.00am to 5.00pm on school days. The speed limit from Forrest Parade to the rear section of the school past the Middle College is 20km. When entering from the round about the speed reduces to 10km. Please adhere to these speeds.

Please set a good example and use School Crossings to cross the road with your child/ren and teach your child/ren to do this correctly so they can do this automatically if you are not there.

### COMMUNICATION

School Newsletter - The Turtle Times school newsletter is emailed to families and carers on a fortnightly basis. Every effort is made to keep parents informed of school and class happenings and upcoming events. Parents requiring a hard copy must inform the administration staff at Reception. The newsletter may also be viewed via the school website. Paper copies are also available at Reception.

Email – Please check your email regularly to keep up to date. Letters from teachers, important school updates and newsletters are all sent home via email. Let the school know your best email address for important communications.

Facebook - the Facebook page is regularly updated with school events. Visit [www.facebook.com/roseberyprimary](http://www.facebook.com/roseberyprimary).

Website – General school information can be found at [www.roseberyprimary.nt.edu.au](http://www.roseberyprimary.nt.edu.au)

School sign – The electronic sign at the rear carpark has brief updates and reminders about the school

Messages to Students - If you need to have a message sent to your child during the school day—please contact the school before 1.45pm so that Reception staff can ensure your child receives the message.

Parents/Carers Details – Please keep the school up-to-date with current telephone numbers and emails for both parents and/or carer.

## CONCERNS AND COMPLAINTS

Quickly addressing concerns helps minimise the risk of a breakdown in partnership that can arise if matters are left unaddressed. The school asks families to communicate concerns as and when they arise.

Step 1: If you have an issue, complaint or cause for concern, speak to someone who is able to do something about it. For classroom and playground matters, speak directly to the teacher.

Step 2: If a resolution is not achieved by Step 1, speak to the Assistant Principal or Principal who perhaps can further clarify advice and intervene. The Assistant Principal or Principal are often able to suggest other ways of resolving the situation.

**Often it is necessary to repeat Step 1 and/ or Step 2 many times.** Complex matters require working closely together – the school and the family.

In such matters to achieve a prompt, satisfactory outcome, it is important that:

- The issue is raised as close to the event as possible.
- Ring or email to make an appointment time. This ensures that time is set aside for you without interruption.
- You provide specific details of your matter, when making the appointment. This allows for all parties to be well informed and for the meeting to be productive.
- The school and parents talk about 'actionable outcomes' of such discussions. It is reasonable and courteous to be given specific feedback on matters of concern and to allow a reasonable timeframe for action.

A satisfactory and professional solution is an appropriate and reasonable expectation of parents, given that a school exists in the first instance for the education and wellbeing of individual children. If you wish to make representations on behalf of others, names and/or written authorisation should substantiate your claims. Your observance of this resolution process ensures that concerns go to the best person(s) who can affect action. For more information: [Primary and secondary students - NT.GOV.AU](http://Primary%20and%20secondary%20students%20-%20NT.GOV.AU)

## CONFIDENTIALITY

There are a number of confidential aspects to a child's life that need to be communicated to the school so that the school is able to provide the support, care and safety of an individual student.

Information of a confidential nature that is essential to communicate to the school includes:

- Custody arrangements
- The names of people who are allowed to collect your child from school, other than the parents or carers who enrolled the child
- Court orders that may apply for the child or family members
- The names of contact people from any agency that may be involved to support the child
- Psychologist, speech pathologist and other specialist's reports
- Medical information.

Rosebery Primary School follows the Department of Education policy regarding confidentiality. We keep all personal, medical and wellbeing information regarding individual students confidential. Information is only shared with staff when it is essential to enable them to carry out their duties correctly.

No medical or personal information is shared with any other family or external agency without the express permission of the parent.

## CO TEACHING

At Rosebery Primary School, almost all of our teachers are co-teaching. Co-teaching is defined as '*...two or more people sharing responsibility for teaching some or all of the students assigned to a classroom. It involves the distribution of responsibility among people for planning, instruction, and evaluation for a classroom of students.*' ('A Guide to Co-Teaching' by Villa, Thousand, Nevin, 2008)

At Rosebery Primary School, we firmly believe that the effort required by co-teaching is worth it because it results in happier and more successful children as well as more competent and confident staff. Co-teaching provides a vehicle for teachers and students to move from feelings of isolation and alienation to feelings of community and collaboration. In other words, the 'lone ranger' model of teaching is replaced with a co-teacher model.

