Rosamond School
276 Ballarat Road, Braybrook Vic 3019
rosamond.ss@edumail.vic.gov.au
**Telephone:** 9311 1511

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**Important Contacts**

**Principal:** Kate Christensen (Mobile 0407 355 691)
**Assistant Principal:** Rob Klemm (Mobile 0419 136 992)
**Assistant Principal:** Lara Coman (Mobile 0423 683 660)
**Business Manager:** Bree Campey

**Student Term Dates**

Term 1: Wednesday 27 January (school teachers start).
   Thursday 28 January to Thursday 24 March (as 25 March is public holiday)
Term 2: 11 April to 24 June
Term 3: 11 July to 16 September
Term 4: 3 October to 20 December (Tuesday)

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school, so contact your school for details.
Personal Property Bought to School
The Department of Education and Training does not have insurance for personal property bought to school by students and has no capacity to pay for any loss or damage to such property. Students are therefore discouraged from bringing unnecessary or valuable items to school.

Mobile Phones
Students bringing mobile phones to school are required to hand them in on arrival at school. The phones will be held in the office and returned to students at the end of the day.

School Uniform
The Rosamond School uniform consists of a dark navy tracksuit, with a long- or short-sleeved polo shirt underneath. In summer students wear long navy shorts. White socks and black lace up shoes complete the uniform. Both the polo and the track suit top carry the Rosamond insignia.

All items – including sun hats, can be purchased from the school office. Contact Bree if you have a query. We encourage all Rosamond students to wear our uniform. They look terrific!

Telephone Calls to Teachers
During class times, teachers are unable to take phone calls from parents. If you need to speak to your child’s teacher, please make a note in the diary of the times you are available. The teacher will then try to contact you.

Sick Children
Please keep your child at home if he/she is unwell. School is not a suitable place for children who are sick. If we ring you during the day and ask you to collect your child, please come straight away.
School Policies

Medication
This school has a written policy on the storage, handling and dispensing to students of prescription medication. It is available on request.

We ask the parents of students who are required to take medication at school to:

• Provide the school with a ‘reasonable’ supply of tablets in the original bottle or packet which bears the pharmacist’s instructions.
• Deliver their child’s medication to the office in person or hand it to the bus supervisor.
• Notify the school in writing if there are any changes to their child’s medication regime.

What is Anaphylaxis?
Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention.

Anaphylaxis is a generalised allergic reaction, which often involves more than one body system (e.g. skin, respiratory, gastro-intestinal and cardiovascular). A severe allergic reaction or anaphylaxis usually occurs within 20 minutes to 2 hours of exposure to the trigger and can rapidly become life-threatening.

Common Triggers of Severe Reactions or Anaphylaxis include:

• Food;
• Bites and stings;
• Medication.
• Other triggers such as latex or exercise-induced anaphylaxis are less common.

Occasionally the trigger cannot be identified, despite extensive investigation.

How to Recognise a Reaction
Mild to moderate allergic reaction:

• Hives, welts or body redness;
• Swelling of the face, lips, eyes;
• Vomiting, abdominal pain, tingling in the mouth.

Severe allergic reaction (Anaphylaxis)

• Difficult/noisy breathing;
• Swelling of the tongue;
• Swelling or tightness in the throat;
• Difficulty talking and/or hoarse voice;
• Wheeze or persistent cough;
• Persistent dizziness or collapse;
• Pale and floppy tone (in young children).

Call 000 if any symptoms occur.

Sharing Food
Lollies, chips, cakes, soft drinks, and other treats are often too readily available.

Apart from the health aspects of students eating too much sugary and salty food, we have a number of students at this school who have allergic reactions to all sorts of ingredients.

Therefore, we ask that parents not send food to school to be shared.

We do lots of fun and nutritious cooking in the Stephanie Alexander Kitchen Garden program, and teachers are able to monitor ingredients carefully.

“Party food” is best kept for home.

Lollypops and other sweets on sticks are a choking hazard and are banned at all times.

