



Information Booklet 2025

Our College

Vision

Roleystone Community College will develop learners who will contribute positively to our school community.

Values

- Be Environmentally Conscious
- Act sustainably
- Promote Conservation
- Engage in a sustainable and environmentally responsible building program

- All students will progress
- Try our best at all times
- Reach our potential
- Promote Academic Excellence

- Be a part of the community
- Promote volunteering
- Accept difference



Ethos

Every student will progress.

Motto

Respect, Challenge, Contribute

Mission

To make learning stick for everyone

Principal's Welcome

I have much pleasure in welcoming current and prospective families to Roleystone Community College.

Roleystone Community College is a community asset. Our aim is to work effectively with the community to ensure that every child in our care can become the best person they can be.

I encourage you to make use of our key communication strategies within the college. These formats will provide you with clear, up to date information about what is happening in the college at any particular point in time:

1. Our predominant form of communication is via **Connect**. **Connect** is an online content management system that enables parents to remain informed of everything related to their child including attendance, reporting, classwork, messages from the teacher etc. **Connect** is also one of our emergency contact structures for Bushfire and Emergency Management. I strongly encourage you to contact college administration if you do not yet have a login for **Connect**.
2. Our college website has a suite of information that is clearly updated on an ongoing basis. Visit <http://roleystonecc.wa.edu.au/> for more information.
3. Our college newsletter which is released three times per term gives you up to date information about what is about to happen or what has recently happened in the college. I strongly encourage you to subscribe to the newsletter at <http://roleystonecc.schoolzineplus.com/subscribe>

All of these methods of communication are supported on PC, Mac or mobile devices.

Central to the students' experience at Roleystone is a college culture that promotes learning. The college is driven by the deep belief that every student is capable of successful learning and that it is the responsibility of every teacher and leader to ensure that all students progress. Roleystone Community College embraces the opportunities and challenges of a rapidly changing world to change lives for the better.

Every student matters!

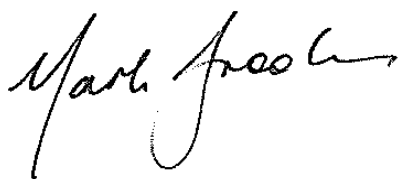
As a school and as teachers we don't give up on students – we constantly explore new ways to engage students who are not making progress, or who are making progress at a rate beyond that of their peers.

Students will receive every assistance to overcome obstacles to learning, or to provide opportunities to achieve beyond the levels expected of them. We will promote school and classroom environments that are safe, respectful, tolerant and inclusive and will promote academic rigour. There will be a strong collegial culture of mutual trust, respect and support among teachers and school leaders, and positive, caring relationships between staff, parents, students and the wider community.

At Roleystone Community College, we focus on early identification and early intervention. Educational disadvantage is cumulative and as such, reducing this disadvantage in the early years provides an investment in the future of every child in their early years of schooling to ensure they are not left behind.

Please take the opportunity to peruse the relevant information contained both within this introduction to college life here at Roleystone Community College and via the methods outlined above. I encourage you to be a positive and engaged member of the Roleystone Community College Community.

Yours sincerely



Mark Brookes
Principal

Roleystone Community College Board

Roleystone Community College is an Independent Public School and as such is governed by a College Board.

Purpose

The Function of the College Board is to:

- Take part in establishing and reviewing the College's objectives, priorities and general policies including constructing the Ethos, Vision, Mission and Values statements for the College.
- Take part in the planning of financial arrangements necessary to fund the College's objectives, priorities and general policy directions.
- Take part in the evaluation of the College's performance in achieving its objectives, priorities and general policy directions.
- Note certain charges, contributions advertising and sponsorship agreements.
- Take part in formulating a Code of Conduct for the Students, Staff, Families and Visitors attending the College.
- Determine the College's Dress Code in consultation with the Students, their Parents and the Staff of the College, when they are attending or representing the College.
- Provide advice to the principal on religious education and related activities.
- Promote the College in the community.

The College Board does not take part in the day-to-day management of the College or its operations. Expressions of Interest which will outline its composition and the meeting dates and times will be called for if and when required by the Chairperson or their delegate early in Term One of each year.

Parent Involvement

Roleystone Community College's P & C Association - The P & C Association serves the needs of the College. Meetings are advertised in the school planner and parents are most welcome to attend. The college canteen and uniform shop are run by the P & C Association. Each family is asked to pay a voluntary contribution of \$40 per family.

Hours of Instruction

Monday/Tuesday/Thursday/Friday

8:40am – 9:00am Form
9:00am – 10:00am period 1
10:00am – 11:00am period 2
11:00am – 11:30am Recess
11:30am – 12:30pm period 3
12:30pm - 1:30pm period 4
1:30pm – 2:00pm Lunch
2:00pm - 3:00pm period 5

Wednesday

8:40 - 9:40am Period 1
9:40 - 10:40am Period 2
10:40 – 11:10am Recess
11:10 – 12:10pm Period 3
12:10 - 1:10pm Period 4
1:10 – 1:40pm Lunch
1:40 – 2:40pm Period 5

Children should arrive at least 10 minutes before the bell in the morning, but not before 8:20am. Primary children that are unsupervised need to remain in the canteen area where they are supervised from 8:20am. Secondary students need to move to the Secondary Area near T5 before school until the siren sounds.