Please refer to our Co-teaching Policy on the school website for further information.

## CURRICULUM

The Australian Curriculum forms the basis of teaching and learning in all key areas in the primary years.

The Australian Curriculum recognises that your child develops at different rates to others, has different learning needs, areas of interest and aspirations. The curriculum is used flexibly in schools to meet the educational needs of all students.

For more information refer to [Parent information | The Australian Curriculum](#)

## **CHILDREN WITH ADDITIONAL NEEDS / ENRICHMENT HUB**

Although the classroom programs fulfil the needs of most students, some students may be identified with additional needs. Additional needs include a learning disability or a recognised diagnosis, such as autism, and those students who require extension.

Should a student require additional support the Special Education Teacher, Department of Education Advisors and the Allied Health Team provide recommendations and specialised learning and behaviour advice for teachers to make adjustments to the teaching and learning program.

Additional support may include:

- small group work or one to one support
- IT assistive technology applications
- an Individual Behavioural Plan (IBP)
- a specific and targeted social skills or intervention program
- an Educational Adjustment Plan (EAP)

## **DEFENCE SCHOOL MENTOR (DSM)**

The Defence School Mentor role is to support Australian Defence members' children to transition smoothly into a new school setting and to support families when postings occur.

The DSM also works in classrooms on a regular basis, engages in lunchtime activities, and hosts morning teas for parents and carers.

## **DENTAL SERVICE**

Children in the Northern Territory (NT) who are attending school are entitled to free public dental services until they are 18 years old. These services are delivered through school-based clinics, community clinics, remote health centres and mobile services.

Children are usually treated by dental therapists and oral health therapists. In some cases your child may be referred to a dentist or specialist if more complex, specialised treatment or advice is needed.

To make a dental appointment call Oral Health Services on (08) 8922 6466.

## **DOGS ON SCHOOL GROUNDS**

Due to health and safety concerns dogs are not permitted on the school grounds at any time, during or after school hours.

## EFTPOS

EFTPOS facilities are available at Reception for payment of all expenses, book packs, uniforms, excursions, parent voluntary contributions etc. We also accept credit card payments over the phone.

## ELECTRONIC DEVICES INCLUDES ALL ELECTRONIC TECHNOLOGY

We appreciate that some parents request that their children bring a mobile phone to school for safety and security reasons. The school strongly discourages the bringing of mobile phones to school by students.

If a student brings a mobile phone/smart watches to school the device is to be handed in at Reception and collected at the end of the day.

Any phones/smart watches that are brought to school are at the owner's risk. No liability will be accepted by the school in the event of loss, theft or damage of any device.

## EMERGENCY CONTACT DETAILS

Sometimes it is necessary for the school to contact parents / carers immediately, especially if your child has had an accident. It is essential that the school has **up to date details of home and emergency contacts** (that is if another family member or a close friend). Please notify the school immediately if there is any changes.

## EMERGENCY / WET WEATHER POLICIES AND PROCEDURES

### Cyclones

Rosebery Primary School is not a designated cyclone shelter. Cyclone shelters in the Palmerston area are: Palmerston College 7-9 Campus, Palmerston College 10-12 Campus, The Hub Palmerston underground car park; and Palmerston Shopping Centre underground car park.

When Darwin is on '*Cyclone Watch*' the school continues to operate as usual.

A '*Cyclone Warning*' is issued by the Bureau of Meteorology and parents will be advised if and when to collect their children from school over the radio. Children will not be dismissed from school in an emergency but are to be collected by parents or their nominated carer. Parents are to collect their children from their usual classroom immediately if advice is given to do so. The teacher will record the time and who has collected each child.

The Principal or Assistant Principal will take any children not collected by an adult within one hour of this announcement to the nearest public shelter that is located at Palmerston College 7-9 Campus. If this becomes necessary, a list of the children taken to the shelter will be posted on the front door of the Reception area.

Children do not return to school until the '*Cyclone Warning*' is cancelled.

### Fire, Bomb and Earthquake

The school has set procedures for staff and students to follow in case of fire, earthquake, earth tremor or a bomb scare. Classroom teachers instruct their students in evacuation procedures and full school practice drills are conducted regularly.

