



**Rosedale
Primary
School**



Parent Handbook

*We foster socially well-adjusted children,
who confidently develop to the best of
their ability in a caring and engaging
positive learning environment.*

2026



Rosedale
Primary

Welcome Message

We would like to welcome all families to Rosedale Primary School and thank you for choosing our school as part of your child's educational journey. Rosedale Primary School was built in 1865 and has a proud history of providing education for primary school aged students for over 150 years.



Sarah Bickley
Principal

At Rosedale Primary School, we believe in nurturing the whole child and fostering a positive school culture grounded in our core values of Respect, Responsibility, and Resilience.

Our school uses School Wide Positive Behaviour to explicitly teach students what Respect, Responsibility, and Resilience look like, sound like and feel like in within our school environments. These values underpin all aspects of our school life and are embraced by students, staff and the wider school community as essential attributes for Growing for life.

This Handbook has been designed to provide you with additional information to support your child throughout their Primary School journey. If you have any questions or queries please don't hesitate to phone or visit the school.



Rosedale
Primary

School Information



Contact



We encourage our school community to contact the school and staff whenever necessary.

Phone: 0351 992473

email: rosedale.ps@education.vic.gov.au

website: www.rosedaleps.vic.edu.au



School Hours



There are three sessions each day:

Session 1: 9:00 a.m. to 11:00 a.m.

Recess

Session 2: 11:30 a.m. to 1:30 p.m.

Lunch, eaten under supervision until 1:40 p.m. then recess

Session 3: 2:10 pm p.m. to 3:15 p.m.

Supervision is provided between 8.45 a.m. and 3.30 p.m. Please ensure your children are not at school outside these hours, with the exception of Breakfast Club.

RPS Staff



Julie Ogilvie
Mental Health in Schools



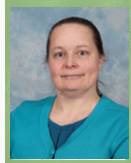
Sarah Bickley
Principal



Bron Tebb
Business Manager



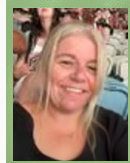
Barbara Campion
Teacher: Grade Prep



Lesa Garratt
ES, Grade Prep



Sarah MacDougall
Wellbeing



Clara King
DI/AUSLAN



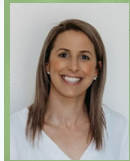
Clare King
Teacher: Grade 2/3



Sav Wallace
STEM



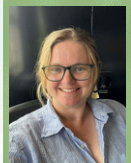
Kylie Bourne
ES, Grade 2/3



Taneeka Coxon
ES



Judith Lamb
Teacher: Grade 1/2



Sandra Boughton
P.E.



Tanea Phillips
ES, Grade 1/2



Kara Ross
ES



Hannah Kiely
SWPBS Co-ordinator
Grade 3/4



Jan Bond
Teacher: Grade 3/4/Art
ES, Grade 3/4



Lyndon Phillips
Chaplain



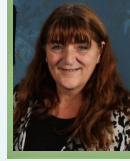
Kirsten Sciberras
Teacher: Grade 5/6



Hannah Grattan
ES, Grade 5/6



Tania Ross
ES, Grade 5/6



Merrill Brandon
Admin and tech



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After/Before School Care

RPS School Council provides an OSHC system run out of Room 5. Bookings can be made for Before School Care and After School Care through the KidSoft app. Email rosedale.oshc@outlook.com



Art

All students require an art smock or old shirt to avoid staining their clothing in Art sessions.



Assembly

We conduct assemblies in the stadium on Friday afternoons at 2.45pm. Parents are welcome to attend.



Attendance

When your child is absent from school, we require a written explanation or a personal contact. Infectious diseases require exclusion from school, and you will find the details in this handbook. Children arriving during the school day, or leaving before the end of the school day, need to be signed in or out, by the parent or guardian, at the school office. We operate by the motto, "It's Not OK To Be Away", and absences will be followed up.





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Bicycles

Children riding bikes and scooters to school must leave them in the bike shed. No children are allowed in this area during the school day unless granted permission. For safety reasons, students are not permitted to ride their bike / scooter / skateboard on school grounds. Bikes must be walked to and from the bike enclosure across the school crossing. Helmets should be worn for riding to and from school. Research has shown that for safety reasons children under ten years should not ride bicycles on the road unaccompanied.

Breakfast Club

We operate a Breakfast Club from 8.15 am each Tuesday and Wednesday morning and it is very popular. This is supervised by our Chaplain, Lyndon, and volunteers.

Camps

The Outdoor Education Plan includes special activities arranged for:

Grade 3/4: One night at local outdoor activities camp.

Grade 5/6: Educational three day tour of Melbourne.