What is a Food Allergy?
Food allergy now affects 1 in 10 infants and about 2 in 100 adults. The risk of severe food allergic reactions can sometimes be unpredictable. Some children do outgrow their food allergy. The most common triggers in childhood are egg, milk, peanut and tree nuts. Other common triggers include fish, shellfish, sesame, soy and wheat. Peanuts, tree nuts, seeds and seafood are the major triggers for lifelong allergies. Some food allergies can be severe, causing potentially life threatening reactions known as anaphylaxis.
**Transport**

The following transport arrangements are in place for students travelling to school on School Buses.

**Bus run:** ____________________________

**Pick up time:** ____________________________

**Drop off time:** ____________________________

**Bus supervisor’s number:** ____________________________

The nominated pick up and drop off times are provisional, and may be adjusted.

It is important that your child is at the pick up point 5 minutes before the pick up time. The bus is unable to wait, as it is an extremely tight schedule for picking up students.

Your child must be supervised at the bus stop before and after school.

**Rosamond School Transport Area**

The history of transport to Department of Education and Training (DET) specialist schools dates back to the 1900s. The transport network was established in recognition that student needs were best serviced by a focus on the development of unique specialist facilities, rather than providing neighbourhood school support for a diverse group of students with disabilities.

Significant changes in specialist school education have affected student transport over the past 20 years. This dramatically increased the number of students attending specialist schools. To ensure quality of services during this time, DET reviewed its transport arrangements and introduced designated transport areas (DTAs) around each school. DTAs ensure that each student is provided with some form of transport assistance to their nearest most appropriate school.

In more recent years the number of students accessing specialist school education has grown significantly with improved research in the areas of Autism Spectrum Disorder (ASD) and mild intellectual disability. DET now provides specialist education services to an increasingly diverse number of students in areas across Victoria. Other factors that have impacted on transport arrangements have been general traffic congestion and the development of new housing areas.

DET continues to work on developing the transport program to best facilitate student learning in our schools. New and innovative programs are being encouraged, including transport training programs that encourage students to gain valuable life skills by travelling independently on public transport.

From time to time, we receive inquiries from current and potential new parents about the Rosamond School Transport Area. Students living within the Designated Transport Area for a Special School are entitled to free (but not necessarily door-to-door) school bus transport to that school. Students who live outside the Designated Transport Area for that Special School are not.

The suburbs included in the Rosamond Designated Transport Area are: East Keilor, Avondale Heights, Milleara, Maribyrnong, Edgewater, Maidstone, Braybrook, Tottenham, Brooklyn, Altona North, Altona, Williamstown North, Williamstown, Newport, Spotswood, Kingsville South, Yarraville, Kingsville, West

(For students in the Secondary Section of the school only – Later Years or Exits: If you give permission for your child to be left at the drop off point without an adult being present, please complete the permission slip available from the School Office and return it. You should only give this consent if you are completely satisfied that your child will be safe without adult supervision. Rosamond School reserves the right to decide whether this option is suitable for individual students.)

If you wish to alter the pick up or drop off point for your child (even as a temporary arrangement), the school must be contacted to finalise arrangements.
Footscray, Seddon, Footscray, and the part of Sunshine bounded by Duke St, Ballarat Rd, Cornwall St and Monash St only. By agreement with Ascot Vale Special School, the area west of Steele Creek (Granite Way, Valley Lake Boulevard, Quartz Court, Pumice Court, Outlook Avenue, Ledge Walk, Olivine Road, Basalt Avenue and Steele Creek Drive) in the Valley Lake subdivision has been excised from the Ascot Vale Special School Transport Area and enclosed in the Rosamond School Transport Area. Please see the map on the next page.

Altona Meadows, Keilor and the rest of Sunshine are OUTSIDE the Designated Transport Area, and students are not eligible for School Bus Transport to Rosamond.

The Student Transport Unit at DET has indicated that Designated Transport Areas may be reviewed in the future. Rosamond School currently runs three Special School Bus services: East Keilor to Braybrook Contract Bus Service, provided by Mees Bus Company; Altona to Braybrook Self-Managed Bus and Williamstown to Braybrook Self-Managed Bus. (A self-managed bus runs much like a contract bus, but rather than engaging a bus company to operate a route, DET provides a bus and the school manages the day-to-day running of the route. Self-managed buses enable schools to write their own timetable and offer runs that are tailored to better meet the school community’s needs. They also give schools the freedom and flexibility of having a bus available anytime during the school day and holidays.)

