

# Information Book

## 2018



*proud tradition -  
shaping futures*



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# Welcome

Rosalie Primary School has clear purpose, striving to always be recognised as a school which maximises learning opportunities, while focusing on developing our students' academic, social, physical and creative potential.

The School has an enviable, long standing reputation and tradition as being a valued member of its community for over 110 years. It is meeting the challenge of a changing demographic while maintaining its standing as a school where students are able to achieve personal excellence with clear goals of becoming autonomous learners.



The school's nationally recognised position as one of the best performing comprehensive primary schools is attributed to highly engaged students and staff working with a challenging curriculum, specifically designed to meet the diverse needs of our students. Ongoing efficient assessment practices and clear case management as part of the cycle of learning guarantees that students are accommodated for at each end of the academic spectrum.

Clear considerations of the social and cultural diversity of our learning community is constantly considered and annually re-evaluated. Our holistic education practices ensure an integrated approach, in which each child's social and emotional wellbeing is considered as part of our culture of academic excellence. Embedded in our practices across all learning areas is our understanding that as learners we belong to a global community in which environmental and social sustainability is imperative. Our teachers, students and parent community actively seek out opportunities to extend learning in these areas. Our contributions to the environment are evidenced in our Green Gorilla project in which we have won several awards for recycling. At Rosalie we understand the interconnectedness between environmental and social sustainability.

Key to the success of our students' achievements is the excellent partnership we share with our parents and broader community; each understanding their critical role as stakeholders in contributing to the learning community. A common catch phrase in reference to the school, used by the whole learning community, past and present is '*belonging to the Rosalie family*'. We believe this very deep sense of belonging indirectly impacts on the achievement of our students as the community are key stakeholders in the continued traditions of the school, teaching current students invaluable lessons of '*proud traditions - shaping futures*'.

I invite you to take advantage of the opportunities that are provided at Rosalie and encourage you to join our school community in working to achieve the best possible outcomes for your child.

This information booklet provides an overview of our school's operations with this information supplemented by our regular newsletter.

We welcome your association with our school and we look forward to working together to make these years of education a rewarding experience for your child.

Roslyn Kay  
Principal 2017

# SCHOOL CONTACT INFORMATION

## TELEPHONE NUMBERS

**School** (08) 9381 6011  
*(includes Pre Primary)*

**Kindergarten (On Site)** (08) 9381 6631  
*(Green & Yellow Groups)*

**Kindergarten (Off Site)** (08) 9381 2768  
*(Red & Blue Groups)*

## POSTAL ADDRESS

101 Onslow Road  
Shenton Park WA 6008

**Kindergarten (Off Site)** 334 Onslow Road,  
*(Red & Blue Groups)* Shenton Park

## WEB SITE

[www.rosalie.wa.edu.au](http://www.rosalie.wa.edu.au)

## EMAIL ADDRESS

School [rosalie.ps@education.wa.edu.au](mailto:rosalie.ps@education.wa.edu.au)

Principal [roslyn.kay@education.wa.edu.au](mailto:roslyn.kay@education.wa.edu.au)

Registrar [julie.keating@education.wa.edu.au](mailto:julie.keating@education.wa.edu.au)

Uniform Store [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

## SCHOOL HOURS

	Years 1-6	Pre Primary	Kindergarten
School Commences	8.50am	8.50am	8.45am
School Finishes	3.10pm	3.10pm	2.55pm

Parents/Carers are requested to ensure that children **do not arrive at school before 8.30am**. Any child arriving before this time must sit on the seats on the veranda as minimal supervision is provided.

All children are expected to have left the school grounds by 3.30pm unless special arrangements have been made by parents or teachers.

## IMPORTANT DATES AND TIMES 2018

### TERM DATES (for students)

#### Semester One

Term 1      Wednesday 31 January      -      Friday 13 April  
Term 2      Monday 30 April      -      Friday 29 June

#### Semester Two

Term 3      Tuesday 17 July      -      Friday 21 September  
Term 4      Tuesday 9 October      -      Thursday 13 December

### SCHOOL DEVELOPMENT DAYS (for staff)

School Development Days (**students do not attend**) for 2018 are as follows:

#### Term 1

Wednesday 24 January & Thursday 25 January – School Office Opens

Monday 29 January  
Tuesday 30 January

#### Term 2

Friday 1 June

#### Term 3

Monday 16 July

#### Term 4

Monday 8 October  
Friday 14 December

*Note: Changes to these dates may occur as determined by the Rosalie Primary School Board*

### PUBLIC HOLIDAYS 2018

**NB** Dates marked in **blue** occur during the school holidays.

New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 5 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
Easter Tuesday	Tuesday 3 April
Anzac Day	Wednesday 25 April
WA Day	Monday 4 June
Queen's Birthday	Monday 24 September
Christmas Day	Tuesday 25 December
Boxing Day	Wednesday 26 December

## SCHOOL FEATURES

Since its establishment in 1906, Rosalie Primary School has developed a proud history, with many of our students going on to play important roles within Western Australia.

### **About Rosalie**

Enrolments for 2018 will commence at approximately 580 students.

Rosalie Primary School is often referred to as a country school in the city because of its community atmosphere and beautiful surrounds. At Rosalie we have proud academic tradition and strive to maximise every learning opportunity to shape our students' future through high quality, values enriched teaching and learning.

As an Independent Public School, Rosalie has a clear vision and purpose. The school is renowned for fostering student excellence with the support and involvement of a range of community partners.

At Rosalie, the whole school community works together to ensure every child has a positive, happy and rewarding school experience. Parents and teachers are true partners in the learning process; ensuring students are encouraged to participate, to strive to achieve their best, to be considerate and supportive of others, and to value the pursuit of knowledge. The establishment of the *Parent's as Partners Program* is testimony to the strong parental support.

The school attracts and retains experienced, caring and innovative staff, who work to provide a range of high quality learning opportunities to stimulate and challenge the individual needs and talents of their students. This is done within a collaborative culture, creating a strong sense of community.

Our challenge is to target key indicators which define what it is to be a truly successful learner, a learner who not only achieves well in national testing, but who is deemed successful within the context of his/her area of talent. To achieve this we focus on providing our students with access to a broad range of learning opportunities that respond to the diversity of their individual needs and abilities.