Note: On Wednesdays the College closes at 2:40pm to enable staff to access continual professional development.

Term Dates for 2025

Term 1	<i>Wednesday 5 February 2025 – Friday 11 April 2025</i> First day students Wednesday 5 February 2025
Term 2	<i>Monday 28 April – Friday 4 July</i> First day students Tuesday 29 April 2025
Term 3	<i>Monday 21 July – Friday 26 September 2025</i> First day students Tuesday 22 July 2025
Term 4	<i>Monday 13 October – Thursday 18 December 2025</i> First day students Tuesday 14 October 2025

Public Holidays 2025

Labour Day 3 March, Western Australia Day Monday 2 June.

Office Hours

8:00am to 3:30pm Monday to Friday

General Information

Accident or Illness

Minor accidents are treated at school. In cases of more serious accidents or your child becomes ill, we will contact you at once. Please ensure that we have up to date contact information. It is most important to have an emergency number to ring. Children who are obviously ill before school should not attend. As only basic facilities are available at school for children who become ill, parents will be contacted and asked to take the child home as soon as possible. We are not able to care for sick children. COVID has also shown us the effects of sick children coming to school. If your child is sick, please keep them at home.

Allergy Awareness

In the past, schools have pursued a “Peanut Free” policy with regard to the allergic reactions to which some students are susceptible. However, rapidly changing circumstances in this medical field requires a broader policy for the following reasons:

- The increasing proportion of students with allergies.
- The increasing variety of allergies amongst students, including allergies to peanuts, other nuts, bee stings, dairy products, eggs and even some fruits and vegetables.
- It is extremely difficult, if not impossible, to monitor all food products regularly brought to school by all students.
- Many “allergy free” products have a very similar appearance to those that will induce an allergic reaction, creating a confusing situation for students and teaching staff.
- There is no possibility for an “Allergy Free” environment.
- Recent research indicates strongly that schools should pursue an “**Allergy Aware**” policy in preference to a “Peanut Free” policy.

Therefore, a much more practical and more effective approach is for students and/or their families to develop a heightened **awareness** of their personal “**Sensitivity**” or “**Allergic**” condition and ensure teaching staff have that information at hand on the college campus.

Management

Teachers are required to:

- a. Regularly reinforce with students that they need to practice important strategies on a daily basis, including
 - not sharing food
 - washing hands after eating
 - cleaning up food spillages
 - placing of disposable food wrappers and containers in bins
- b. Educate themselves and their students about the actions to be taken if someone is having an allergic reaction.
- c. Monitor any food brought into the classroom (eg for cooking lessons, “birthday treats” provided by the parents, College reward systems) for its potential to cause allergic reactions in susceptible students.

Parents are required to:

- a. Make the College and its staff members fully aware of their child’s sensitivity or allergy problem **in writing**, *with the appropriate supportive documentation regarding treatment and contacts*:
 - At the time of enrolment, or
 - As soon as possible after the allergy/sensitivity is diagnosed.
 - Address any concerns about their child’s health management to the responsible Associate Principal.
 - Make a conscious effort to keep their child’s students health record up to date.

Assemblies

College assemblies are conducted within the context of Primary (Years 1-3 and Years 4-6) and Secondary (Years 7-10). They will be scheduled periodically each term and clearly advertised in advance in the newsletter, term planner and College website. They will be led by the Student Council representatives with input from College House Captains and classrooms where appropriate. Pre-Primary and Kindergarten students will attend periodically through the year – families will be advised of these special occasions.

Attendance

Students are required by law to attend school until the end of the year they reach 17 years of age.

The attendance information kept by the college constitutes legal documents which may be examined by Department of Education and Training welfare officers and can be used as court evidence.

A phone call, email, note (presented to the form/class teacher), use of the Schoolzine app or a response to the automated absence text message (SMS) is therefore mandatory after any absence.

The following information is required:

- the date
- name and form/class of student
- date/s absent
- reason for absence
- parent/guardian's signature

Under Education Regulations, the only acceptable reasons for absence from school are illness, medical, dental and other appointments which cannot be arranged outside school hours.

Parents, please note that all students should be in attendance by 8.40 am and students who are late and arrive after morning form ends must report to the school office for a late note. A record of lateness is kept.

Students must not leave the College grounds during the school day without a **special leave pass** from the College Office. Normally such permission will not be granted unless accompanied by a note from a parent/guardian giving reasons for the absence.

Before and After School Care

Mulberry Tree organises off site after school programs for children who require supervision before and after school. For more information, please contact Mulberry Tree on 9496 1665.

Behaviour Management Policy

Overview

Roleystone Community College is a Positive Behaviour School. This recognises the behaviour curriculum that children need to be taught in order to behave appropriately at school and in society.

This approach focuses on the explicit teaching of positive behaviours and focuses on a Behaviour Matrix which outlines how children in the College can demonstrate Respect, Challenge and Contribution in class, around the college, in the community and online.

