

OLR Parent Handbook

2025



Prep School Times:
8:40am to 2:55pm

School Office Hours:
8:00am to 4:00pm



**Cnr Edmund & Alfred Street
SHELLY BEACH QLD 4551**



(07) 5491 4522



pcaloundra@bne.catholic.edu.au



Welcome

Our Lady of the Rosary (OLR) School offers your child an excellent academic education in a Catholic environment. We are a co-educational Catholic parish school situated on the Sunshine Coast, in the picturesque beachside city of Caloundra. Our school is small, comprising of approximately 340 students in 14 classes across Prep to Year Six. This enables us to be a tight-knit community where we know every student and their family.

OLR shares with students and parents a welcoming family atmosphere, great community spirit and an active parent body. Our school has a caring, progressive staff and offers a dynamic, evolving curriculum, based on academic excellence and gospel values. We seek to inspire a love of learning.

Our school was opened in 1980 by the Sisters of St Joseph and, from the beginning, was built on Catholic Christian traditions and the charism of the Josephite Sisters, as espoused by Mary MacKillop. Mary MacKillop said, "Never see a need without doing something about it." This has become an established guiding principle at our school.

These traditions are highly valued and have continued to thrive through the joint efforts of staff, parents, students, parish, and the wider community. Through these traditions, the OLR school community strives to inspire each learner to grow and succeed in a changing world.

Children are accepted into OLR on the understanding that you fully support the ethos and policies of the school. Our aim is to create an excellent school by having all stakeholders working together for the benefit of all members of the community. Communication and respect are vital elements of any partnership.

Primary school is an important step in a child's development as a learner and as an individual. Your child's journey, with your help, can be one which is made with increasing confidence. With a united approach, OLR can provide a vibrant and positive environment.

We welcome your interest.

God Bless

Mr Grant Haigh
Principal

Overview



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Vision & Mission

Our Vision

We are child centred faith-filled learning community inspired by St Mary of the Cross MacKillop creating a better future.

Our Mission

Our mission is to teach, challenge and transform our community through prayer as we share with each other a love of learning which is inclusive and welcoming.

Our Values

Faith

Inspired by our Catholic tradition, we live out our Vision in the way of Mary, the mother of Jesus.

Compassion

As people of faith we nurture and foster respectful relationships, advocating for and empathising with those at the margins.

Belonging

As witnesses to the Good News of Jesus Christ, we act as a community which values our environment and are inclusive in our practices.

Hope

Empowered by the Spirit, together with our students, staff and families we embrace the future with confidence.

Our Lady of the Rosary School, Caloundra is enlivened by the Vision of **Brisbane Catholic Education** which seeks to:



Celebrate our Catholic Culture

We celebrate our faith, giving witness to God's hope for promoting the dignity of every person.



Inspire a love of learning

We inspire each learner to grow and succeed in learning and life a changing world.



Cultivate a connected spirit

We cultivate partnerships for the benefit of all members in the community.



Nurture a professional workforce

We nurture and grow staff to improve young people's learning experience.



Embrace change and continuous improvement

We embrace change and drive a continuous improvement.