We are confident our focus on individual needs and abilities will be achieved through maintaining strong partnerships with parents and the wider community to provide a comprehensive approach to challenging our students to achieve their best and build self-confidence in their personal abilities. This approach of building the foundations of academic and social capabilities of our students reflects our school's ethos:

*proud tradition - shaping futures*



## Our Vision

Our school community supports and challenges our students to achieve their personal best and celebrates their efforts and successes.

### Our Purpose

At Rosalie our students develop:

- A love of learning
- An implicit set of values that support their social conscience to be active contributors to a productive and harmonious society
- The capacity to grow academically, socially, emotionally, physically, and creatively to their full potential
- A set of thinking skills to prepare them for their future.

### Our Values

#### **Rosalie Friends and Family**

Our values provide a foundation for building social responsibility and a sense of belonging through collaboration between student, family, school and wider community.

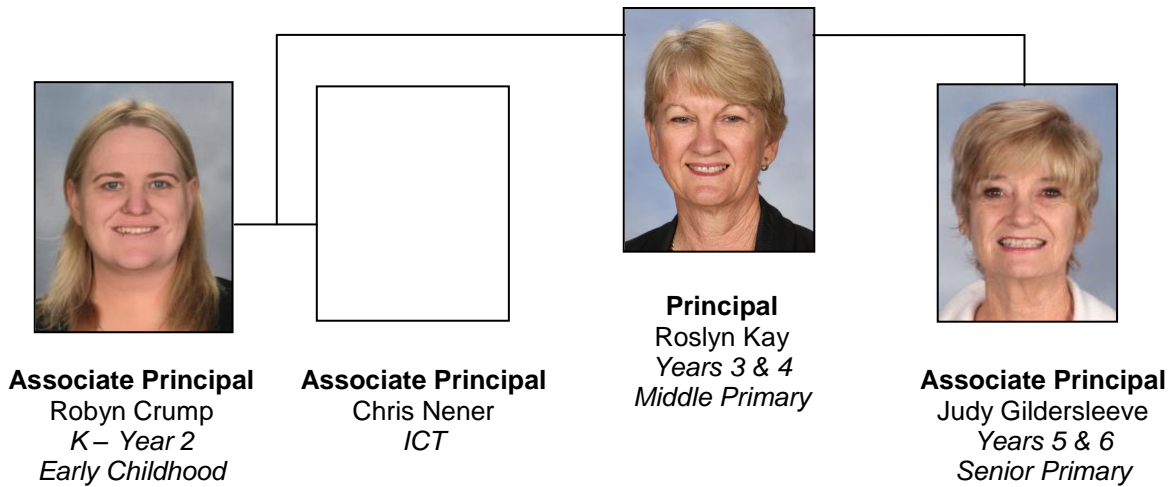
They encompass:

- **Care and Compassion**  
We look after ourselves and care for one another
- **Doing Your Best**  
We strive to accomplish worthy and admirable deeds, try hard and pursue excellence
- **A Fair Go**  
We treat all people fairly; we protect and support each other for the benefit of all
- **Freedom**  
We uphold the rights and privileges of living in Australia - to believe, to think and to express ourselves
- **Honesty and Trustworthiness**  
We are honest, sincere and seek the truth
- **Integrity**  
We act in accordance with moral and ethical principles, ensuring consistency between words and deeds
- **Respect**  
We treat others with consideration and regard and respect their views
- **Responsibility**  
We are accountable for our own actions, resolving differences in constructive, peaceful ways; we contribute to society and we take care of the environment
- **Understanding, Tolerance and Inclusion**  
We accept diversity by being aware of differences; we strive to be included and include others.

# SCHOOL ORGANISATION

## Administration

The school administration team consists of the Principal and three Assistant Principals. The leadership role is shared, dependent on the operation or project being undertaken.



Members of the administration team share leadership across the school's Learning Teams, each of which has a teacher appointed to a leadership role. A distributed leadership model means that each area of the school has Learning Team Leaders who support the Administrative Team.

The structure of Learning Teams means teachers of similar year levels will have the opportunity to meet to collaborate in goal setting, strategic planning, assessment and moderation as well as provide support for each other in meeting the varying needs of their students.

The Administration Team also includes the Business Manager, Julie Keating, and School Officers Sally McGilvray (Mon-Wed), Karen Reynolds (Thurs) and Sarah Kelly (Fri).

## Staff Expertise

The staff composition at Rosalie Primary School reflects a wide range of interests, experience and skills.

In addition to classroom teachers, Rosalie Primary School has specialist teachers in the following Learning Areas:

- Inquiry Learning
- Performing Arts – Music and Drama
- Languages (French)
- Health and Physical Education

## **ENROLMENT INFORMATION**

To enrol at Rosalie Primary School there are a number of eligibility requirements.

### **Resident in the Local Intake Area:**

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Years PP-6) in their local school. Rosalie Primary School is designated as a Local Intake School. The school has places for students in Years PP-6 who currently reside within the boundaries of our **local intake area** as have been determined by the Department of Education. Additional information defining our school's boundaries may be obtained through the school office or via our web site.

Parents of children not residing within the local intake may wish to complete an Application for Enrolment for consideration by the Principal, although enrolment will be dependent upon our capacity at that moment in time.

### **Kindergarten**

Children enrolled in Kindergarten are allocated positions based on a cluster model and selection criteria as outlined in the Education Act. Kindergarten allows for 'universal access' so should the local school be at capacity, it is possible to source a vacancy in another school.

For children who do not live within our school's boundary, **enrolment in Kindergarten does not guarantee enrolment in Pre Primary and beyond**. Applications for Pre Primary are called for independently midway through the school year and will be considered by the Principal in accordance with the selection criteria.

### **Procedure for Enrolment**

Parents initially complete an Application for Enrolment form, then when the student is admitted to the school, the formal School Enrolment Form is completed.

The Principal also reserves the right to request a Statutory Declaration in support of claims made.

Note: Please ensure your child's enrolment records are kept up to date by notifying the school of any change of address, telephone number or other relevant information.