### Wet Weather/Severe Storm

#### During school hours

Due to occasional severe weather and heavy rainfall students may be required to play inside at recess or lunch for their safety.

#### At school home time

Students will not be automatically dismissed at home time (2.20pm) if there is a heavy downpour or an electrical storm. Students will remain in their classrooms until collected by their parents or until the storm passes.

Students who are riding or walking will remain at school until it is judged safe for them to make their way home. This would be when the rain has lessened and there is no thunder or lightning.

If there is an impending storm parents may come up to 15 minutes earlier to collect their children from the classroom.

Please refer to the Wet Weather Policy on the school website for further information.

### Lockdown

In the case where there is a threat to safety from someone or something on the school grounds, staff will initiate a lockdown. In a lockdown situation all students remain locked in their classrooms with the classroom teacher until the emergency passes. In some cases students will continue with work as normal or they may be asked to sit on the floor out of sight.

### Evacuation Procedures

All teachers are aware of the procedures for any emergency. Student safety will be the highest priority at all times. The students will be safe and well looked after and the school will be in constant communication with the necessary emergency services.

It is important that all family members heed the instructions given in the emergency communication.

Each classroom has an Emergency Evacuation Plan located beside the evacuation door in their classroom. All staff are familiar with this plan.

## ENROLMENT

A child can be enrolled at Rosebery Primary School by contacting Reception during normal school Reception hours. All new enrolments must attend an Enrolment Interview with the Principal or Assistant Principal. Students can commence the day after the enrolment interview if the enrolment takes place during the school term. Birth Certificates, Immunisation records, and proof of residency are required when enrolling. Proof of residency may consist of a

Jacana Power bill or connection letter, DHA proof of lockdown letter or a rental agreement.

Rosebery Primary School adheres to the Northern Territory Department of Education priority enrolment policy which means priority enrolment for families residing in the Rosebery or Bellamack areas.

## ENVIRONMENT INCLUDING RUBBISH / RECYCLING / GROUNDS AND GARDEN

Rosebery Primary School believes the teaching of local environmental practices and the understanding of global sustainability issues is very important.

The following initiatives have been introduced at Rosebery Primary School which involve all students:

- Recycling program for plastics, paper and cardboard
- Collection of cans for a container deposit scheme
- Participation in national initiatives such as: Walk to School Day and Clean Up Australia Day
- Students engage in a gardening program at school growing fruit and vegetables.

## EXCURSIONS AND CAMPS

All excursions and camps are planned in advance providing families with sufficient information and time to prepare for the event.

Parents need to make sure they read all communication regarding these events as soon as they receive it so they know what they are required to complete and when.

Students who have not returned correctly completed permission forms or payment for any event will not be permitted to attend.

Full school uniform including shoes and school hat must be worn unless otherwise advised. Students not in school uniform will not be able to attend. No student can be taken on an excursion without permission from their parent or carer.

For further information please refer to the Excursions Policy on the school website.

## EXTRA-CURRICULAR ACTIVITIES OR PROGRAMS

Rosebery Primary School is committed to being a Performing Arts school. Students are exposed to the Arts through a variety of experiences and methodologies. Students learn about instruments and have the opportunity to participate in the NT Music School's instrumental program. Students also have the opportunity to learn and perform in choral, dance, drama and media presentations.



## FAMILY HOLIDAYS

There are 12 weeks of school holidays every year and it is expected that families organise their holidays to coincide with the school holidays. Student attendance has a direct impact on student achievement.

## FIRST AID

The First Aid room is located at Reception for treatment of minor accidents or illnesses. In the event of an accident, the school arranges appropriate first aid and if serious, notifies a parent. In the case of a very serious illness or accident, the school will arrange transportation to hospital via ambulance.

## FOOD AND WATER AT SCHOOL

### Refrigerators

Refrigerators are available in all classrooms for storage of student's lunches. These fridges need to accommodate many lunch boxes therefore, large insulated bags are not recommended or necessary.

### Water Intake

The extreme heat of the Northern Territory can easily lead to dehydration. Water bubblers are situated around the school and **students are required to bring a water bottle** which can be filled at the bubblers.

### Food in the School

Rosebery Primary School encourages students to eat healthy food. Families are encouraged not to send take-away food, soft drink, lollies or chocolates to school and it is recommended that lunch box food is low in sugar, salt or fat. Nut products are not recommended at school. Food brought from home cannot be reheated at school. An insulated mug is recommended to keep food warm.