Each of these expectations are explicitly taught by classroom teachers and are used as reminders for students as they learn the appropriate way to act.

The Policy complies with the Education Act (1999) and relevant Department of Education Regulations and Policies. It is subject to review. Staff endorse any changes.

The College operates a Behaviour Management and Medical book system which provides the opportunity for direct contact, action and reflection were required. The 'Books' are carbonated which generates an 'historical record'.

At Roleystone Community College, we: **ALWAYS**

- are accepting of all
- are courteous and use manners
- show gratitude for and embrace opportunities
- celebrate our own and others success
- maintain high expectations and standards
- are resilient
- are inclusive
- are punctual and organised
- contribute to the culture of our school
- praise and encourage others

	RESPECT	CHALLENGE	CONTRIBUTE
IN CLASS	<ul style="list-style-type: none"> • ask before we borrow others' belongings • respect others' personal space • are active listeners 	<ul style="list-style-type: none"> • look after equipment • strive to achieve our personal best • provide, seek and action constructive feedback • collaborate • take responsibility for our learning 	<ul style="list-style-type: none"> • share ideas and help others' • value and support each other and our differences • are engaged and attentive
OUT OF CLASS	<ul style="list-style-type: none"> • move through the school appropriately • use equipment and facilities appropriately • stay in designated areas during breaks • take care of our natural environment 	<ul style="list-style-type: none"> • engage in positive risk taking behaviour • take positive action to keep others safe 	<ul style="list-style-type: none"> • arrive to class on time • include others in our activities
ONLINE	<ul style="list-style-type: none"> • follow computer procedures • keep it appropriate • positive interactions with others 	<ul style="list-style-type: none"> • protect our identity and the identity of others • are cyber safe 	<ul style="list-style-type: none"> • take appropriate positive action when we see misuse of technology and equipment
IN THE COMMUNITY	<ul style="list-style-type: none"> • are proud to represent and promote our college positively 	<ul style="list-style-type: none"> • wear our uniform in good condition and with pride • seek opportunities to volunteer 	<ul style="list-style-type: none"> • are proud to represent our college • we acknowledge the positive contributions of others



Principles of the Code of Behaviour

- Courtesy and consideration are extended to all by all members of the College Community.
- All students have the right to learn and teachers the right to teach and develop a positive learning environment without hindrance.
- Respect for the rights and property of every member of the College community.
- Sound health and safety practices.
- Members of the College community comply with required standards of behaviour and dress.
- Students choosing not to act in a manner reflective of the College's Code of Conduct will be sanctioned.

Good Standing Policy

Rationale

The Good Standing Policy at Roleystone Community College has been introduced to reward students who are supportive and cooperative in the school and to encourage and provide an example for other students to improve their general performance.

Every student will begin the year with Good Standing. This entitles the student to the freedom, rights and privileges of the school.

Students may lose their Good Standing by not abiding to the College's policy in regard to behaviour, work standards, dress or attendance. Students who lose their Good Standing will have a notation placed on their student record and they will lose the privilege to attend school functions, carnivals and non-curriculum excursions until the status of Good Standing has been restored.

The goals of the Good Standing Policy are as follows:

- All students develop responsible self-discipline and respect for the rights of others.
- All students feel confident to pursue individual educational excellence.
- All students become independent learners.

Statement of Expectation

Students at Roleystone Community College, as part of their enrolment are expected to:

- Attend all classes regularly.
- Dedicate themselves to their studies to achieve positive results.
- Be a positive role model.
- Conform to the ethos and rules of Roleystone Community College.
- Abide by the school uniform policy.
- Respect the rights of other students to learn and for teachers to teach.

Good Standing is earned back by the demonstration of positive behaviours in consultation with the relevant Associate Principal over a time period negotiated with the Associate Principal and appropriate to the age and understanding of the child.

Bicycles/Skateboards/Scooters

These are not to be ridden on pathways or anywhere on the school grounds. No responsibility will be taken for bicycles/skateboards/scooters at school. Locking chains must be used to secure these to the racks. It is highly recommended that children under the age of 10 do not ride bikes, skateboards or scooters unless supervised by an adult.

Helmets must be worn when using bikes and also worn when using scooters and similar modes of transport. Students will not be allowed to leave school each day with a scooter or bicycle unless they are wearing a helmet.

Bush Ranger Cadets

The Roleystone Cadet Unit runs a program that caters for youth from the College aged from 12 years to 16 years and offers them the opportunity to develop physically, intellectually and socially, through structured leadership, initiatives and teamwork training and activities. Instruction given to Cadets includes first aid, navigation, camp craft, abseiling, cycling, canoeing, bushwalking, environmental studies and a variety of other options. The instructors come from a variety of backgrounds and bring their knowledge and experience to the Cadet program.

The Bushranger Unit also invites guest speakers and uses the expertise of the Department of Communities staff, as this is the Government agency that our unit is aligned with, and as such, the Bushranger program has become the state's pre-eminent nature conservation youth organisation.