### **Special Needs**

Parents of students with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet the child's needs.

### **Overseas Students**

Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who are in Australia using an entry visa it is necessary that the office sight the **passport and visa** of the **parent** (primary visa holder) and **student** at the time of Application for Enrolment. Please note, some visa types require the student to be fee paying.

## PROCEDURES

### **ACTIVITY CHARGES**

To assist with the efficient handling of monies associated with student activities, the school has established an Activity Charge where parents make one payment per semester to cover the cost of class activities, excursions and visiting performers. An outline of all possible charges will be provided to all parents. See **CONTRIBUTIONS & CHARGES**.

The charge covers all costs except those associated with events like camps and In Term Swimming Lessons. Details of the costs per semester for each class are sent home to parents. Signed Consent Forms are required for each excursion. Students are not permitted to go on excursions without this signed form.

If parents have difficulty with the lump sum payment, individual arrangements may be made with the School Registrar.

### **ATTENDANCE**

Attendance of students in Years PP-6 is compulsory. We ask that children arrive promptly as late arrivals will interrupt classroom learning.

Sick Leave All absences must be explained to the class teacher. A phone call or email on the day of absence is required. As an alternative, the iPhone app, SchoolBuzz, may be downloaded and used to contact the school.

Other Leave (eg vacation, religious events) Please advise the school office in advance, in writing/email, of any planned leave.

Unexplained absences will be followed up by the school in accordance with Education Department policies.

Leaving School Grounds Teachers are expected to know where students are at all times. Parents or carers collecting children during the school day are required to complete a Leave Pass (Yellow Slip) and have it signed by office staff prior to collecting their child. The class teacher should sight the completed Leave Pass before the student's release.

### **ACCIDENTS/SICKNESS**

Parents are encouraged to keep their children home if they appear sick prior to leaving home for school. Children become very distressed if they are not well at school. As infection spreads very quickly within a school, all parents are asked to cooperate in this matter. If needed, details regarding the duration of the absence from school for infectious diseases can be obtained from the school office.

If your child is involved in an accident or becomes sick at school, every effort will be made to contact you and to arrange medical attention. If your child is unwell he/she may need to go home. For this reason **IT IS ESSENTIAL** that the school is kept up to date with your address, telephone numbers (home, mobile, work), email address, place of employment and **emergency contact person** for times when you may be unavailable. As outlined in Attendance above, parents are required to sign the child out on the register at the school office.

In exceptional circumstances emergency medical help will be sought and the caregiver contacted as quickly as possible. **The cost of an ambulance, if needed, will be the parents' responsibility.**

### **BEHAVIOUR MANAGEMENT IN SCHOOLS POLICY**

A Behaviour Management Policy operates in this school. The basis of this policy is that children will be encouraged to take responsibility for their own behaviour. It is reviewed on a regular basis. Details are available from the office and are displayed on our web site.

## **BICYCLE & BALL PLAY**

As legislation exists requiring all cyclists to wear helmets, children who cycle to school **must** wear a helmet. The Police Department recommends that children under ten do not ride bicycles unsupervised.

Bikes and scooters should be **walked** through the school grounds, particularly at drop off and pick up time. In addition, ball games should not be played before school.

Please walk bikes and scooters across all crosswalks, particularly the manned crosswalks outside school on Derby Road and Onslow Road.

## **CARE OF MONEY AND VALUABLES**

Children should not bring valuables, toys, ICT equipment or unnecessary money to school. Children who need to bring money should not leave it in bags outside the classroom or in their desks, but keep it on their person. Mobile phones should remain at home unless needed for important contact with adults. Students with a genuine reason for bringing a mobile phone to school must provide written documentation from their parent/s. Relevant forms are available from the office.

## **CLASS ORGANISATION**

The total enrolment of a school determines funds available to employ teachers.

- In schools where the year groups are unevenly distributed reasonable class sizes can only be maintained by the formation of a certain number of composite classes (eg Years 5/6, K/P or 2/3). This should not be a cause for concern to parents as even in straight year levels all teachers form groups within the class according to needs.
- No class, mixed or straight, should be viewed as one that is better than another. Children are placed into classes after due consideration and review of their development across the Learning Areas, with special attention to English and Maths.
- Additional factors considered are:
  - ability to work with certain peer groups
  - special needs of the child
  - the need to separate some children
  - the need to have children working at their own ability level
- Composite classes are a traditional feature of Western Australian Primary Schools and although some parents may consider their children's education to be restricted in these classes, others realise the social and academic advantages to be gained.
- The development of cooperative behaviour patterns and independent study skills are examples of these advantages. In fact children selected for composite classes should display behaviour traits which indicate self-discipline, a willingness to be cooperative with others and a degree of independence in work habits.
- Educational research indicates that general cooperation, self-regulatory behaviour and participation levels all tend to improve in students placed in composite classes.

## **COMPOSITE CLASS SELECTION PROCEDURE**

Composite classes are organised into heterogeneous groups using the following procedure:

1. Children are ranked according to mid semester report data.
2. Student additional needs are then considered, eg. twins, family situations etc.
3. Students who do not work well together may be separated.
4. Previous placements are taken into consideration, eg. recurring placement in composite classes, involvement in special programs eg. opportunities to attend camp.
5. Groups are checked by teachers to ensure that placement is suitable. eg. Where possible, each child is grouped with some existing friendships.

## **COMMUNICATION – PARENT/SCHOOL CONTACT**

Any parent who feels concerned about their child's progress or any other aspect of his/her schooling is invited to discuss the matter with the class teacher, Assistant Principal or Principal. However, in order that the school routine is not unduly interrupted, we ask that the following procedure be adopted:-

a) **Discussion with Class Teacher**

Please endeavour not to interrupt class teaching routines. The recommended procedure is a note to the teacher requesting a suitable time or to arrange an appointment by telephone/email. Teachers have specific non-teaching times in which appointments can be held.

b) **Discussion with the Associate Principal or Principal**

If you wish to discuss your child's progress with an Assistant Principal or the Principal, please telephone, email or write a note to make an appointment. Appointments outside school hours can be arranged. Please try to resolve the issue, as a courtesy, with the class teacher in the first instance.