Our faith makes a difference







Success in learning and life

Partnerships enrich experiences

Staff realise their potential

Creative and innovative solutions

CARE Behaviour Matrix

<div>  <div> Our Lady of the Rosary School Caloundra </div> <div>  Behaviour Matrix </div> </div>							
	Learning Areas	Church and Gatherings	Transitions	Playground	Eating Area	Before and After School	Outside of School – Camps, Excursions, Sport
We Care for the Environment 	<ul style="list-style-type: none"> Reduce, Reuse and Recycle Keep spaces tidy Use equipment and technology properly 	<ul style="list-style-type: none"> Care for equipment and furniture Leave the space clean and tidy 	<ul style="list-style-type: none"> Rubbish in the right place Walk on pathways 	<ul style="list-style-type: none"> Care for the play equipment and play environment Use the garden spaces responsibly Care for nature 	<ul style="list-style-type: none"> Put rubbish in the right bin 	<ul style="list-style-type: none"> Leave bag racks clean and tidy 	<ul style="list-style-type: none"> Keep your area tidy Care for all belongings, equipment and resources
We Act Safely 	<ul style="list-style-type: none"> Follow instructions Show self-control Safe hands and feet Be cyber safe 	<ul style="list-style-type: none"> Enter and exit calmly Sit and stand carefully 	<ul style="list-style-type: none"> Walk only Safe hands and feet 	<ul style="list-style-type: none"> Walk on concrete, pathways and stairs Safe hands and feet Use equipment safely Play safely by the rules Wear your hat to play 	<ul style="list-style-type: none"> Sit when eating Walk from the eating area to classrooms 	<ul style="list-style-type: none"> Sit quietly in supervised areas Care for siblings and others 	<ul style="list-style-type: none"> Safe hands and feet Use equipment correctly Follow instructions Stay on footpaths and walk to the left
We are Responsible Learners 	<ul style="list-style-type: none"> Be on task, independently and together Have a go Use technology as a learning tool Ask questions Challenge yourself to reach your personal best Give and receive feedback 	<ul style="list-style-type: none"> Participate by singing and responding Learn about God and Jesus Reflect upon what is being said Go and live the message 	<ul style="list-style-type: none"> Put my belongings in the right place Be on time 	<ul style="list-style-type: none"> Try new things and meet new people Play fairly Ask staff for help if needed Respond promptly to the bell 	<ul style="list-style-type: none"> Be responsible for own belongings Ask staff for help if needed Eat healthy food first and drink water 	<ul style="list-style-type: none"> Arrive and leave school at the right time Be in the right place at the right time Follow instructions Be responsible for your belongings 	<ul style="list-style-type: none"> Follow instructions Ask questions Show good sportsmanship Try new things Use positive words
We Expect Respect 	<ul style="list-style-type: none"> Be respectful through your words, actions and emotions Listen to and follow instructions Use manners Use people's names Cooperate with, encourage and include others 	<ul style="list-style-type: none"> Participate reverently Listen to speakers 	<ul style="list-style-type: none"> Move quietly around the school Wait for an adult 	<ul style="list-style-type: none"> Be respectful through your words, actions and emotions Make others part of your fun Wait your turn and take turns Respect others' choices 	<ul style="list-style-type: none"> Listen to teacher directions Speak kindly Make others feel welcome 	<ul style="list-style-type: none"> Wear the correct uniform Listen to instructions Be ready to move in the pick-up/ drop off zone 	<ul style="list-style-type: none"> Be respectful through your words, actions and emotions Wear the correct uniform Encourage others

Our Lady of the Rosary is a school in the tradition of St Mary of the Cross MacKillop, "Never see a need without doing something about it"

We Care for the Environment
We Act Safely
We are Responsible Learners
We Expect Respect

Our CARE matrix details how these values are applicable to a range of school contexts and settings. Students unpack these expectations in class and discuss what these look, sound and feel like. Effective implementation of school wide behaviour requires consistent and persistent language and an approach across the whole school as well as fostering strong home-school partnerships.

Curriculum



The “Brisbane Catholic Education Learning and Teaching Framework” and the Australian Curriculum underpin all teaching and learning at OLR. We are committed to providing student-centred learning which is tailored to meet the needs of every one of our students. The teaching staff are dedicated to helping your child progress at their individual rate to reach their potential. Our teachers ensure a strong focus is given to literacy and numeracy across all subject areas.

Australian Curriculum subjects at OLR are as follows:

- Religion
- English
- Mathematics
- Health & Physical Education
- The Arts (Music, Dance, Drama, Media Art and Visual Art)
- Humanities and Social Science (HASS)
- Science
- Design and Digital Technology
- Languages: Japanese

Excursions, incursions, and camps (Year 4, Year 5 and Year 6) are regularly organised to support and enhance in-class learning. Some examples of these activities include:

- Surf Awareness (Year 6)
- Surfing skills (Year 4 & 5)
- Swimming lessons (P-Year 3)
- Swimming Carnival (P-6)
- Athletics Carnival (P-6)
- Cross Country (P-6)
- Rugby & Rugby 7's
- Tennis
- Touch Football
- Oztag
- Netball
- AFL Clinics
- Performances: choir, dancing, choral speaking
- Art Exhibitions
- Sports Gala Days
- STEM Mad
- eSports

Religious Education

Religion is one of the key learning areas of our curriculum. At OLR we believe religious education is about building the religious literacy of each one of our students while also nurturing our students' religious, spiritual and faith development in a caring Catholic community. This means the students learn about Catholicism and religion in general and participate in prayer, Liturgies, Masses, meditation, and reflection on how we interact with others. Parents and family are very welcome to join us for school or class Liturgies held every Wednesday morning.

The parish sacramental program is supported by the school. Our students may participate in Reconciliation, Eucharist, and Confirmation workshops, which are run by the parish in preparation for the children to receive their sacraments. Our Lady of the Rosary School is located within the Caloundra Catholic Parish.



Extra-Curricular

A variety of Extra-Curricular activities are run throughout the year, some of these include:

- Choir (Junior and Senior)
- Gardening club
- Chess (fee)
- Premier's Reading Challenge
- Tennis lessons (fee)
- Lunch Clubs

Instrumental music tutors are available to work with your child/ren at our school – these lessons are billed separately by the service providers. Please review our Newsletter for contact details and lesson provided.



Technology Resources

Our Lady of the Rosary School provides many opportunities for students to engage with Information Technology through authentic learning experiences. Students from Prep to Year 6 access iPads individually, in pairs, in groups or as a whole class during their learning time. Students also access a range of digital resources such as 3D printers, apps, websites, coding and robotic devices to support the delivery of the Australian Curriculum.