Parents/ carers may bring an item(s) in to school to recognise and celebrate their child's birthday. It is recommended that the items are single servings or individually wrapped. This assists teachers to hygienically share items with the whole class. However, notification should be given to the class teacher beforehand so that the teacher has the opportunity to check if any child in the class has any food allergies/intolerances.

## FUNDRAISING

School fundraising initiatives are coordinated by the School Council who organise different activities to raise funds for specific programs and equipment and to encourage parent and community engagement.

Some examples of fundraising events held at the school are the Mother's Day stall, Father's Day stall, Colour Fun Runs, BBQs at School Sports Day, Christmas Raffle and lots more. Additionally, the school proudly takes part in fundraising and collections to help worthy organisations or those less fortunate, for example,

the Cancer Councils Biggest Morning Tea, RSPCA Cup Cake Day and other events held annually to support Australian Charities.

## HEAD LICE

If lice are found in a student's hair, a letter will be sent home and the hair will need to be treated as soon as possible. Parents of other students in the class will be notified that a case of head lice has been found in the class and it is recommended that they check their children's hair. Parents are encouraged to check their child's hair again within a week or two and to repeat treatment to ensure re-infestation does not occur.

## HOMEWORK / HOME PRACTICE

Research tells us that there are three activities that students can complete at home that have a positive impact on both learning and wellbeing. These include:

1. Home reading of high standard literature and for enjoyment.
2. Activities that promote automaticity in literacy skill development (eg, learning sight words).
3. Activities that promote automaticity in numeracy skill development (eg, learning times tables).

Rosebery Primary School encourages students to participate in these after school activities. Further information can be found on the Rosebery Primary School website under the Homework Policy.

## KAGAN CO-OPERATIVE LEARNING

This is the pedagogical approach that underpins Rosebery Primary School's philosophy of inclusive learning. The Kagan structures focus on teamwork and shared accountability, and when skilfully administered, allows students to take real responsibility for their learning and the learning of those around them, keeping them focused on learning in a fun but deeply engaging manner.

## LIBRARY BOOKS AND BAGS

All students are encouraged to borrow books from the class library. Students will often select books to read themselves but may select more difficult books for parents to read to them. All students are encouraged to have a library bag in which to transport their book to and from school. Library bags are available for purchase from Reception, or can be brought from home. If a student damages or loses a library book, the parent will be responsible for replacement costs.

## LOST PROPERTY

Lost property is stored at Reception. Any child who has lost an item should look first in their classroom and then at Reception. At the end of each term the lost property box and any unnamed items are donated to a local charity.

Please make sure that your child's property is labelled with his/her name (hats, shoes, lunchboxes, water bottles, socks etc) so that they can be returned if found.

## MEDICAL

### Infectious Diseases

Students who are sick need to stay at home. Parents are asked to notify the school immediately if a child contracts an infectious illness. The Centre for Disease Control provides information about exclusion periods for children who have or are exposed to infectious diseases: [Time%20out-%20minimum%20periods%20of%20exclusion%20from%20school%2c%20pre-school%20and%20childcare%20facilities%20for%20childre \(nt.gov.au\)](https://www.nt.gov.au/health/ntcd/infectious-diseases/time-out-minimum-periods-of-exclusion-from-school-pre-school-and-childcare-facilities-for-children)

### Medication at school

All students requiring medication to be administered at school are required to have a completed Medication Authority Form.

*Medications* are any prescription medications, over the counter medication or naturopathic supplements. Parents/carers undertake the following in relation to the administration of medication and/or management of health concerns:

- Medication is to be provided in the original container with Pharmacist dispensing label attached clearly stating the student's name, name of the medication, dose and frequency to be administered. **All medication must be handed to Reception.**
- Notify the school in writing when a change of dose is required for long term medications. This instruction is to be accompanied by a letter from a medical practitioner.
- Ensure the medication is not out of date.
- Advise the school in writing and collect the medication when it is no longer required at school.

All medication is to be stored in the sickbay fridge (if needed) or locked in the sickbay medication cupboard and administered by first aid trained staff. A record of medication administered and given to the school is kept for all students. Clear instructions are to be provided by the parent for administration of any drugs or medicines. All medicines must be kept out of reach of students.