## **CONTRIBUTIONS & CHARGES**

Details of Charges & Contributions will be made available to parents. These complement the grants received from the Department of Education.

The Contributions and Charges schedule is sent home to each family during Term 4 of the preceding year or handed to parents upon enrolment of new students, outlining the maximum amount that a parent or carer would be expected to pay.

Accounts are forwarded to each family at the beginning of Semester 1 (Term 1) and Semester 2 (Term 3) with reminder accounts posted when necessary. Families starting mid-year will be issued with a pro rata account.

Both Contributions and Charges should be paid promptly upon receipt of accounts at the school office or online via a bank direct transfer.

Student Resource Lists are distributed annually and children require these items for personal use in the classroom.

## **CONTACT DETAILS**

**It is essential** that the school is kept up to date with your address, telephone numbers (home, mobile, work), email address, place of employment and **emergency contact person** for times when you may be unavailable.

## **DENTAL CLINIC**

A Dental Clinic in a mobile caravan operates periodically from Subiaco, Nedlands or Hollywood Primary School. All children who are registered will receive appointments to attend for a dental check. Parents are advised when treatment is necessary. The clinic carries out all normal dental work. Contact No. 0417 180 553.

## **FACTIONS**

All primary students will be placed in a Faction soon after they are enrolled at school. Each Faction has its own sports t-shirt. The Faction system is based on family groups from Years K-6. The aim is to provide fostering and nurturing for the individual child. Teachers from different year levels are assigned to a Faction. Sporting activities are structured within the Faction system throughout the year. Our Factions are:

**Derby: Red      Onslow: Green      Shenton: Gold      Hensman: Purple**

## HEAD LICE

This is a frequently occurring problem in schools. It is recommended that parents check their children's hair regularly. If ALL parents take this course of action we will be able to avoid the spread of head lice. Please notify the school if lice are found.

## INFECTIOUS DISEASES

The following diseases require exclusion from school in accordance with Health Department policy and guidelines:

- Chicken Pox
- Influenza
- Mumps
- Rubella
- Head lice
- Measles
- Ringworm
- School Sores
- Conjunctivitis
- Trachoma

Check with the School Administration for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease.

## INSURANCE COVER AND SCHOOL CHILDREN

The Department of Education does not insure children against injury at school. This is considered to be the responsibility of the parent. The Department of Education does have a public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

On school excursions, children are covered while traveling by normal third party insurance cover, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

## LOST PROPERTY

### **PLEASE CLEARLY LABEL YOUR CHILD'S BELONGINGS**

Unfortunately, there are always vast numbers of items lost at school. Any unmarked goods are placed in the *Lost Property Cage* near the ANZAC Courtyard. The school takes no responsibility for lost articles. Lost Property is cleared at the end of each term with goods being washed and resold or forwarded on to a charity. Enquiries should also be made through the office or class teacher.

## LUNCH ARRANGEMENTS

Children are required to remain in the lunch area for at least 10 minutes before being dismissed by duty teachers. This ensures children have ample time to eat their lunch.

For occasional home lunches, a Leave Pass (Yellow Slip) must be completed. Students may not leave the school without permission.

## LUNCHES

The school does not have a canteen facility and students should bring a healthy packed lunch.

There is an alternative option on Friday's. In 2018 we will move to a new lunch orders supplier [schoollunchonline.com.au](http://schoollunchonline.com.au)

The menu has been specially developed to offer healthy options school children and meet allergy requirements. Details to follow.

## MEDICATION - IMPORTANT

Department of Education policy requires the school be aware of students seriously affected by illness such as Asthma, Diabetes or Allergies that require emergency treatment. A list of students with special medical needs is maintained at the school.

Teacher assistance with the administration of medication requires the completion of detailed documentation by parents and doctors. This matter should be discussed with the Class Teacher and the Principal or Assistant Principals to ensure we are able to assist. In such cases the appropriate form must be completed and left for school records. Administration of medication prescribed by a doctor for short-term illness also requires documentation to be completed through the school administration. Students capable of administering their own prescribed medication will be supported following authorisation from parents. (Medicines must be labelled and appropriate storage arranged with the school).

### **NAPLAN 2018**

Students in Year 3 and 5 will participate in NAPLAN Testing from 15-17 May 2018 (Week 3, Term 2).

### **NEWSLETTER & NOTES**

Newsletters Newsletters are an important way of communicating with all parents and care-givers. They are emailed to parents and made available for viewing on the school's website. Newsletters provide up to date information on school, P&C and community activities. **The deadline for articles to be included is midday on Tuesday of the newsletter week.** Printed copies of the newsletter are available from the school office.

Calendar of Events The school calendar of events is available to view on the school website.

Adhoc Notes A number of notes may still be distributed by teachers. Please check with your children and insist that all notes are handed to you promptly on arrival from school.

SchoolBuzz The newsletter and calendar can also be viewed via an iphone app, SchoolBuzz. This free app can also be used to advise the school of student absences.

### **NUT-AWARE**

Given the significant allergies of children in our school we encourage parents to support our efforts in eliminating nuts from the school.

### **PARKING**

Parents are requested to exercise particular care when picking up or dropping off children near the school's entrances. Parking restrictions apply to areas around the school with parking on Onslow Road and Derby Road well sign posted.

The staff car parking area is reserved for **staff only**. In the interest of safety, please do **not to use the staff car park** either for parking or as a walkway.

### **STUDENT RESOURCE LIST**

Parents are required to provide items for personal use such as pencils, pens, rulers etc. Separate lists of the requirements for each year group are issued.

Campion Education offers a service to this school whereby they supply the items for each child. A list of requirements for the forthcoming year is issued towards the end of the year.

While there is no obligation to use Campion, there are a number of clear benefits which include:

- Access to needed texts. Resources we have chosen in support of our implementation of the Western Australian Curriculum are often difficult to obtain.
- The ability to order online.
- A **reduced delivery service fee** to your home – if orders are completed by a specific date as determined by Campion.
- Campion provide us with a commission based on purchases made. These funds are of real benefit to our school.

All items should be clearly named. Your child will need to have personal use items in his/her possession each school day in order to maximise participation in the learning opportunities/activities presented. It may be necessary to replace items such as pencils, ball point pens, erasers, files, rulers, etc during the year.