The technology levy allows for infrastructure, software and hardware to be accessible to all students. This includes the use of iPads in the classroom -

- Prep to Year 6 students have access to 1:1 device to support their learning.
- Students in Years 4-6 have the option of taking the iPads to and from school to complete homework tasks.



The OLR Library

There are many excellent resources in our school library and our students are encouraged to engage with these resources as often as possible to enhance their learning.

The library is open on Monday - Thursday from 8.15am -3:00pm, and during first and second break, for students to return and borrow books, for reading, for clubs and for quiet activities.

The library hosts many fun and engaging whole school events throughout the year, such as: Book Week, National Simultaneous Storytime, Book Fair and Premier's Reading Challenge.

Our Staff Team



The Our Lady of the Rosary Staff Team consists of:

The Leadership Team

- Principal
- Assistant Principal – Religious Education (APRE)
- Primary Learning Leader (PLL)
- Support Teacher Inclusive Education (ST:IE)

Office Staff

- Student Reception
- Enrolments & Compliance
- Finance Secretary
- Marketing
- WHSO

Classroom Teachers

- 14 Classes from Prep to Year 6

Specialist Staff

- Specialist Lessons:
 - Health & Physical Education Teacher
 - Arts Teacher
 - LOTE (Japanese) Teacher
 - Teacher Librarian & Digital Technology Teacher
- Guidance Officer
- School Officers
- Grounds & Maintenance Staff

Learning and Specialist Support



Our goal is to support, through collaborative partnerships, a whole school commitment to the effective learning and teaching of ALL students. This is achieved by working as a team with all staff, including the PLL, ST:IE and Guidance Officer.

The team facilitate:

- Professional development for teachers and school officers, as well as parent education
- Structured and strategic support to assist those in need, including one-to-one and small group targeted support both in and out of the classroom
- Assistance to children to achieve success in academic work, especially literacy and numeracy, as well as emotional and social wellbeing
- Individual and class assessment, as well as whole school monitoring and assessment
- Provision of reports, information and guidance to parents and teachers
- The tracking and monitoring of children with special needs throughout their school life at OLR to ensure appropriate intervention / extension and continuity of support are provided
- Support for the development of children with special needs, including emotional and social wellbeing, within and outside the classroom.

Celebrations & Commemorations

Faith Celebrations

- Weekly Liturgy of the Word with Children
- Ash Wednesday
- Lent
- Holy Week
- Easter
- Pentecost
- Catholic Education Week
- Feast of St Mary of the Cross MacKillop
- Advent
- Christmas

School Celebrations

- Welcoming Mass
- Welcome BBQ
- Induction of school leaders
- OLR School Birthday
- Book Week
- Prep Orientation
- Celebration of the Arts night
- Volunteers Recognition Liturgy & MTea
- Year 6 Graduation Celebration
- End of Year Mass

Local / National Events

- ANZAC Liturgy
- Mother's Day
- Caloundra Show Holiday
- NAIDOC Week
- Harmony Day
- Father's Day
- R U Ok Day?
- Grandparent's Day
- Socktober
- Day for Daniel
- Remembrance Day

Charitable Organisations

- Project Compassion / Caritas
- St Vincent de Paul - winter appeal & Christmas appeal
- Catholic Missions
- Food assistance
- Other charities designated throughout the year e.g. disaster relief, turtle care, beach cleanup etc.

The School Day

- 8:20am Drop off available - Stage 2 under supervision
- 8:25am Classrooms open
- 8:35am First Bell – time for children to go to class
- 8:40am Morning session classes start
- 10:45am *First break – play time*
- 11:05am *First break – eating time*
- 11:15am Middle session classes start
- 1:15pm *Second break – play time*
- 1:35pm *Second break – eating time*
- 1:45pm Afternoon session classes start
- 2:55pm Pack-up bell & End of school day for Prep
- 3:00pm End of the school day

Outside School Hours Care (OSHC)

The OLR Outside School Hours Care program provides care for students before and after school. The service caters for all students from Prep to Year 6 enrolled at OLR. For all information and bookings, please contact Gaye on 0428 246 222

Parking

Parents are asked to reverse park their cars in the car park near the church on Edmund Street when bringing their child to or from school. We ask vigilance in driving slowly and watching for the safety of all children in the car park. Parents are encouraged to use the drive through drop-off and pick up zone on Alfred Street near the school library. N.B: For the safety of our children, parents are not permitted to park in this area.



Parental Engagement

Our Lady of the Rosary School acknowledges and respects parents as experts and values the knowledge and insight they share about their child. Parents walk with our students throughout the years of their child's learning journey and will continue this journey for many years to come. We welcome working with you in partnership.