» Car Parks

To ease congestion, we have a pickup/delivery bay which is only for this purpose. Any longer stay requires finding a suitable park in the gravel area or the onroad parking. It is essential for the safety of our students that parents use the car parks provided and follow the directional arrows. The disabled parking area is to be kept free for disabled parking only.

Parents can wait by the gate and the students will be delivered to the required gate by teaching staff. Staff will monitor the crossing as students leave the school.

All parents should encourage their children to cross at the designated school crossings on Cricket Street and Moore Street.

» Childrens' Toys and Valuables

Student's toys or valuable items, unless specifically asked for by a teacher, should be kept at home. It is difficult sometimes for children to care for these properly at school and the chance of breakage or loss is high.

» Computers

All children have access to classroom computers. The school is connected to the internet and iPads and notebook computers are available in all classrooms. There are controls on use of the Internet, with children and parents needing to sign an "Internet Code of Practice Permission Form", before gaining access.



School Wide Positive Behaviour Policy

At Rosedale Primary School our Student Management Policy aims to create a happy, safe and positive learning environment. Rosedale Primary School uses School Wide Positive Behaviour Support (SWPBS) framework. This approach helps us support positive behaviours across all school settings.

We have a clear set of expectations for students, expressed in our whole-school behaviour matrix. This matrix is built around our school values, **Respect, Resilience and Responsibility**. When expectations are not met, staff use **consistent consequences** to help students reflect and learn from their choices, supporting them to make better decisions.

To implement this teachers will:

- Consistently acknowledge and reinforce positive behaviours
- Display and teach the school-wide expectations.
- Apply fair consequences when required. Consequences are applied consistently across school when behaviour disrupts learning or affects the safety of students or staff.

Rosedale Primary School's SWPBS will be communicated to students, parents and the school community at the start of the 2026 school year.

Serious behaviours will be referred to the principal, who may consider in-school suspension, suspension or expulsion in accordance with the Department of Education's Ministerial Order No. 1125



Emergency Information

This information is kept at the school office and records name, address, and phone number of students as well as emergency contact names and their phone numbers. Should you change your address or phone number, please advise us promptly. Please keep all contacts up to date.



Head Lice

The presence of head lice in schools is an unfortunate fact of life. The co-operation of all parents is sought in helping to ensure this nuisance is minimised. Regular checking of your child's hair, with prompt treatment if necessary is important. Notes are sent home with every member of a class when a child is found to have head lice. Please inform your child's teacher or the principal should you detect head lice in your child's hair. A copy of the Head Lice Policy is included in this booklet.



Home Reading

The aim of reading at home is to practise reading skills learnt at school and develop fluency. Reading to/with your child fosters a love of reading and learning.

All students at Rosedale Primary School are expected to read at least 4 out of 7 times a week (the more the better!) Please write the date, title and sign the page when your child has read, or get them to do it.

Reading will be tracked by the classroom teachers. Home Reading achievement will be acknowledged at assemblies.



Illness and Injury

If a child becomes ill, has an accident, or suffers an injury at school first aid is administered and in the case of minor accidents or injuries the child returns to their normal routine. If the child needs medical attention, or suffers an inconvenience, a parent is contacted to come and collect their child. If parents are unavailable, the emergency contact nominated is contacted. In the case of serious accidents, an ambulance is called, and parent will be notified. All incidents of illness or injury are documented on Compass.



Junior School Council

Each year a Junior School Council is elected, made up from representatives from each grade, who play an important role as student leaders.

This includes:

- Assisting in making school a safe and friendly place for all children.
- Preparing reports of meetings and presenting reports to the School Council.
- Providing a forum for ideas and acting on these ideas.
- Organising fund-raising activities and special days.
- Showing responsibility as role models in the school and as members of the community.





Late Arrivals

We try to emphasise to all children the importance of being punctual and arriving at school by 8:50 am. Children that arrive after 9.00 am must sign into school at the front office. Parents will be notified via email after 10.00am if the students have not attended school. Parents must provide a reason for the student's absence. The acceptable attendance rate for RPS is 90%, which equates to no more than 5 days absent a term.



Library

Children are encouraged to borrow books from the library. The school library is open Mondays and each grade has a set time for borrowing and returning books. Junior School students are required to have a reading satchel to carry books to and from school.



Lost Property

Lost clothing is stored at the office. Parents should ensure that all items of clothing are clearly named, so that they can be returned to the children if lost. Unclaimed unnamed clothing is taken to the local Opportunity Shop each term.



Medication

Written permission is needed to administer any form of medication to children at school. Permission must include the dosage and specific time to be administered. Only medications from a doctor's prescription can be given.

Parents of asthmatic and anaphylactic children will be required to complete an Emergency Action Plan form and provide the school with additional medication.