## **PUBLICATION OF IMAGES & WORK**

The Department of Education's Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

This school regularly uses images of students via online newsletters, the school website and brochures to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time we may also be asked to contribute to Department of Education materials such as educational videos and the *School Matters* newspaper. Your child's image may potentially be accessed worldwide through the Internet. Permission of parents/caregivers for the use of images is initially sought at the time of enrolment.

## **REPORTING TO PARENTS**

At Rosalie Primary School we believe assessment for learning, of learning and as learning is integral to the achievement of high quality learning outcomes. Our teachers:

- Develop valid and reliable assessment practices that inform future planning
- Ensure that students understand and are involved in the assessment process
- Provide valid feedback to enhance future learning
- Participate in professional collaboration to ensure consistency of judgement
- Maintain records according to school policy.

Reporting procedures will provide parents with accurate and relevant information about their children's achievement and progress from Kindergarten onwards and will:

1. Reflect a broad range of communication strategies;
2. Provide opportunities to discuss their child's assessments with their teachers; and
3. Ensure that parents are informed as soon as possible when their children are experiencing learning challenges.

### **Reporting for Years K-6 includes:**

- Written reports on a semester basis.
- NAPLAN (National Assessment Program Literacy and Numeracy) Reports will be issued in Term 3 for Years 3 and 5.
- Term 1: An interim report
- Term 3: Open classroom / Learning journey or similar
- EAL/D students are monitored and assessed using the EAL/D Progress Map.
- Other methods of reporting will be used on a needs basis. They could be:
  - (i) Information sessions about the teaching & learning program, timed to suit the needs of each child or year group.
  - (ii) Parent teacher meetings that may include three way conferences in which the children participate.
  - (iii) Telephone discussions between parents and teachers and informal encounters and discussions.
  - (iv) Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns.
  - (iv) Child directed reporting, in which children show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements.

## **SAFETY HOUSES**

The Safety House program is a community based program and a great community resource that helps to keep children safe on their way to and from school. A network of volunteer neighbours and local small businesses, after an interview and police clearance process, act as a Safety House and are available to help any small child that comes to their door. More information about the program or how to become involved, either as a safety house or local committee member, is available at [www.safetyhousewa.org.au](http://www.safetyhousewa.org.au) or through the school.

## **SCHOOL BOARD**

The Rosalie School Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school.

For 2018, the Board consists of the Principal, four members of staff and six parents/community members, one of whom represents the P&C. This structure may change as the Board develops. The Board meets at least once a term. Members, are elected onto the Board with Elections generally held late in Term 4. An open meeting is held annually.

The Board operates within the guidelines of specific Terms of Reference a copy of which, together with minutes of meetings, is available from the school office.

## **SCHOOL DRESS CODE**

Rosalie Primary School children traditionally wear a school uniform. You are asked to help maintain this tradition by ensuring that your children are neat, tidy and suitably dressed on all occasions. Our Dress Code follows:

### **Rationale**

The Rosalie Primary School Dress Code shall reflect the pride and ethos of the school community.

A School Dress Code:

- Fosters and enhances the public image of the school;
- Assists in building school and team spirit;
- Ensures students are dressed for specific school activities;
- Contributes to student safety, comfort and well-being by clearly identifying students when they represent, or participate in excursions or school functions.
- Encourages equity among students providing a cost effective option for parents.

### **Considerations**

- There is an expectation that children from Years PP-6 will follow the Dress Code, while children enrolled in Kindergarten will be encouraged to follow the Code.
- All students must wear a broad brimmed or legionnaire hat throughout the school year while outdoors.
- Parents and staff should provide ongoing support and encouragement to children to adhere to the Dress Code.
- The procedure for children who do not follow the Dress Code will entail a discussion between the Principal and family on an individual basis.
- There may be Free Dress Days during the year linked to themes and special events.

## **DRESS CODE**

The school colours are royal blue, brown and white. This consists of the following options.

- Royal blue unisex shorts or skort
- Rosalie polo shirt
- Rosalie school hat
- Royal blue tracksuit pant
- Rosalie Polar Fleece

### **Sport**

- Royal blue unisex shorts or skort
- Faction polo shirt
- Sports socks (Yr 5-6 Football, Hockey, Soccer)

**Hats** A 'no hat, no play' rule applies

- Royal blue broad brimmed or legionnaire Rosalie hat.

### **Footwear**

- Sports shoes (joggers or sneakers)
- Fitted sandals (low heels and back straps)
- School shoes (NB: Teachers of Kindergarten and Pre Primary students prefer Velcro fasteners where possible.)

### **Cosmetics/Jewellery**

- No cosmetics
- No jewellery other than earrings (sleepers or studs)
- Watches permitted

### **Optional**

- Blue/White check cotton material dress (optional for the early years in summer) – not available from the School Uniform Shop
- Rosalie backpack
- Rosalie library bag
- Royal blue leggings

### **General Information**

- All items to be labelled
- For health & safety reasons long hair is to be tied back
- Faction polo shirts may be worn on Fridays and Carnival Days
- Year 6 polo shirts (special collar) are optional
- A Year 6 Leavers Shirt may be available as a memento and can be worn when available
- For safety reasons, scarves are not encouraged

*The Principal is the final arbiter on what constitutes appropriate dress.*

### **Kindergarten**

The Dress Code is encouraged, though not enforced, and there is an opportunity to purchase a special Kindy shirt is available during the school year.

### **Sun Protection Policy**

A sun protection policy has been adopted to encourage all students, staff, parents and visitors attending Rosalie PS to protect their skin from damage caused by UV radiation from the sun. Part of this policy includes a 'no hat, no play' rule. The school is recognised by the Cancer Council as a SunSmart school.

### **Modification to Dress Code**

Students who for religious or health reasons may need to modify the school dress code are required to make an appointment with the Principal to negotiate alternatives.