Parent information evenings, parent-teacher meetings, school celebrations and social events are regularly offered to help build school-home relationships and a stronger, happier OLR school community. At Our Lady of the Rosary, we provide written student reports twice a year at the end of Term 2 and Term 4. Parent Teacher Conferences are offered twice a year at the end of Term 1 and Term 3. Parents and carers are also welcomed to arrange additional meeting time/s with class teachers throughout the year, as needed.

We encourage parents to participate, wherever possible, in the life of the OLR school community. This not only assists the school but also gives a greater sense of security and 'belonging' to your child. Helpers are always appreciated for: excursions, class work, library, etc. All volunteers are required to complete Student Protection training prior to volunteering.

The **BCE Code of Conduct for Parents and Visitors** can be accessed via this [link](#).

OLR Community Group

OLR is most fortunate to have a very active and involved OLR Community Group. It provides wonderful support to the school and has regular meetings on the fourth Monday of each month at 7.00 pm. These meetings are usually held in the staffroom at school. All parents and family members are invited to attend.

OLR Community (P&F) Food Days

The OLR Community run Food Days are special occasions where families can order a variety of lunches such as sushi, salad rolls, bakery goods, etc. OLR Community Food Days are held on the last Friday of every month. Orders are placed through an online order using the Mastercard Qkr system or BCE Connect app, and the food is delivered to your child's class on the day.

Volunteering

Student Protection and Code of Conduct Training for School Volunteers

Each year, volunteers are required to:

1. [Complete the Volunteer Training \(click here for link to online module\)](#)
2. [Read the Volunteer Code of Conduct](#)
3. Complete a Volunteer Registration and Declaration Form (accessed at the end of the training)
4. Print and share the Volunteer Registration and Declaration Form with each school or office you will be engaged as a volunteer.

Refer to this [Volunteer Collection Notice](#) for further information on how BCE handles the personal information of Volunteers.

Communication



Communication by the School to Parents

There are several ways our school will communicate information to parents, including through BCE Connect app, the Parent Portal, Facebook, Instagram, Newsletters and Emails.

BCE Connect app

The BCE Connect app is the easiest way to access school information and to advise of student absences on mobile devices.

[Getting started with BCE Connect V4](#)

Parent Portal

The Parent Portal contains school and student information including the school calendar, fortnightly newsletter, student absentee notification, student report cards and a variety of forms and documents. Access is granted once you are in our system.

Facebook

OLR has a private Facebook parent group page and we would love you to join

<https://www.facebook.com/groups/OLRparentgroup> or our [OLR Facebook](#)

Newsletter

Fortnightly, parents are emailed the school newsletter. The newsletter is also available via BCE Connect.