### Asthma – Allergies - Anaphylaxis

Rosebery Primary School is an Asthma friendly school in partnership with the Asthma Foundation of the Northern Territory and an 'allergy/anaphylaxis aware' school. We ask parents to be mindful of others' allergies, particularly with respect to nuts and nut products (Peanut butter, Nutella or Nut spreads) in food brought to school. We strongly promote a nut free environment and ask parents/carers

to help support us. Please speak with your class teacher if you are unsure what is appropriate.

Parents/Carers are reminded that all medication such as Asthma Puffers— Preventative Medicine and EpiPens, must be provided to the school Reception with an up to date Asthma, Allergy or Anaphylaxis Action plan. Asthma, Allergy or Anaphylaxis Action Plans should be reviewed, updated and signed by their child's doctor annually.

No student with Anaphylaxis is permitted to attend school without a current EpiPen.

## MIDDLE YEARS OF SCHOOLING

Rosebery Primary School provides Year 6 students with opportunities to begin their introduction into the Middle Years of Schooling. This includes transitioning visits to Palmerston College Years 7-9 Campus.

## MONEY

When students are required to bring money to school, it should be enclosed in a sealed envelope or zip lock bag on which is written the amount of money, the student's name, class and what the money is for. Money for excursions and other school-based activities should be given directly and immediately to the classroom teacher. Money is not to be left unattended in desks or bags. Rosebery Primary School takes no responsibility for lost or stolen money.

## NAPLAN

In Years 3 and 5 all students take part in an annual assessment known as the National Assessment Program - Literacy & Numeracy (NAPLAN). NAPLAN tests the learning that is essential for every child to progress through school and life, such as reading, writing, spelling and numeracy.

The assessments are undertaken nationwide every year in the middle two weeks of May.

The NAPLAN assessment takes place online, with all students completing the tests on an electronic device.

The Department of Education has identified seven ICT skills which students need to develop to navigate online assessments:

- Locate and select an answer from a list
- Type an answer in a text box
- Manipulate objects on screen
- Read, comprehend and manipulate digital texts
- Plan and compose text
- Navigate web pages
- Listen using a headset

For more information on NAPLAN, visit: [www.naplan.edu.au](http://www.naplan.edu.au)

## OCCUPATIONAL HEALTH AND SAFETY

OH&S is the responsibility of all members of the school community. Please ensure that you and your child/ren (when in your care) are acting in a safe manner.

If you notice something around the school that is a safety issue, please let the staff at Reception know.

## OUTSIDE SCHOOL HOURS CARE (OSHC)

The Rosebery Primary School Outside School Hours Care program is run by Outside School Care NT. Please refer to the school website for more information or go to: [Home \(outsideschoolcare.com.au\)](http://outsideschoolcare.com.au)

## PARENT CONTRIBUTIONS

To assist with the running of Rosebery Primary School programs in this school and to supplement the funding provided by the Department of Education, parents are asked to support the school by paying a voluntary contribution.

Voluntary contributions are set at \$70 per student annually, with a \$10 discount for each further sibling. Preschool contributions are \$100 per student annually. Voluntary contributions are important for replenishing classroom supplies, to purchase reading and library materials, curriculum resources, ICT and a variety of services and facilities (photocopying, ink for printers, art and craft supplies and paint) which support our educational programs. Contribution amounts are set and ratified by the School Council each year.

Voluntary Contributions are payable at Reception. Although voluntary, these payments are greatly valued by the school and we appreciate payment at the beginning of the year where possible.

## PARENT PARTICIPATION / VOLUNTEERS

Parents are a valuable resource for our school and are most welcome to participate in school life. Parents have an important role to play in their child's education and they can help their child with learning both at home and school.

There are a variety of ways in which parents can be involved in the school including:

- School Council
- School Council sub-committees
- Working Bees
- Parent helpers in the classroom
- Attending camps and excursion as support people
- Fundraising Events

Should a parent wish to be involved in the school, you will need to have a current Working with Children Clearance (OCHRE Card) through SAFE NT. This is available for a volunteer fee with support from the Principal or Assistant Principal.

## PETS

Regardless of their size or how cute they are, pets should be left at home. Pets create hygiene and control problems and must not be brought to school.