### **Student Compliance**

Students will receive:

- Encouragement from teaching staff on the benefits of a dress code followed by contact with the family by the Principal if required.
- As per regulations supported by the Education Act, the Principal **may exclude** the student from any particular school activity if he/she is of the opinion that the child's dress or hairstyle is not appropriate. This includes students representing or participating at sports meetings, incursions, excursions and school activities.
- To avoid sanctions and exclusion from activities, children may be offered appropriate clothes to wear for the duration of the event, given a supply of uniforms is available.

### **UNIFORM PURCHASES FROM SCHOOL**

Uniform orders must be made online, visit [www.quickcliq.com.au](http://www.quickcliq.com.au) to register your children. The orders are then processed on a fortnightly basis and delivered to the appropriate classroom. The uniform supplies are managed by the P&C – volunteers always welcome!

Finally, please help yourselves and also teachers by **CLEARLY LABELLING YOUR CHILD'S CLOTHING** to minimise the amount of lost clothing.

### **SCHOOL COMMUNITY NURSE**

Our Community Health Nurse's main role is vision and hearing screening although she may be available for advice and health promotion. Enquire at the school office.

### **SCHOOL CHAPLAIN**

Our Chaplain will be available to parents as well as our students. The Chaplain is employed one and a half days each week.

### **SCHOOL PSYCHOLOGIST**

Our School Psychologist, Mrs Christine Wharton, attends the school every Wednesday. The School Psychologist is available to assist all children who are experiencing difficulties at school. Our SAER Coordinator (Students at Educational Risk) is the link between teachers, parents and the School Psychologist. Enquire at the school office for details.

### **BUSINESS PLAN**

A Business Plan is produced every three years as a result of work completed by our staff in collaboration with the School Board with input from our community. Copies of the current Business Plan are available at the school office and on the school website.

### **SCHOOL WATCH PROGRAM**

Rosalie School is part of the School Watch Program. This program involves local residents close to the school assisting in protecting the school after hours. All school resources are engraved to help police in identification. We look to all parents for support in this project.

Please contact **Education Security on 9264 4771** to report any suspicious behaviour.

### **STUDENT LEADERSHIP**

An essential part of the 2018 year will be the role played by Year 6 students in providing student leadership within the school. Students have the opportunity to apply for positions of leadership in Sport, Library, Music, ICT and Green Gorillas, promoting the development of high quality leadership skills. The school also has an active EarlyAct group (junior Rotary) where students have the opportunity to take on roles as part of a committee and lead others in raising funds and awareness for selected causes and charities.

### **SWIMMING**

#### Department of Education and Training In Term Swimming Lessons

All students in Years 1-6 attend two weeks of Swimming Lessons each school year. Confirmation on lesson arrangements is made early in the school year.

### **TELEPHONE CALLS**

Only URGENT telephone messages can be taken for students, and children may only access the school telephone in special circumstances.

### **VISITORS TO THE SCHOOL**

For security reasons, all parents/adults visiting the school to undertake school activities such as diary writing, excursions, SRE, library etc are required to sign the Visitor's Register and obtain a badge at the school office.

On completion of your visit it is requested that you exit from the main entrance after handing in your badge and signing out. Thank you for respecting this safety measure.

## **SCHOOL ACTIVITIES / THE LEARNING PROGRAM**

### **ASSEMBLIES**

School Assemblies are usually held fortnightly on Friday morning. Classes take turns in conducting the assembly with details being published on the school website calendar. Teachers will endeavor to make you aware of presentations which involve your child.

Each Monday morning there is an 'in-house' assembly dealing with school housekeeping. It is not anticipated that parents will attend these Monday assemblies.

### **CURRICULUM**

The program of instruction followed at Rosalie Primary School covers the following learning areas:

- Science }  
▪ Technology and Enterprise } STEAM  
▪ Arts (Dance, Media, Drama, Music, Visual Arts) }  
▪ Mathematics }  
▪ English }  
▪ Health and Physical Education }  
▪ Languages (French) }  
▪ History and Social Science (HASS) }  
▪ Values in Action Program }

Specific programs are in place to operate across the whole school, selected classes and with individual children.

### **EDUCATIONAL INCURSION / EXCURSIONS**

Many visits are arranged to complement the school curriculum. Visits are well planned and are well supervised. All visits have an important educational component and all children are expected to attend. Costs for visits will be charged to parents through Activity Charges each semester. Where possible these costs will be kept to a minimum.

Parents electing not to be part of the Activity Charge system need to pay prior to individual incursions/excursions. Any parents who experience problems in the payment of Activity Charges are encouraged to contact the Principal so that alternate arrangements may be made.

Written permission is required for all school excursions. Failure to return a signed slip will prevent the child from going. This procedure is strictly adhered to.

### **ENVIRONMENTAL EDUCATION**

Rosalie has developed an environmental education program that deliberately casts a wide net and includes:

- Vegetable Garden – located both at the school
- Chicken Run
- Recycling
- Solar Power Generation
- Composting
- Bird Boxes

A team of energetic environmental enthusiasts (aka the Green Gorillas) has been enlisted to undertake many of the responsibilities of this program. It's a 'work in progress' and is growing and improving all the time.

### **HEALTH EDUCATION**

Health Education, including a program on sexuality, is taught as an integral part of the school program. Most facets of the program are integrated in learning areas such as Physical Education, HASS and Science.

Programs used are based on the Department of Education curriculum. Parents are welcome to discuss these programs with their child's class teacher.

## **HOMEWORK**

School homework is a valuable aspect of the learning process and contributes to the development of sound study habits. The amount of homework will vary from year group to year group, generally increasing as students move through the school. Reading for pleasure should be a scheduled part of the homework program. A Homework Policy is available for viewing on our website. Please discuss the matter of homework with your child's teacher whenever necessary. Occasionally students will not be able to complete homework. A note of explanation would be appreciated.

## **INFORMATION and COMMUNICATIONS TECHNOLOGY (ICT)**

Students are not required to supply their own devices.

At Rosalie PS we are working to ensure the integration of ICT extends across all learning areas where potential exists to improve learning opportunities. In addition to classroom computer/s all students have access to an ICT Lab, currently housed in the Library Resource Centre and a series of trolleys of wireless devices for classroom use. Teachers are committed to ensuring our students become confident, creative and productive users of technology and develop an understanding of the impact of technology on the society in which they live. Years 4-6 are using Google Apps for Education through Chromebook devices.