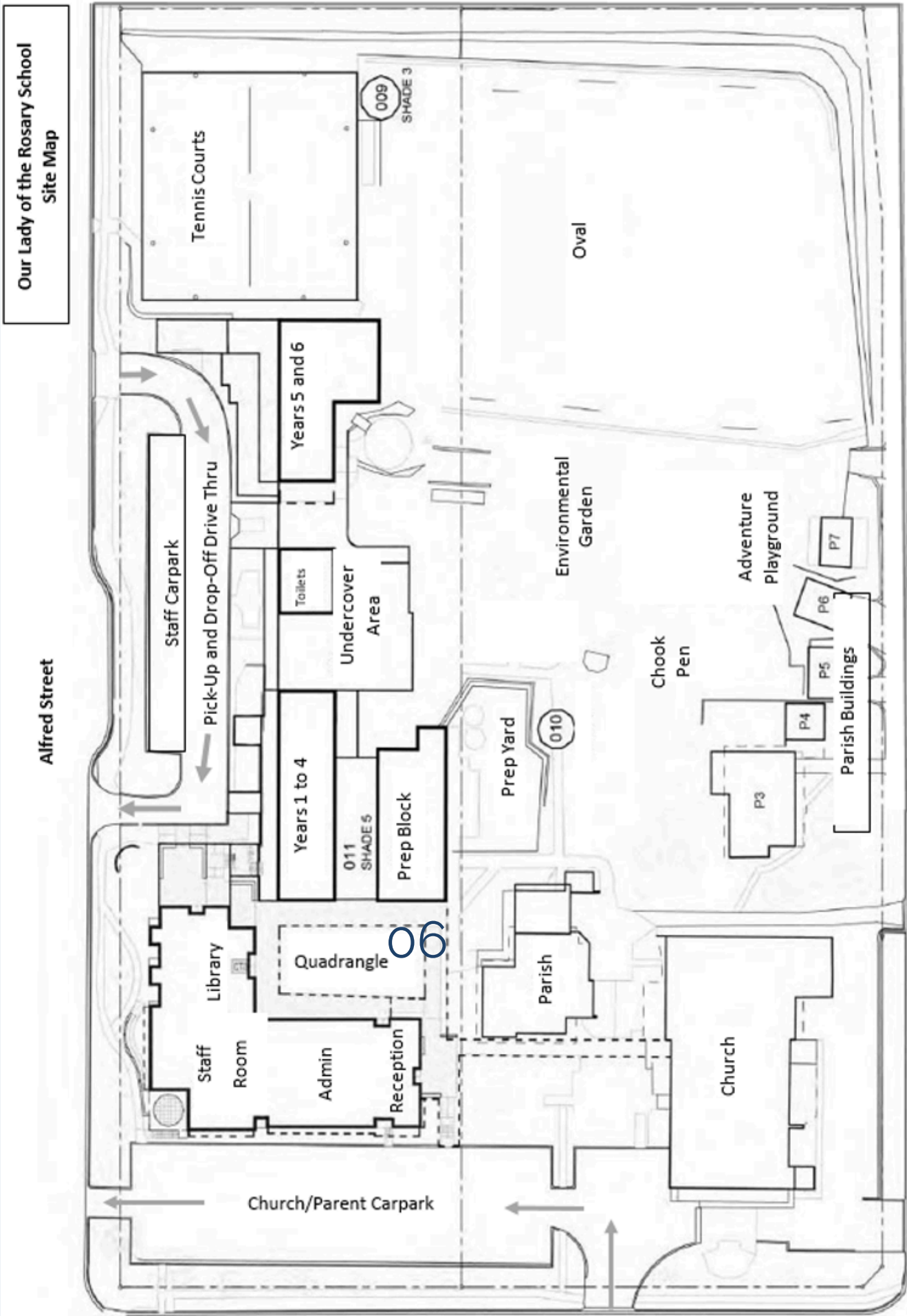
Announcements

Announcements from the school are made via BCE Connect.

Parent Slips

Parents are sent emails from Parent Slips in relation to excursions, camps, etc. For your children to be included in these activities, these will need to be approved by parents.

School Site Map



Our Lady of the Rosary Caloundra

2025 Tuition Fees and Levies



Account Statements will be emailed to families at the beginning of the 4 Terms.

Please ensure your email address is correct with the front office.

School Fees are billed on a term basis in February, April, July, and October. Accounts are emailed out within two weeks of each term and are payable within 14 days.

Per Family Levy					
	Family with 1 Student	Family with 2 Students	Family with 3 Students	Family with 4 Students	Family with 5 Students
Tuition Fee	\$1,904*	\$3,048*	\$3,812*	\$4,192*	\$4,192*
Capital Levy	\$680	\$680	\$680	\$680	\$680
Parents & Community Levy	\$40	\$40	\$40	\$40	\$40
Total	\$2,624	\$3,768	\$4,532	\$4,912	\$4,912

Per Student Levy							
	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Resource & Technology Levy	\$960	\$960	\$960	\$960	\$960	\$960	\$960
Senior Shirt							\$45
Total	\$960	\$960	\$960	\$960	\$960	\$960	\$1,005

**School Fees are charged in chronological order (ie. the eldest child is the 1st Child) and all siblings must be charged to the same account holders to be eligible for the 2nd, 3rd, 4th & 5th Child discount.*

Please Note: the child discount is not in conjunction with any other discount/ concessions.

Explanation Of Tuition Fees And Levies

Tuition Levy

Assists in covering curriculum-related expenses and costs associated with the everyday running of the school. Tuition fees are charged in chronological order (i.e. the eldest child is the 1st child) and all siblings must be charged to the same account holders to be eligible for the 2nd, 3rd & 4th child discount.

Capital Levy

This levy is not tax deductible. It is a compulsory levy to assist our school fund its capital works expenditure including the financing of loans when required. It also covers the regular maintenance and upkeep of our school facilities. This levy is charged per family.

Parents & Community Levy

This levy ensures that all families make an equitable contribution to the activities of the P&F in support of our school. This money, combined with the funds raised through P&F fundraising events, helps finance the initiatives that aid the development of facilities and resources around the school. The P&F can provide a report on their expenditure and programs to families if requested. This levy is charged per family.

Student Resource Levy

This is charged per student and supports the provision of education programs, including incursions and excursions, swimming lessons, and additional classroom resources.

Additional Fees

Students who wish to participate in extracurricular activities such as:

- Graduation Celebration
- Bli Bli Water Park
- District & Regional Sports Representation
- Catholic Netball Cup
- Rugby 7's
- Touch
- Oz Tag
- Interschool Sports
- Tennis Comps
- Private instrumental lessons
- and other specialist activities/sports

The additional fees/ charges will be costed on an individual basis. This will also include the Year level Camps.

Parents will be advised of the details and costs through a parent slip. These will be reflected as an itemized account on statements.

School Managed IT Device

From 2025 all students will be issued with a 1:1 iPad device to support learning in the classroom.