The Bushranger unit is funded through Cadets WA and the Department of Communities to provide a uniform and the opportunities to implement these various expeditions. In the current economic climate this is a huge benefit to our Cadets. Expressions of interest open at the start of each school year and is advertised around the school until the end of Week 2. Students can register their interest electronically, using the information that is made available at the start of the school year.

Camps

The College plans to conduct a formal camp for Year 7 students during Term 1 as part of their transition to secondary school (Year 7). In addition, students within the Digital Media (Film) Specialist Program will also be required to participate in after-hours sessions which complement their 'in school' programs of works. Duke of Edinburgh students will also participate in camps throughout the year.

Canteen

The P & C oversees the canteen at the College which serves food and drinks before school, at recess and at lunchtime for students in Pre-Primary to Year 10. Kindergarten students may order their lunch online from the second half of Term 1 onwards. Students must place their lunch orders online via QKR or at the canteen before school. Students in Pre-Primary and Year 1 and 2 have a basket in their classroom in which to put their orders. These must be in an envelope and have their name clearly marked on it. Students in Years 7 to 10 can choose to have their lunch at recess or lunchtime. In Year 1 to year 6 students have a separate recess and lunch menu. Please note Pre-Primary students have their own fruit time and so do not go to the canteen at recess.

The menu and price list are published at the start of each term. This menu complies with the Healthy Eating Policy of the Department of Education. Each day the canteen offers specials which are home cooked meals prepared by a 'rostered parent cook up group'. These specials change each term.

It is the aim of the P & C to provide good value, healthy food to our students. To achieve this, we need to keep their overheads down and so actively seek the assistance of parent volunteers. This does not have to be a weekly commitment; it could be a couple of times a term. The more parents we have the less frequently they will be required. Information on how to volunteer is available on the P & C page of the College website.

Chaplain

The College Chaplain makes a valuable contribution to the pastoral care and emotional wellbeing program within the college community.

It is a voluntary program that assists the College's community to support the wellbeing of our students. This might include support and guidance about ethics, values, and relationships together with the provision of pastoral care and enhancing student engagement within the broader community. Students are not obliged to participate, and parents and students are informed about availability and the voluntary nature of the chaplaincy service.

Children's Belongings

Parents are requested to see that all clothing and belongings are clearly marked with the child's full name. It is difficult to trace unnamed property. Teachers will assist children in looking after belongings but ultimately it is the child's responsibility to take care of their own things.

Collecting Children from School

Please make sure your child knows how to get home if you are not picking them up. If at any time you are unexpectedly called out and cannot meet your child, please make sure alternative arrangements are made and that notification is made to the office and/or teacher. This will avoid any uncertainty in this important family protocol which is particularly relevant for the College's younger students. Kindergarten aged students must be collected by a parent or nominated adult from their classroom. Pre-Primary students must be collected by a parent, nominated adult or a Year 6 or above student with written permission.

Collecting Children from School at the End of the Day

Children are required to leave the school grounds promptly after they are dismissed from their class. If you pick your child/children up from school, please be punctual. Children become distressed if they are not picked up on time. Children who have not been collected from school are required to report to the school office where they will be supervised until collected. Please note that the school office closes at 3.30 pm. If you are unable to collect your child on time, after school, please make alternative arrangements with family or friends for their collection. Under no circumstances are children to wait on the school grounds for collection after 3.30 pm without reporting to the school office. If you are regularly unable to collect your child within this time, please consider the services of Mulberry Tree After School Care Centre.

Collecting Children from School During School Hours

There are two procedures that parents or nominated responsible adults are required to follow when picking up a child from school.

- If you are collecting your child during school hours, please attend the office to sign a child out, and if the child is returning to school, please sign the child back in.
- If, because of unforeseen circumstances, a responsible adult not nominated on our records has to collect your child, either a telephone call or written advice by the parent/legal guardian must be provided. This person is then required to sign the child out of the school.

The above procedure is necessary to ensure the safety of students and to abide by the Department of Education regulations. Under no circumstances are students to leave the College premises during school hours without being accompanied by an adult and without authority from the College.

Community Health Nurses

Community Health Nurses from Armadale Community Health Service are available to the college community on a regular basis and by appointment. Children may be assessed for developmental concerns with parent consent. Children with chronic medical conditions may be monitored and care plans developed in consultation with parents/carers and College staff. The promotion of healthy lifestyle and prevention of health problems are key concerns of community health staff.

If you would like to discuss any health concerns with a community health nurse, please contact the College reception and leave a message or by phoning the Armadale Community Health Service on 9391 6222.

Community Use of College Facilities

College facilities may be hired for community use. A hire fee will be charged to cover administration costs. Bookings can be made via College administration.

The oval and surrounding areas are always available for use by members of the College community outside of school hours provided they are used in an appropriate manner. Hirers of the facilities will have priority access to facilities Golf is not permitted on the oval. Inappropriate use can be reported to Education Security on 9264 4771.

Contact

A first point of reference is always the Class/Form Teacher on any College or other matters requiring clarification. The relevant Associate Principals will always be able to assist should their intervention be required.