## PHOTOGRAPHIC IMAGES

Upon enrolment, parents complete a form allowing a student's image (eg photo or video) to be published outside the school community. We understand parents will want to take photos of their children at various school events. We ask parents to follow societal protocols and not take unnecessary photos, not take photos of other children nor share photos on social media including other children.

## POLICIES

Rosebery Primary School have a number of school policies and these can be found on the school website under School Policies.

Department of Education policies can be found at: [School policies - Department of Education](#)

## REPORTING STUDENT PROGRESS TO PARENTS

Written reports are issued at the end of each semester. Your child's report will provide information on your child's progress, effort and achievement in English, Mathematics, and other key learning areas as well as a general comment.

During Term 1 and Term 3 Student Led Conferences are conducted. All families are encouraged to attend with their children. At a Student Led Conference the student leads the conference and will have prepared evidence to share with their parents.

Parents may also have frequent contact through other meetings, emails and phone calls. Please do not hesitate to contact your child's class teacher if you have any concerns about your child's progress at school.

## SCHOOL BASED POLICE OFFICER

A NT Police Constable is based at Palmerston College Years 7-9 Campus and works with all students in the area. The Constable visits the school regularly to assist with matters relating to the school, students, parents and the law.

## SCHOOL COUNCIL

Rosebery Primary School is governed by the School Council. The School Council is formed annually by the following process:

Parent representatives are elected at the AGM. The Chairperson, Treasurer and Secretary are elected at the general meeting following the AGM.

Ten parent representatives are elected. Three teacher representatives are elected. The council may include three invited members. The Principal is an automatic member of the School Council.

The School Council generally meets once per month and a minimum of eight times during the school year.

The School Council deals with the long-term planning of the school, its governance and policy development and endorsement, monitors the school budget, sets the voluntary contributions level and is involved in relevant policy areas.

All parents input is welcomed by the council. Parents who are not on council can raise issues or points for discussion at the council meeting by completing an Item Proposal Form (IPF) obtained from Reception. Any parent can fill in and email or drop it into to the school so the item can be raised for discussion at the next meeting. All we need is your name, some background information, a description of what is happening now and some possible suggestions or recommendations.

## SCHOOL HOUSE TEAMS

Our address at Belyuen Road is named after Crab Billy Belyuen, a senior Aboriginal elder of the Larrakia people. His name means "Sacred Water Hole".

Contemporary Indigenous people of the Northern Territory believe in the notion of freshwater and saltwater coming together for improved communication and fellowship with non-Indigenous Australians. Rosebery Primary School is unique and values the culture, background and knowledge that all of our families contribute.

The animal life that emerges where freshwater and saltwater meet is diverse and robust, including – long-neck turtles, dolphins, crocodiles, sharks, barramundi, water dragons and many birds of prey. These animals are represented in our house names, which Rosebery students can call their own throughout their learning journey here.

Each student in the school is placed in one of the four House Teams. Brothers and sisters are placed in the same house team.



| Name | Indigenous Language | English | Colour |
|------|---------------------|---------|--------|
|------|---------------------|---------|--------|

|               |                                |                  |               |
|---------------|--------------------------------|------------------|---------------|
| <b>Menida</b> | <b>Kriol</b>                   | <b>Crocodile</b> | <b>Green</b>  |
| <b>Marnba</b> | <b>Burarra</b>                 | <b>Dolphin</b>   | <b>Blue</b>   |
| <b>Balli</b>  | <b>Murrinh-Patha</b>           | <b>Mudcrab</b>   | <b>Red</b>    |
| <b>Wamba</b>  | <b>Kunwinkju &amp; Iwaidja</b> | <b>Shark</b>     | <b>Yellow</b> |

## SCHOOL ATTENDANCE/ ON TIME STRATEGY/ LATENESS

Students are expected to arrive at school between **7.45am and 8.00am** each morning. At the beginning of the day students are expected to move to their classroom line up area promptly when the music plays at 7.57am. This allows for a more orderly and safe entry to the school buildings.

School finishes at **2.20pm** and all students are expected to leave the school grounds promptly. Any student still on the school site after 2.30pm is expected to be in the Outside Hours School Care program. No supervision is provided beyond 2.30pm as staff have commitments to attend meetings and planning.

No student is allowed to leave the school grounds at any time, unless they are being collected by a parent or carer and have been signed out through Reception. Parents or carers collecting a child during school hours will need to produce a student release pass to the classroom teacher which is given at Reception once your child/ren has been signed out. If the parent or carer does not have a pass the teacher will send the parent to Reception to complete the sign out procedure before their child will be released.