Additional costs will be incurred to cover damage to the school-managed device at home:

- Excess of \$200 for loss/theft/damage to the iPad
- \$25 for the replacement of the glass screen protector
- \$60 for charger and cable replacement

Tuition Fee Discount	Number of siblings attending another Sunshine Coast BCE school			
No. of students	One	Two	Three	Four
Discount	5%	10%	20%	40%

***Sunshine Coast Catholic Schools Discount** - If families have siblings at another Brisbane Catholic School on the Sunshine Coast administered by Brisbane Catholic Education, then the above discounts will apply to the **tuition fee** portion of fees only**.

Please Note: the child discount is not in conjunction with any other discount/ concessions.

Payment Options

Payment terms:

Fees are payable within 14 days of the issue of the statement. Thank you.

- Credit Card/eftpos/cash: at school reception office
- Direct debit: a direct debit arrangement can be setup through the school – forms and payment calculator are available on the parent portal or by contacting our finance department.
- Bpay: a bpay reference number, unique to your account will appear on your statement of fees and levies. \$50 minimum payment amount applies.

Our voluntary annual parish contribution of \$45.00 per family is for families who are not involved in the parish planned giving program. This voluntary contribution is used to support the many ministries that our parish is involved in.

Instrumental music fees are charged directly to you by your child's tutor.

Should a family not be able to meet their financial obligation to our school community on time, a courtesy email to pcalfinance@bne.catholic.edu.au or a telephone call to the finance secretary (07 5491 4522) is expected. A concession application form is available from reception or on request by email to pcalfinance@bne.catholic.edu.au.

Families who ignore their financial responsibility to our school community without communicating with us, may be passed on to our debt collection agency.

Explanation Of Tuition Fees And Levies

Student Resource Levy

This levy covers costs as indicated below (not all costs listed):

- Learning Resources
- Book Packs
- Consumables Used In The Classroom
- Curriculum-related excursions/ incursions
- Swimming Lessons (Prep To Yr 3)
- Surf Lessons (4&5)
- Beach Awareness
- Retreats (5&6)
- Whole School Incursions
- Year 6 Scrapbook
- 1:1 iPad device (School manage device)
- Library Resources
- Subscriptions
- Network Access
- Technology In Learning Spaces

Other Fees

Students who wish to participate in extracurricular activities such as:

- Graduation Celebration
- Bli Bli Water Park
- District & Regional Sports Representation
- Catholic Netball Cup
- Rugby 7's
- Touch
- Oz Tag
- Interschool Sports
- Tennis Comps
- Private instrumental lessons
- and other specialist activities/sports

The additional fees/ charges will be costed on an individual basis. This will also include the Year level Camps.

Parents will be advised of the details and costs through a parent slip. These will be reflected as an itemized account on statements.

Our Lady of the Rosary Enrolment Policy

Introduction

The process of enrolment is to be guided by principles of justice and equity that support Catholic ethos and vision.

Rationale

An enrolment policy exists to assist in developing expectations at the point of inquiry and entry. Guiding principles are set to assist the Principal with demands placed on places available in the school. While nurturing children in the Catholic Faith and maintaining a Catholic ethos, Our Lady of the Rosary remains open and welcoming to all who support its values and mission.

Guidelines

Enrolment of Prep/Primary School Students - To qualify for enrolment into Prep, a student must turn four years, before 1 July the year prior to enrolment.

Applications for enrolment will be considered in the following order:

1. Children who have siblings enrolled in the school.
2. Catholic children (baptised) whose family regularly attends Our Lady of the Rosary Church.
3. Catholic children (baptised) living within the geographical boundaries of the Caloundra Catholic Parish.
4. Catholic children (baptised) living beyond the parish boundaries who have a suitable reason for enrolling in the school.
5. Children (not baptised) of Catholic families, living within the geographical boundaries of the Caloundra Parish.
6. Christian children of other denominations whose families value the religious aspect of education but are not actively involved in their Parish.
7. Children of non-Christian faiths.

Consideration of Applicants

Prior to offers of enrolment places, the following shall be considered:

- Class size / places available
- Class composition
- Physical accommodation available
- The ability of the school to meet the child's needs

The need to maintain the Catholic /community character /ethos of the school

- Parental expectations
- Students attitude to learning
- Other relevant circumstances

Enrolment of a Student with a Disability

Before a child with a disability can be enrolled, the 'Enrolment Application and Support Process', under the guidelines of the Brisbane Catholic Education Office and in accordance with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE), must be carried out. The consultation process seeks to reveal and clarify:

- The characteristics of the learner, including functional impact of the disability
- The educational adjustments required for learning
- The implications of adjustments within the context of school, family, and student

It is important to realise that if the needs of the child and the resources of the school are not compatible, neither the individual child nor the school would benefit from such an enrolment.

Fees

When parents apply for enrolment of children for whom they have not paid school fees at a previous Brisbane Catholic Education school, the enrolment should not be confirmed until the debt is paid or waived on the previous Principal's advice. Arrangements for payment of future fees must then be put in place before proceeding with enrolment.