Contributions

To help provide the full range of amenities for all students, the College depends on contributions from parents of children from Kindy to year six of \$60 per child. Year 7 - 10 student's voluntary contribution is \$235 per child plus extra costs for electives. (See contributions and charges schedule booklet). The P & C Voluntary contribution is \$40 per family per year.

Dentist

During specific times of the year, we have a Dental van on the College site that provides a free and continuing dental service for each enrolled school child from 5 to 17 years. Parents will be issued with permission forms for this service. After the permission forms are returned the Dental Centre will make appointments for students.

Digital Media (Film) Program

General Information

- Roleystone Community College delivers WA's only Department of Education and Training Approved Specialist Program (ASP) in Digital Film and Television.
- Students enrolled in this course will be working towards a Certificate II in Creative Industries (Media). Students are then able to access higher level qualifications up to and including the Advanced Diploma of Film and Television at the Central Institute of Technology. Students with this qualification also have access to film and digital media courses at university.
- The program offers students a comprehensive three-year course in digital film making. Successful students will graduate with a Certificate of Course Completion (Pass, Distinction or Honours) majoring in one or two areas of the program. (eg Cinematography).
- The program is academically challenging but with a practical focus.
- Students produce films that will be entered in national and/or international festivals and competitions (see website).
- Students are expected to learn an overall appreciation and understanding of the film making process but develop specialist expertise in one or two areas. (For example, cinematography, acting, editing screenwriting etc).
- Students are exposed to industry standard equipment and software.

For further information, contact please contact Mr Daniel Holliday, Teacher in Charge of Digital Media (Film) on 9391 6222.

Dogs

Due to the health and safety of students, dogs are not permitted on the College grounds. Dogs are to be tied to the fence on the outside of the College's property and away from the College gates. Service Dogs are excluded from this requirement.

Electronic Devices (Including Mobile Phones)

An electronic device is any communication device such as mobile phones, smart watches, pagers or any other associated devices as and when they are developed. A separate policy related to the use of BYOD (Bring Your Own Device) covers the use of these devices whilst at school.

Overview

As per Department of Education policy, electronic devices are not able to be used from the time students enter school grounds to the time they leave school grounds. Primary students are required to present their electronic devices to college administration each day and collect at the end of each day. Note that primary students can keep smart watches with them however they should be disabled or set to airplane mode during school hours. They cannot be used for any purpose other than telling the time. Secondary Students are able to retain their electronic device under a “not seen, not heard” philosophy.

Actions

Students found to have their electronic devices in their possession that are seen or heard will have their device confiscated by their teacher. The phone can then be collected at the end of the day from college administration. A third or subsequent offence will require the phone being collected from college administration by a parent. Students that continue to breach this rule may at the discretion of the principal be suspended from school. The length of suspension will be at the discretion of the principal.

Inappropriate Use of Electronic Devices

As per instruction from the Director General, any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, staff or parents on school premises will be suspended immediately. The length of suspension will be at the discretion of the principal.

Required Action to be taken with Students Fighting or Publishing Videos of Fighting

It is a breach of school discipline when it is established through an investigation into an incident that a student started a fight, made physical contact with the intention to harm another student or videoed a fight in the grounds of the school or off-site where there is a reasonable nexus between the incident and the school.

The student identified is to be suspended for a period of time consistent with Regulation 43 of the School Education Regulations 2000.

The principal of the school is to determine if the incident is a breach of school discipline (maximum 5-day suspension period) or a serious breach of school discipline (maximum 10-day suspension period).

Other Relevant Policies available on the college website

- Behaviour Management
- Policy Weapons in Schools Policy
- Good Standing Policy
- Intentional Contact with a Staff Member Policy
- Bullying Policy

Emergency and Bushfire Procedures

A Bushfire plan for this College has been prepared and at least one practical exercise is carried out in the college year so that all staff and students are aware of details. In the event of an emergency, students are locked down to areas that are considered to be the safest part of the College grounds and Police, Fire Brigade, State Emergency Services, City Council and ambulance are notified. Class lists are checked for missing students and a search is made of all classrooms, toilets etc. **During a bush fire, teachers will direct students to stay in nominated buildings and await further instructions.**

Further details of the processes followed in the case of a bushfire are covered in the “Bushfire Advice for Parents” pamphlet sent to all parents at the beginning of each year and then is available on the College website.

Enrolments

Enrolments for the following year for kindy and pre-primary are called for and taken in June of each year. When you apply to enrol at Roleystone Community College make sure you bring:

- Birth certificate – contact the Registry of Births, Deaths and Marriages on 1300 305 021 if you don't have a copy.
- For immunisation statement – contact the Australian Immunisation Register on 1800 653 809 or you can access a statement at any time by logging into Medicare online via MyGov (<https://my.gov.au>) or using the Medicare Express Plus app (www.humanservices.gov.au/customer/services/express-plus-mobile-apps). If your child was born in Australia, their vaccinations will be registered on the Australian Childhood Immunisation Register. You must provide the college with a copy of your child's ACIR history statement. Alternative vaccination records can be difficult to interpret and will not be accepted by the college. If your child is not registered on ACIR, for example, if they were born overseas, you should provide their immunisation records to ACIR. Immunisation records sent to ACIR need to be in English. Immunisation records in other languages need to be translated into English before being sent to ACIR.
- Proof of current address.