## **INQUIRY LEARNING**

Our priority of the 'Thinking Classroom' continues as Inquiry Learning, with a focus on nurturing our students' thinking skills while simultaneously engaging them through a variety of learning styles. The development of a thinking culture within the school requires a whole school approach towards explicit teaching of thinking skills to all learners. Thinking skills empower the learner with strategies to engage in analytical, creative and critical thinking and to apply these skills in everyday life. Engagement, depth and rigour are essential characteristics of a curriculum that will motivate and interest students. The goal at Rosalie is to develop a thinking culture which encourages children to become autonomous lifelong learners.

## **LANGUAGES (French)**

Students in Years 3 to 6 will be provided with the opportunity to learn French. Lessons aim to develop positive attitudes towards other cultures as well as basic language skills.

## **LIBRARY**

The library is fully automated and children can borrow books every week from an extensive range of non-fiction and fiction books.

Weekly borrowing for students is as follows:

PP – 1 book, Yrs 1-3 - 2 books, Yrs 4 & 5 – 3 books and Yr 6 – 4 books.

Junior Primary children should have a library bag to be used when borrowing books.

**Policy on overdue library books:** During their weekly library session students will be reminded if they have overdue books and if these are not returned within four weeks, a letter will be sent home stating the replacement value of the book/s. If the book has been paid for and is then found later at home the book would then become the property of the child, as the library will have purchased a replacement book.

If a student leaves the school or is to be away for an extended period, all borrowed books must be returned before they leave.

## **MUSIC**

A specialist Music Teacher gives all classes approximately one hour of music instruction each week. The program is aimed at developing, in all children, the appropriate skills for active participation in music making and appreciation.

This occurs through a variety of activities, including singing, listening, movement, composition, and some limited percussion work along with recorder and ukulele studies in the senior grades. Where possible, children are also given the opportunity to perform in the wider community and to view other performers.

- **Choir** The school has a Junior Choir and a Senior Choir
- **School Community Band** In addition, students have the opportunity to join the Rosalie/Hollywood Community Band under the direction of Mr Don Blue. This Band meets each Wednesday morning prior to commencement of the school day at Hollywood Primary School. The community band performs once per term both for the school and the wider community.
- **SIM School of Instrumental Music Program** Instrumental tuition is offered by the Department of Education to more musically able children. The instruments on offer at Rosalie are violin and viola for Year 3 students, cello for Year 4 students and flute, brass and clarinet for Year 6 students. To find out more, please visit [www.sim.iinet.net.au](http://www.sim.iinet.net.au)

## PEAC

Primary Extension and Challenge (PEAC) caters to the special learning needs of gifted and talented students in Years 5 and 6. PEAC courses are self-funding with charges dependent upon course requirements. Students are nominated for this program by being identified through PEAC testing and teacher nominations.

## SPORT

Sport activities and swimming lessons are a regular part of a child's balanced educational program and everyone is expected to participate. The school provides an option of choice in sporting activities with no gender distinction. A note from parents or a medical certificate is required if a child is to be exempt from sport.

All students participate in a minimum of one hour physical education per week. Senior and middle school sport operates on Fridays and children are expected to wear their Faction t-shirts. Parents' assistance is sought to ensure that children always wear a **HAT**. Mouthguards are required for contact sports.

Term 1 - Interschool and InterFaction Swimming Carnivals  
 Term 2 - Interschool Team Sports Football, Netball, Soccer  
 Term 3 - Interschool and InterFaction Athletic Carnivals  
 Term 4 - Interschool Cricket (MacGill Cup)

Interm Swimming is organised annually and caters for children in Years 1-6. Teams are entered into State School WA competitions in Futsal, Tennis, Basketball, Cross Country, Hockey and Triathlon.

## TRANSITION TO YEAR SEVEN

Much time is spent planning for a smooth transition of students into High School. We are a contributory school to Shenton College and work closely with them in ensuring our students are well prepared. Attention is given to ensuring children with special needs are placed into appropriate schools.

Students are provided with the opportunity to participate in GATE (Gifted and Talented Education) testing. Students who perform well in this testing may be offered placements in Academic and Talented Programs in public secondary schools.

## VALUES IN ACTION PROGRAM

The purpose of the program is for students to **actively engage** in the RPS values through experiential learning. The program is delivered in a multi-age setting with a variety of teachers. This approach is to promote a sense of whole-school belonging, help support our students' development as socially responsible citizens and instill the virtue of giving back to the community. The Values in Action program aims to be inclusive and promotes values-rich experiential learning to further develop positive partnerships within our community.

The Values in Action program is a springboard from which values transcend all curriculum areas and all other aspects of school life with the intention of developing positive life-long values. Each child from Year 1 – 6 has an opportunity to choose a values-based activity organised by one of the teachers or Christian/Baha'i volunteers.

## **PARENTS AND THE SCHOOL**

Parents and carers are an integral and valued part of our students' educational experience at Rosalie. Rosalie is a school where the whole community works together to ensure that every child has a positive, happy and rewarding school experience.

There are a number of ways that parents and carers can be part of the school community. These include:

### **CLASS LIAISON PARENTS**

A team of parents is formed each year in the school to extend the range of communication between school and home. Each class has a contact parent to liaise between teacher and parents about class activities and a role statement has been drawn up. Your child's class liaison parent may contact you regarding a social occasion, utilising parent skills or welcoming new families.

This is a very valuable school activity performed by parents and it is appreciated by teachers for the assistance it provides them in planning class activities.

### **PARENT HELPERS**

Parent assistance in the classroom and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of how children learn. Children who see their parents supporting the school and contributing towards the day to day activities gain confidence in, and recognition of, the importance of the education process. At the same time parent help enables teachers to give more individual attention to members of the class. If you wish to assist in the class please contact your child's Classroom Teacher, the Assistant Principals or watch for notes in the school newsletter asking for assistance with special school events.

In some cases (e.g. overnight stay at camp) parents may be requested to obtain a "Working with Children" clearance

Information on these requirements is also available from the school office.