Procedures

Enrolment applications for all year levels can be submitted online at any time. When allocating Prep and Year One places, no advantage is given to early submission of applications. Whenever an application is received, the placement remains dependent upon meeting the requirements of this policy.

Copies of the following supporting documentation will need to be provided to the school to complete the enrolment application:

- Birth Certificate
- Baptismal Certificate (if available)
- Last two school reports and NAPLAN report/s (as applicable)
- Any medical or learning reports
- And if noted in your application:
- Legal Documentation
- Medical Action Plan
- Student Specialist Assessments

There is no fee involved in submitting an application for enrolment.

Please Note: the application for enrolment will only be considered after the school receives all required supporting documents.





Term One / Two of the Year prior to Placement

Applications are accepted from the beginning of the year prior to enrolment. An interview with the Principal or leadership team member is then organised. At this interview, the school is legally required to sight the original copy of your child's birth certificate, please ensure you bring it to your interview.

At the interview you will:

- Meet with one of the school leadership team (Principal or Assistant Principal)
- Have a walk around tour of the school.
- Talk through the application together.
- Have the original copy of the birth certificate sighted.
- Have the opportunity to ask questions or raise concerns.

Term Two/Three of the Year prior to Placement

All enrolment information is reviewed and considered by the leadership team and a letter/email will be sent to you advising of one of the following outcomes:

- a. Offer of an enrolment place at OLR.
- b. Offer of a place on the waiting list for enrolment at OLR.
- c. Advice that a place will not be offered.

Successful enrolment applicants will be sent a Confirmation of Enrolment Form with a letter of offer. You are asked to complete this form giving careful consideration to the obligations regarding school fees, accepting school policies and supporting the school's ethos.

Please Note: your enrolment is not finished until this Confirmation of Enrolment Form is completed, signed and returned to the school office with the \$150 Confirmation Fee.

Term Four of the Year prior to Placement

A student orientation session is held for all Prep students. On this morning, students are invited to attend and will be placed with their year level teacher where possible. Parents will come together for an information session during the evening.

New students in Years 1 – 6 will be invited to attend on an afternoon in the last week of school when all students will visit their new classes for the following year.

Role of Parents

Parents are expected to accept a commitment to give their child every opportunity to experience their faith at home and to give their child every encouragement and opportunity to practise it. Parents are expected to support and encourage the standards of behaviour, discipline, punctuality, dress, cleanliness, tidiness, and other expectations of the school.

- Parents must accept that all students will partake fully in every aspect of the school program.
- Parents are expected to be supportive of the teaching staff and the school administration.
- Open communication is actively promoted.
- Parents are expected to help whenever possible and to support the school's activities and fundraising efforts.
- Parents are expected to commit themselves to the regular payment of school fees and levies.
- Parents are encouraged to participate/be involved in all aspects of the life of the school.

Enrolment at Our Lady of the Rosary School is at the discretion of the Principal.



Our Lady of the Rosary Uniform Policy

Introduction

Our Lady of the Rosary School takes pride in its school uniform. The wearing of the school uniform helps to maintain a sense of belonging amongst all children in the school. We require the full uniform to be worn and expect parents to be supportive of this by ensuring their children are cleanly dressed in the correct uniform for school each day. A note or email is appreciated from parents/caregivers if there are specific reasons for uniforms not being complete. All items of clothing must be labelled clearly with their name.

Uniform Ordering

The uniform shop is open for fittings on Tuesdays 8am-10am, please contact Vanessa at olrshop@umspl.com.au to arrange a time.

Online ordering is available at - The school code is **olr2023**.

<https://umspl.com.au/pages/our-lady-of-the-rosary-caloundra>.

School Uniform

All items of the uniform – excluding black joggers and navy stockings – are available for purchase from our uniform shop.

Breach of Uniform – our Guiding Procedures

When ongoing concerns are raised regarding a student's uniform, a standard letter will be sent to inform the parents. Parents are given a period of time to act on the letter. Students who then continue to attend school with the incorrect/unkept uniform (without a note from their parents) may be excluded from going on excursions outside the school grounds. Parents are asked to contact the principal to discuss any difficulty they may be experiencing in sourcing or supplying uniform items. Parents have the responsibility for overseeing the wearing of correct school uniform.

N.B: We recommend all uniform items are clearly marked (not only on the tag). A white laundry marking pen or silver permanent marking pen is recommended to mark names on the inside of the school hat, OLR jackets and jumpers. No graffiti or whiteout is to be used on the hat brim.

Prep School Uniform

Summer	Shirt - A navy polo style shirt with OLR insignia, the collar colour indicates one of the four house colours, Sport Shorts - OLR ink navy sport shorts, Socks - OLR School sock with navy logo, Shoes - Plain black leather joggers, Hat - OLR Navy hat.
Winter	An ink navy blue sweater with the OLR school logo, OLR school jacket, OLR track pants, Navy stockings only (leggings/tights are not permitted).