Enrolments for the College's RADM Digital Media Film and Academic Challenge programs are called for in June and are subject to an interview process.

Excursions

Some educational excursions will be arranged for each class. Written advice is sent to parents for every excursion. It is desirable that all class members participate in planned excursions which are part of the teaching program. In the event of financial difficulty, please contact the Principal or Manager of Corporate Services.

Exemption from Physical Education and Sport

Children are expected to take part in these lessons. Children will only be exempt if a note or medical certificate is forwarded to the teacher.

Grounds and Security

In the event that you see any vandalism occurring, we would appreciate it if you could call Education Security on 9264 4771 or the Police on 131 444.

House System

All children from Kindy to Year 10 are assigned a House for sporting, cultural and other activities and retain that House throughout their school years. Every endeavour is made to keep children of the same family in the same house.

Infectious Diseases

The following diseases require exclusion from school: chicken pox; conjunctivitis; head lice; influenza; measles; mumps; ringworm; rubella; school sores; trachoma. Check with the principal 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.

In Term Swimming (Voluntary)

These classes are held (at a time allocated by the Department of Education Swimming Department) for Years P - 6 children who have not passed Level 12+. These classes are held at Armadale Aquatic Centre. The children are transported by bus to and from the pool. Costs to cover pool admission and bus fare will be advised. Please note parents are required upon participation to advise the College of any specific medical conditions that may need to be monitored. In addition, distance and College schedules prevent the use of showers.

Library

Our library has a large range of resources. Each class has time in the library and students are instructed in library procedure, information technology and literature. Books may be borrowed for two-week intervals. Primary students are required to have a library bag for book borrowing.

Languages (Indonesian)

In 2025, the Languages (Indonesian) Program will be conducted from Year 1 to Year 6 as a compulsory part of the curriculum.

Lost Property

What to do if your child loses something?

Kindy to Year 6

A child's class teacher is the point of contact. They will ask you to record the details on the lost property record sheet.

Years 7 – 10

Please go to reception and ask to fill in your details on the lost property record sheet.

- **PLEASE CLEARLY NAME YOUR CHILD'S BELONGINGS. INITIALS ARE NOT SUFFICIENT.**
- **REGULARLY CHECK THE NAME TAGS TO ENSURE YOUR CHILD HAS THEIR UNIFORM ITEM AND NOT ONE THAT BELONGS TO SOMEONE ELSE.**

Medication

Some students require medication to be taken at school on a regular basis. If this is the case, documentation needs to be completed advising and authorising such administration. Self-administration is the preferred option depending on the child's age. Please inform the office and obtain the correct forms for completion so that appropriate processes can be established for safe storage and administration of all medication. Please ensure medication is not beyond the expiry date and is presented in the original packaging with prescription details.

Money, Valuables, Toys and Mobile Phones (Including Personal Electronic Devices)

All money whether for fares, contributions, lunches etc should be sent in a secure manner, preferably labelled. It would be appreciated if money could be sent to school in a sealed envelope with name, amount and purpose written on the front. Valuables and toys are generally not to be brought to school, as the College cannot accept responsibility. Please view the College Policy re all electronic devices contained within this Information Booklet or on the College website.

As per Department of Education policy, mobile phones are not able to be used from the time students enter school grounds to the time they leave school grounds.

Newsletter

The College produces an E-Newsletter (on-line) newsletter through SchoolZine and includes information about recent and forthcoming events. The newsletter includes class contributions and community news. Parents will need to subscribe to SchoolZine by going to the following website <http://roleystonecc.schoolzineplus.com/subscribe>

If you still wish to receive a newsletter by email or a printed copy, please contact the college's front office staff. Further, the College uploads each edition onto the website shortly after distribution.

No Smoking

In accordance with Department of Education regulations smoking (including vaping) is not permitted in school buildings or on school grounds.

Parking and Traffic Management

Parking in all schools is problematic, especially at the beginning of each year. We request patience on the part of parents when driving around the school, especially at drop off and pick up times.

Embayment parking is available for parents on the College side of Brooks and Raeburn Road. Parents of children in Kindy and Pre-Primary have access to a designated car park on Brooks Road. Families who are eligible to use this car park are issued with a parking permit which must be displayed in their car. This permit does not guarantee a parking space. A disabled parking bay is also available in this car park for holders of ACROD permits.

Staff and visitor parking are within the College grounds in the bays around what was the school driveway. **Parents should not use this area for parking or as a drop off / pick up point.** In order to prevent congestion and reduce the traffic flow parents are encouraged to consider using other means of getting to school such as:

- **Walking** to school.
- **Driving part of the way** to school then parking and walking the rest of the way.
- Using a **drop off point** close to the College.
- Have your child **ride their bike** to school – students must wear a bike helmet.
- Using **public transport**.
- **Carpooling** with another family.
- Using the **Kiss and Drop**.
- **Dropping children off at 8:30am.** Classrooms are opened at 8.30 am and teachers are inside supervising.
- **Picking up a little later.** Instead of coming at 3.00 pm, when it is very congested, come at **3:10pm.**

Teacher supervision is from 3.00 pm to 3.20 pm.