If a child arrives **more than ten minutes late** to school, the student or parent/ carer is required to obtain a Late Note from Reception which is handed to the class teacher. All student attendance is entered into the Student Administration and Management System (SAMS). Parents/carers are expected to provide reasons for absence by phoning or emailing the school.



## SCHOOL UNIFORM

Our school uniform assists in creating an atmosphere of consistency, pride, loyalty and equity. All students enter the class as equals as far as image and dress are concerned; their individuality comes from their attitude, character, spirit and involvement. We encourage our students to wear it proudly and well, realising that when they are in school uniform, they are ambassadors for Rosebery Primary School.

**The wearing of the school uniform at Rosebery Primary School is compulsory for all students every day.** A note explaining the reason for being out of uniform is required whenever a child is not in full uniform.

\* The full school uniform consists of the following:



- Girls: Prescribed polo shirt with prescribed shorts or skorts (with the school logo), the school prescribed bucket hat (with school logo), closed-in shoes such as runners or sandals.
- Boys: Prescribed polo shirt with prescribed shorts (with the school logo), the school prescribed bucket hat (with school logo), closed-in shoes such as runners or sandals.

In addition in the dry season black leggings/skins may be worn under the school shorts or skorts but not without the shorts or skorts over the top.

Hair – It is recommended to tie hair back at all times.

Jewellery – Students can become very distressed when they lose or break jewellery. In some cases, jewellery can also be a cause of injury. The only items of jewellery permitted are small sleepers or stud earrings, wrist watches, a 'Medic-Alert' bracelet (if required) or items worn for significant personal or cultural reasons.

Nail polish, temporary tattoos and make-up is strongly discouraged.

Please refer to the school website school uniform policy for more details.

## STAFF DEVELOPMENT DAYS – PUPIL FREE DAYS

Staff Development Days, for the purpose of teacher professional development, are held during the year. These days are PUPIL FREE. Parents will be informed well ahead of time and are requested to make alternative care arrangements for their children on these days.

No supervision of pupils on the school grounds is provided on school development days unless children are enrolled at Outside Hours School Care program.

Two staff development days are set each year for the first day of each school semester. Each year, two additional suggested dates for staff development days are submitted to the school council for approval. Notification will be provided well in advance in the school newsletters.

## STUDENT LEADERSHIP COUNCIL (SLC)

The Student Leadership Council (SLC) consists of between 10-12 students representing each year class from Year 4 to Year 6. Annual elections are held to elect School Captains and the SLC representatives. SLC meetings are held with a teacher or Assistant Principal as a mentor.

The elected members of the SLC are expected to:

- Be leaders within the school
- Take requests/needs of the students to the staff
- Report back to their class
- Act as ambassadors and delegates for the school
- Run special assemblies or fund-raising activities

- Represent the school as part of the Palmerston City School's Student Voice Positive Choice

## SUN SAFETY AND CARE

Rosebery Primary recognises the need for students to be safe whilst in the sun.

- All children must wear the sun safe school uniform hat whilst playing outside and at Physical Education lessons.
- Students without hats will be required to remain under a solid shade structure
- It is recommended that parents/ carers applies sunscreen on their child before school.
- Sunscreen will be available in each classroom for use by students at any time.

## SUSPENSION POLICY

A serious breach of behaviour that involves student safety or repeated disruption to the learning environment, may result in a student being suspended from the classroom or playground or school.

More information can be found on the Rosebery Primary School website under Wellbeing and Behaviour Policy and on the Education NT website: [School suspensions - Department of Education](#)

## TOYS, ELECTRONIC GAMES, VALUABLE ITEMS

Students are discouraged from bringing toys and personal belongings of any kind to school unless they are part of a class lesson. Difficulties such as loss, damage or arguments about ownership could cause unnecessary distress or conflict.

## TRESPASSING

The fenced area that encloses the school buildings and grounds is out of bounds after school and on weekends. For safety reasons, playgrounds are considered out of bounds out of school hours. Unaccompanied students should not be on the grounds before 7.45am and after 2.30pm or on weekends.

***Rosebery Primary School:***  
*Respectfully and cooperatively  
striving for excellence with  
confidence, integrity and  
resilience.*

## **Acknowledgement**

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