School Uniform – Years 1 to 6

	GIRLS	BOYS
Summer	Formal/Day Uniform	Formal/Day Uniform
	Shirt - An OLR blue formal shirt, Skort - OLR ink navy school skort with logo, Socks - OLR School socks with navy logo, Shoes - Plain black leather joggers, Hat - OLR Navy hat.	Shirt - An OLR blue formal shirt, Short - OLR ink navy school short with logo, Socks - OLR School sock with navy logo, Shoes - Plain black leather joggers, Hat - OLR Navy hat.
	Sport Uniform	
	Shirt - A navy polo style shirt with OLR insignia, the collar colour indicates one of the four house colours. Sport Shorts - OLR ink navy sport shorts, Hat, Socks and Shoes - As above.	
Winter	An ink navy blue sweater with the OLR school logo, OLR school jacket, OLR track pants, Navy stockings only (leggings/tights are not permitted).	



Sport Uniform

The navy polo style shirt (with OLR insignia and collar indicating one of the four house colours) and OLR ink navy sport shorts are to be worn on the day your child has Physical Education lessons only.

Hair

Hair is to be kept neat and tidy and should not be falling into eyes. Shoulder length hair (boys and girls) is to be tied-up. Hair should not be coloured or worn in a style, which is extreme or inappropriate for school e.g mullets. Gold or navy-blue ribbons or the OLR school hair accessories (available from the uniform shop) may only be worn.

Make Up

Make-up, coloured lip-gloss and nail polish are not permitted.

Jewellery

The wearing of excess jewellery is discouraged. Students may wear sleepers (one pair) or small round plain silver/gold studs a watch and/or a small cross necklace. Not bracelets or rings are permitted.

Hats

As sun safety is of great concern, all children must have a school hat for outdoor activities. The rule "No hat, No play" applies to all class activities and lunchtime play. Only new school hats are permitted.

School Bags

OLR school bags are compulsory and available for sale at the uniform shop. They are compliant with the Australian Physiotherapy Association requirements.

Shoes

Shoes are to be plain black, flat leather joggers (e.g. Lynx) with no other markings with either laces or velcro. Shoe brand logos and midsoles should be in black only. Formal shoes, Mary Jane style, gym shoes, skate shoes, volleys, canvas or other fancy or expensive footwear are not permitted.

Mobile Phones/ Smart Watches

Mobile phones are to be delivered to the office every morning and collected every afternoon after the bell rings. Smart watches are recommended only for those students who have a medical reason for wearing one (e.g alarm to advise of requirement to take medication or as a blood sugar monitor).

Students who wear a smart watch to school MUST NOT use it to contact parents during the day and we ask parents not to contact their children via the watch during the day. Breach of the phone and smart watch policy may result in your child's items being confiscated.



Second-hand Uniform

Occasionally second-hand uniform items are available from the Uniform Shop. Any donations of new style second-hand uniforms are accepted and greatly appreciated and may be left at the Uniform Shop.

Lost Property

Students are encouraged to take responsibility and care for their own property. Lost property is located outside the library. Any unlabelled lost property which is unclaimed at the end of each term is donated to children in need.

Dress Code for Uniform Free Days – “Free Dress” Days

When uniform free days are held at the school, the students are required to wear clothing which complies with ALL of the following:

- Closed in shoes, which are suitable for running
- Clothing which are sun safe and cover the full torso
- Dresses/shorts to be at least mid-thigh length
- Wide brimmed hats or school hats are to be worn – not caps

Children not complying may be asked to:

- Return home and change clothing to suit the policy; or
- Wear clothing provided at the school which does comply; or
- Be refused the privilege of participating in free dress days in the future

Beginning of the year considerations

Below is a list of items which need to be addressed by parents at the beginning of each school year.

1. Order new uniforms
2. Complete the Student Protection and Code of Conduct training for Volunteers and Other Personnel for working with students training and bring completed form to reception.
3. Login to the BCE Connect App to ensure it is working
4. Provide reception (in writing) any changes to address, contact details, people approved to collect your children from school.
5. Provide new medication to reception along with completed Medication Administration Forms, new Medical Action Plans, doctors' letters.





Cnr Alfred Street and Edmund Street, Caloundra QLD 4551
 Postal Address:
 PO Box 149 Moffat Beach QLD 4551
 Telephone: (07) 54914522

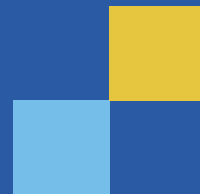
Email: pcaloundra@bne.catholic.edu.au

Website: www.olr.qld.edu.au

Facebook: Our Lady of the Rosary School, Caloundra



Our Lady of The Rosary School



To Pray To Care To
Share

Contact

Edmund street Moffat Beach
(07) 5491 4522

[OLR Facebook](#)

pcaloundra@bne.catholic.edu.au
www.olar.com.au