The College also operates a Kiss and Drop on Brooks Road.

Parents and Citizens Association P & C

There is a very strong and active P & C association at the College. The P & C funds and assists in a range of services such as the canteen, uniform shop, chaplaincy and the crossing guard. They do this by annually requesting a \$40.00 per family voluntary contribution and through a variety of fundraising activities during the year.

There are many ways in which parents can be involved in supporting our P & C, quite a few of which don't require parents to attend meetings. Information on all aspects of our P & C can be found on the College's website.

Personal Information

In case of an emergency, it is important that we have access to up to date and accurate personal information. Please contact the College Front Office as soon as possible when any of the following information changes:

- Telephone numbers: your own home / work / mobile or numbers of people listed as emergency contacts.
- Your address or email address.
- Custody and access information. The office will require written legal documentation for our records.
- Medical: Serious health problems require a doctor's written diagnosis such as; epilepsy, ADD, ADHD, Asthma, diabetes, life threatening allergies and Epi-pen.

Reporting

Reporting to parents on a formal basis will be done twice yearly. A progress report will be distributed at the end of the first semester and the final report at the end of the second semester. Reports should summarise what parents already know about their child/ren, through regular contact between parents and teachers, through interviews and within term 'snapshots'. Reports are distributed electronically through Connect.

Secondary Assistance Scheme (Years 7-10)

Parents/guardians with eligible concession cards will be able to apply for the Secondary Assistance Scheme. The Secondary Assistance Scheme consists of two allocations:

- \$235 Education Programme Allowance (payment made to the college); and
- \$115 Clothing Allowance (payment made to either the parent/guardian or the college).

The claimant must hold one of the following cards, valid for a period of no less than four weeks:

- Centrelink Family Health Care Card
- Centrelink Pensioner Concession Card
- Department of Veterans' Affairs Pensioner Concession Card

The card must be current sometime during first term. For more information and application forms please contact the College's front office. Please bring your card with you when you make an application.

Sick and Injured Children

Please refrain from sending sick children to school even if they want to come. We do not have facilities to look after them properly. Please notify the teacher of the reason for any prolonged absence (especially in the case of infectious disease) and also of any special dietary or medical condition affecting your child.

Parents/guardians or emergency contact nominees are telephoned if children are seriously sick or injured. In serious cases, where we are unable to contact emergency nominees, we will use the St John Ambulance service to transfer the sick or injured child to hospital. Any fees incurred in the use of an ambulance will be the parent's responsibility. It is imperative that our student records are kept up to date with correct contact details should this situation arise.

Student Dress Code

The wearing of uniform in schools serves three main purposes:

1. It develops a sense of belonging to a community and removes the issue of students standing out from others.
2. It clearly identifies students that do not belong such as intruders.
3. It removes the issue of brand wars where students who have the means are able to wear expensive and trendy clothes whilst those without the means wear cheaper clothes. This leads to bullying and other non-desirable issues.

The uniform at Roleystone CC is provided under the endorsement of the college board and is sold by our uniform shop which is run by our P&C. This enables prices to be kept manageable and hence has less impact on parents financially. The final actions as a part of this policy were developed by students. These students included student leaders and other interested students. This student voice enabled a balance between the requirements for safety and the wishes of the students.

The Uniform

Clothing Lower school (Years K-3)

- College polo (teal with navy trim) worn with navy unisex shorts, navy College shorts, navy skorts, navy track pants or black watch tartan skirt.
- College dress.
- College navy V neck jumper or College zip up jacket, in the case of a student needing to wear more clothing they may wear an undershirt or t-shirt with no visible motifs or hood, under their school polo.
- College bucket hat must be worn – No hat no play policy.
- Students may wear College House polo on days that they do Physical Education (years 1-3 only).
- Suitable flat fully enclosed sports shoes.

Upper school (Years 4-10)

- College polo (teal with navy trim) or white College shirt worn with navy unisex shorts, navy College shorts, navy track pants or black watch tartan skirt.
- College dress.
- College navy V neck jumper or College zip up jacket, in the case of a student needing to wear more clothing they may wear an undershirt or t-shirt with no visible motifs or hood, under their school polo. Year 10 students may wear their leavers' jackets.
- College bucket hat must be worn (years 4-6) – No hat no play policy.
- Any appropriate hat when outdoors in Term 1 and 4 (years 7-10).
- Students may wear College House polo on days that they do Physical Education.
- Suitable flat fully enclosed sports shoes.

Makeup, Hair and Jewellery Primary Students (Years K-6)

Primary students must have long hair tied back. Makeup and jewellery are not to be worn unless for cultural purposes, and earrings should be kept to sleepers and studs. Nails are to be kept at a short length and with neutral colour.

Secondary Students (Years 7-10)

Secondary students are permitted to wear their hair down as long as it is presentable and kept out of their face. Hair must be tied back when entering Science laboratories, Home Economics or Design and Technology facilities as well as when participating in Physical Education. Makeup, nails and jewellery must be kept unobtrusive and safe. Piercings should be kept to sleepers and studs.