### **PARENTS AS PARTNERS**

Parents and carers at Rosalie bring many specific skills and talents that are valued both in and outside the classroom. Parents as Partners is a Rosalie Primary School Partnership that aims to match parents and carers skills and talents with needs within the school community. Parents as Partners works to:

- Identify and document the specific skills base of the Rosalie community,
- Identify themes being taught in the classroom where specific skills would be useful; and
- Identify expertise being sought by the school in areas other than the classroom (ie IT, Building and Grounds Committee etc).

If you (or your children's grandparents, aunts, uncles, or carers, perhaps even a neighbour or family friend who have a special skill or area of interest) would like to get involved and provide additional support for our students, look out for the Parents as Partners information in the school newsletter to register your interest.



## **PARENTS AND CITIZENS' ASSOCIATION (P&C)**

The P&C Association works in harmony with the Principal and teaching staff to ensure the school has the necessary resources to enable our children to grow and develop.

New parent involvement in the P&C Association is welcomed and encouraged and you are invited to join us at any of our meetings or social functions. It is an ideal opportunity for all parents to understand and assist with their child's development.

### **Meetings**

Meetings are currently held in the school staffroom at 7.00pm on the first Tuesday of each month. Minutes of the meetings are available from the office.

## **GENERAL**

### **AFTER SCHOOL CARE**

OSHClub operates an After School Care facility at Rosalie Primary School. For information on enrolment call 9261 3200 or 0421 105 825.

In addition, buses leave Derby Road for Unicare at 3.00pm and Sir Charles Gairdner Hospital at 3.15pm. Parents are asked to contact Unicare (9389 1848) or SCGH (9346 3238), to make arrangements regarding collection of children and payment. Please advise the school and the Care Centre if your child's attendance schedule alters on a particular day.

### **BEFORE SCHOOL CARE**

OSHClub will trial Before School Care in Term 1 of 2018.

## KINDERGARTEN & PRE PRIMARY

### KINDERGARTEN & PRE PRIMARY GROUPS

In 2018 we will run four Kindergarten groups:

Two groups are located off site at the Rosalie Primary School Kindergarten, at 334 Onslow Road, Shenton Park and two on site at the main school.

Operating times are as follows:

<b>Red Group</b>	(Off Site)	attends	Monday, Thursday & alternate Wednesday	8:45am	to	2:55pm
<b>Blue Group</b>	(Off Site)	attends	Tuesday, Friday & alternate Wednesday	8:45am	to	2:55pm
<b>Green Group</b>	(On Site)	attends	Monday, Thursday & alternate Wednesday	8:45am	to	2:55pm
<b>Yellow Group</b>	(On Site)	attends	Tuesday, Friday & alternate Wednesday	8.45	to	2.55pm

Pre Primary classes are located at the main school site in the Early Learning Centre on the eastern side of the school grounds.

Doors open at 8.30am and a parent/child activity is available.

Classes operate between 8.50am – 3.10pm.

Further information regarding Kindy and Pre Primary in 2018 is available in the Kindergarten and Pre Primary Parent Information Booklets.

Please ensure that children are delivered to, and promptly collected from, the Centres by parents or a responsible adult carer over 18 years. Regular attendance is important to provide continuity in your child's educational program. While attendance in Kindy is not compulsory, we ask that you inform the Centre if your child is to be absent.

### **BIRTHDAYS**

We are happy to help celebrate your child's birthday at Kindergarten and Pre Primary. Please send along a cake to share but we remind parents that the Kindy and Pre Primary are 'Nut Free Zones'.

### **HEALTH – see ACCIDENTS/SICKNESS**

Parents are requested to keep their children at home if they suspect an infectious disease, and inform the Centre. Parents may also choose to keep them at home if they feel their child is overtired or not coping with the full day sessions.

### **STUDENTS' REQUIREMENTS**

An Information Book specifically for Kindergarten and Pre Primary is distributed to parents at a designated Parent Information Session prior to the new school year. This holds details of students' requirements.

### **K/PP PARENTS' SUB-COMMITTEE**

Along with supporting whole-school projects, the K/PP Parents' Sub-Committee is responsible for supporting the work and activities of the Kindy and Pre Primary Centre. It operates as a sub-committee of the Rosalie Primary School P&C Association.

This Committee is an opportunity for all parents to meet with each other and make meaningful contributions to the school. New parent involvement is welcome at any time.

### **PARENT HELPER ROSTER**

Kindy - Parents are invited to sign up and assist at least once per term. The roster will commence after the children have settled in during Term 1 and then a list will be displayed on the class room notice board.

Pre Primary - Parents are also invited to volunteer on the class roster and assist during the school term.

### **TOYS FROM HOME**

Toys brought from home may be lost or broken and this causes a lot of heartache. Please do not allow your child to bring toys/jewellery unless it is their birthday or a special news day.



## ROSALIE SCHOOL SONG

In the shadow of the city  
Where the grey turns into green  
There's a place where generations  
Are so proud to say they've been.

**Chorus:**

*Rich in history  
Shaping destiny  
Shining there  
Like a rare, hidden jewel.  
This is Rosalie  
Friends and family  
This is Rosalie, our school!*

In the classrooms we seek knowledge  
In the contest, victory  
But we know the road to wisdom  
Must be walked in harmony.

**Chorus:**

*Rich in history  
Shaping destiny  
Shining there  
Like a rare, hidden jewel.  
This is Rosalie  
Friends and family  
This is Rosalie, our school!  
This is Rosalie, our school!*

### NATIONAL ANTHEM

#### **ADVANCE AUSTRALIA FAIR**

AUSTRALIANS ALL, LET US REJOICE,  
FOR WE ARE YOUNG AND FREE,  
WE'VE GOLDEN SOIL AND WEALTH FOR TOIL,  
OUR HOME IS GIRT BY SEA;  
OUR LAND ABOUNDS IN NATURE'S GIFTS  
OF BEAUTY RICH AND RARE;  
IN HISTORY'S PAGE, LET EV'RY STAGE  
ADVANCE AUSTRALIA FAIR  
IN JOYFUL STRAINS THEN LET US SING  
ADVANCE AUSTRALIA FAIR.

*proud tradition - shaping futures*



# ROSALIE PRIMARY SCHOOL MAP