DET sees student travel as a collaborative arrangement involving all stakeholders that care for a student. Parents/guardians/carers must assist in minimising both the travel distance and duration for all students on a route by meeting the bus at centralised pick up points. Logistically, this has allowed us to provide a streamlined and efficient service for our students.

DET requires parents/guardians/carers to talk to their child about appropriate behaviour during transit and help to manage inappropriate behaviour. Parents/guardians/carers should work closely with the school and bus transport operators. Note that it is the responsibility of parents/guardians/carers to manage the receipt, use and return of specialised travel equipment required during transit.

DET requires that all students are, where appropriate, met by a parent/guardian/carer as they get off a Department-provided travel service. All students must be accompanied to and from the bus. Alternative arrangements may only be made with agreement in writing of the school and the parents/guardians/carers. Students may return home without being met by an adult only when both the school and parents agree that the student has reached a suitable level of maturity.

Please note: DET may require parents/guardians/carers to seek alternative transport arrangements to protect the health or safety of any person or property.

**Responsibilities of parents:**

- It is the responsibility of parents/carers to ensure their children are escorted to and met from the bus each day, unless agreed in advance in writing.
- Parents are expected to be at the bus stop five minutes before the drop off and pick up times.
- It is the responsibility of parents to notify the school immediately there are changes to contact details.
- Parents are expected to notify the school – preferably in writing, if their child is to be met at the bus stop by a person or persons other than those authorised to do so.
- It is the parent’s responsibility to ensure a sick child is not put onto the bus.
- During school hours it is the parents’ responsibility to notify the school if their child will be absent on a particular day.
- Outside school hours parents are asked to contact the bus company or bus supervisor or bus coordinator when and if their child will be absent.
- It is every parent’s duty to demonstrate active support towards those who are responsible for the transportation of students to and from school.

**Rights, Role and Responsibilities of Rosamond School.**

We expect:

- To be notified by parents and/or a representative of the bus company as soon as
they become aware that there is a problem. This enables us to take immediate action.

- That the bus company or crew will notify the school if it seems likely that either bus will be delayed.
- That parents will notify us of any requested change to their child’s busing arrangements.
- That parents will be waiting to collect their children at the agreed time and in the agreed place each afternoon, unless agreed otherwise in advance in writing.

We commit:

- To providing support to the bus supervisors and drivers, whose role we acknowledge to be one of great responsibility.
- To doing whatever must be done to ensure the bus is safe at all times, not only for our students, but for the driver and supervisor.
- To maintaining the excellent relationship which exists between our school and the crews and management of the Contract Bus companies.
At Rosamond School, we value Information & Communication Technologies (ICT) and the Internet as resources to support teaching and learning. We expect all staff and students to use ICT resources and the Internet in a safe and responsible manner and endeavour to provide the knowledge and programs to ensure our community uses technologies in ways that are positive and that protect them from the potential risks.

Our Cybersafety program enables children, parents, carers, teachers and library staff to manage online risks, so their experiences are safe and positive.

On the school’s website (http://www.rosamond.vic.edu.au/), we have created a reporting form for students and parents to report cyber incidents relating to students at the school. Cybersafety is taught through a comprehensive program each term, differentiated for each level, and for individual students.

**Tips for Parents to Help Protect Kids in the Online World**

Understand the sites and technologies your kids use and know who they’re talking to.

- Spend 10 minutes with your kids on their favourite games. Do they make contact with strangers through the game?
- Keep the family computer in an open area such as the kitchen or living room where it can be monitored.
- Create a list of online ‘rules’ with the family e.g. time limits, list of OK sites to visit, networking sites allowed to join.
- Educate your kids so they know not to give out personal details online without parental knowledge.
- Make sure your kids know what to do and where to go if they encounter cyberbullying.
- Regularly sit with your kids when they are on the Internet. Let them know you are keeping an eye on their online activity.
- Never let your kids go to meetings with online ‘friends’ without parental supervision.
- Talk with your family about the risks of Internet use, particularly in chat rooms.
- Reinforce positive behaviour and values in the online world.
- Install software or services that can filter or block offensive websites.
- **Don’t ignore new technologies** – kids and teens will use them, if not at home, then at their friends’ houses or in the school-yard. Ask your child to give you a lesson on sites or Internet gadgets with which you may not be familiar.

Useful websites:

Notes