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Medication (continued)

This will be kept in the First Aid room and used in accordance with the Emergency Action Plan. It is the school policy that if a student is having an asthma or anaphylactic attack that is not responding to medication, an ambulance will be requested. Ventolin inhalers and epipens are kept in our first aid kits at the school for emergencies only.



Parents' Club

Rosedale Primary School Parent's Club are a volunteer group of parents who help organise and run various events and fundraisers for the school throughout the year. We meet once or twice a term to discuss upcoming events and new ways we can help contribute around the school. We are always welcoming new members, please speak to the office if you'd like to join.



Raising Rarity

Raising Rarity is a dynamic, interdisciplinary project that unites the expertise of science, horticulture and learning teams to conserve and manage rare and critically endangered plant species facing imminent extinction.

Melbourne Botanical Gardens work with students to take on the cultivation, maintenance and long-term monitoring of a plant species identified as endangered or vulnerable to extinction in their bioregion



School Term Dates 2026

- Term 1: 27 January (teachers return) to 2 April 2026.
- Term 2: 20 April 2026 to 26 June 2026.
- Term 3: 13 July 2026 to 18 September 2026.
- Term 4: 5 October 2026 to 18 December 2026



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School Canteen

School lunches are provided every Friday and have been outsourced to BP Service Station in Rosedale. Lunch Order forms are available in the newsletter and at the front office. Orders and correct money must be handed in no later than 1:30 pm Thursday to ensure lunch orders are available the following day.

Orders can also be paid at BP Service Station until 4:00 pm Thursday



School Council

The Rosedale Primary School Council meets on eight occasions each year. There are twelve members being made up of eight parents and four Department of Education and Early Childhood Development (DEECD) representatives. Sub-committees meet at other times and report back to Council.

We have four sub-committees.

- Finance
- School Policy
- Canteen
- Parents Club

and representation on the Rosedale Sporting Complex Inc. Management Committee.

Parents are welcome to join the sub-committees at any time. Elections for School Council members are held in February each year. Meetings are usually on a Wednesday night at 7.00 p.m., with visitor's welcome.





» School Uniform

The Rosedale Primary School Council, after extensive consultation with the entire school community, determined that the wearing of school uniform is compulsory. A copy of the Dress Code Policy and uniform details are available at the office or online at www.rosedaleps.vic.edu.au

Uniform requirements are available online at Spartan. Rosedale Primary School bags are available at the office for \$45.00 and broad rimmed and bucket school hats are also available for purchase from the office for \$12.00. Second hand clothing items are usually available at the school at no cost.

Where children are out of uniform three times a fortnight, a note is sent home asking for parent support.

» Student Reporting and Interviews

Term 1 - June Parent / Teacher Interview to report on progress

Term 2 - December a detailed Student Report emailed home. Interviews as required.

Interviews regarding progress or information that may impact on your child's learning may be held at any time at the request of a parent or teacher. An appointment is essential to ensure a suitable, mutually convenient time.

» CSEF

Camps Excursion fund are available to all families that hold a current Health Care card, the student's name must be on the card. Applications are available at the front office at the start of each school year.



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» Student Requisites Levy

A contribution levy is requested for all children at the school. Our School Council set a small fee, which helps us to buy the stationery items and expendable equipment required to give your children the best possible education. For 2026 the fee was set at \$120.00 per child. We appreciate the payment of fees during the first week of school, but are not compulsory. Parents can direct debit into the school account. Our banking details are as follows:

BSB	313-140 (Bank Australia Traralgon)
Account No	12023943
Account Name	Rosedale Primary School

Contributions can also be paid in installments.

» Sunsmart

The Sunsmart Policy aims to protect the children from the harmful effects of U.V. rays during the warmer months and cooler months. All children are expected to wear a suitable school hat in the playground and the use of sunscreen is encouraged.

A copy of this Policy is also available at the office or on our website www.rosedaleps.vic.gov.au

Be SunSmart at UV3+

» Visitors

Parents, friends, and visitors to the school must report to the office when they arrive. Each visitor is required to sign in and out of the Compass Kiosk. Parents should call the school to arrange an appointment if they wish to speak to the School Principal or classroom teacher.

Rosedale Primary School



Summer Dress
DRS01TTCG - Green/White



Short Sleeve Polo Shirt



Long Sleeve Polo Shirt



Windcheater



Hooded Windcheater



Bomber Jacket



Track Pants
TRP02TRP Black



Leisure Pants
TRP09PEP Black



Short
SOR07TRP Black



Bucket Hat



Rugby Knit Shorts
SOR01TCP Black



Knitted Beanie



Rain Jacket
RIKT01PEP Green



School Bag



Mid-Calf Crew Sock - Twin Pack
EDUMAX2 - Black



Library Folio

www.spartanschoolworld.com.au