The final judgement of compliance with school uniform policy is made by school staff. Students who do not follow the uniform policy will be required to make the necessary changes.

Physical Education

- Students in years PP – 6 may wear their college house polo on the days they have Physical Education and year level sport.
- Students in years 7 – 10 should bring College sports shirt and navy shorts to change for formal Physical Education and Sport sessions.

Footwear

- Appropriate footwear, as described in the College uniform list, must be worn at all times, not just in teaching areas for specialist subjects. Thus, the College uniform is viewed as an integral part of the College's Code of Conduct for all students.
- Skate shoes or similar are not suitable or recommended for the College's sports programs.

Students Leaving the College

Should students be leaving the area or transferring to another school, please forward a written note advising the last date the student will attend Roleystone Community College, new residential address and the name of the new school.

Sun Awareness Policy

Australia has the highest rate of skin cancer in the world. Over exposure to the sun during childhood and adolescence is an important contributing factor to the developmental skin cancer in later life. As students are at school during times of "Peak Ultraviolet" radiation, schools can play a major role in creating a supportive environment that minimises exposure and encourages sun protective behaviours. These early learned behaviours should become entrenched in the student's lifestyle forever.

There are five key protection mechanisms:

- Slip on protective clothing
- Slop on SPF 30+ sunscreen
- Slap on a hat
- Seek shade
- Slide on sunglasses

However, there are limitations to achieving the standards required to satisfy the Cancer Council's "SunSmart" program that are the result of the increasingly independent behaviour of student as they move into their teens.

The College adheres to a "Sun Awareness Policy", supported by proactive implementation of the recommended Cancer Council *Sun Smart* guidelines, while being mindful of the limitations posed by social pressures amongst teenagers and practical enforcement.

Management

Teachers are required to:

Teach and support maximum adherence to the use of sun protection measures (rather minimise sun exposure) in the student's College and personal life, especially in Terms 1 and 4 by using the following:

- Years K – 6 are subject to the requirement of "**No Hat No Play**"
 - Years 7 – 10 are taught the strategies for effective sun protection and are encouraged to practise them.
- Ensure a supply of sunscreen for student use at outdoor venues where students are representing the College, especially during Terms 1 and 4.

Parents are required to

Support teachers in the implementation of the college Sun Awareness Policy by

- Ensuring their student owns a College-endorsed hat and brings the hat to school.
- Supplying their child with sunscreen for college-organised outdoor events in Terms 1 and 4.

Reinforce the Sun Smart and Sun Awareness message and strategies with their child/ren.

Travel to and from the College

- 1) Buses: There are Swan Transit buses daily to and from the College on two routes:-
 - Timetables and routes are available from Swan Transit or the school office.
 - One bus connects with the Kelmscott transfer station.
- 2) **Bicycles:** A bicycle way is provided along Raeburn Road (from Holden Road) to the school via Brooks Road. However, accidents have occurred where students have been unable to control their bicycles on the sloping surface. For this reason, students **must wear safety helmets**. This is a legal requirement.
- 3) Parents dropping or picking up students are urged to park off Brooks and Raeburn Roads to avoid traffic congestion.
A 40 km/h limit exists around the school from 7:30 – 9:00am and 2:30 – 4:00pm.
An 8 km/h limit exists within the school grounds.

Secondary students will be issued with a student travel permit which will identify them as students of this college, eligible to use the school bus specials provided by Swan Transit.

Uniform Shop

The uniform shop is run by P & C volunteers and is open:

Friday 8:15 – 9:15am

Outside of these times orders and enquiries can be made to the uniform shop staff by emailing them at uniformshop@roleystonepc.com.au. Emails are responded to at least twice weekly.

The shop is located at the rear of the undercover assembly area. All items of uniform are sold at the shop, except plain navy track pants. EFTPOS facilities are available. Orders for uniforms can be made by emailing a completed order form, leaving an order form at the office or ordering through the QKR app. Order forms are available on the College website. All orders are filled on a Friday (QKR orders need to be placed prior to 8:00 am on Friday to be filled that day) and taken to the office where the student will be called to collect it.

New students to the College at the beginning of the year are given an appointment time to fit their uniforms correctly.

Volunteers in the College


Volunteers are often in the College providing valuable support. For security purposes we are required to have volunteers who work with children register at the office when they arrive, where a visitor's badge will be issued. The management of all visitors to Roleystone Community College will be consistent with the Department of Education Visitors on School Premises Policy and the State Governments legislation regarding Working with Children check.

Who to See About What??

All enquiries through the front office (Telephone 9391 6222).

Important Notice

It is essential that the College's Administration is informed of any changes of address, telephone numbers (work, home, mobile), family doctor, change of guardianship etc. Other updates maybe found by visiting the College's highly informative website at www.roleystonecc.wa.edu.au



90 Raeburn Road, Roleystone WA 6111
For information or to enquire about application, please call the College on **9391 6222**
or visit www.roleystonecc.wa.edu.au