

# 2023 General Information

## DAILY ROUTINE

8:30am	Students have access to class
8:50am	School begins
10:45am	Morning Interval begins
11.10am	Morning Interval ends
12:35pm	Lunch Eating begins
12:45pm	Lunch Eating ends
1:25pm	Afternoon class begins
2:55- 3:00pm	End of school

We do not operate a shortened day when it is raining, or in the winter terms.

## PROVISIONAL DATES FOR 2023

Term 1: Thursday **2 Feb** for **Year 7**  
Friday **3 Feb** for **Year 8** to Thursday 6 April  
Term 2: Monday 24 April to Friday 30 June  
Term 3: Monday 17 July to Friday 22 September  
Term 4: Monday 9 Oct to Thursday 17 December

**Updated information on Uniform expectations and stationery purchases will be supplied with acceptance letters**

It is expected that students attending Rosehill Intermediate School have a Chromebook. Students will be notified when they are able to bring their Chromebook to school at the start of the year. The school will accept only the following BYOD devices that will be managed by the school domain.

**BYOD device must be a Chromebook** (this device will have a built in Google operating system) - see some of the different brands below.

- Acer Chromebook
- HP Chromebook
- Lenovo Chromebook
- Samsung Chromebook..

## ABSENCES

- If your son/daughter is absent, please ring the school office (2985827) or text 021863357
- Parents of children who are absent from school are contacted on a daily basis
- On returning to school students must bring a parent/caregiver signed note from home.

**ARRIVING AT SCHOOL LATE/LEAVING SCHOOL  
THIS IS A HEALTH AND SAFETY ISSUE AND IS  
NON NEGOTIABLE**

**NO student should be at school before 7.45am**

- Please note school starts at 8:50am. Students should be at school at 8.30am.
- All late students are to report to the office.
- No student is to leave the school grounds during the day unless a note has been received.
- All students leaving school during school hours must sign out at the office.

## CONCERNS/COMPLAINTS/QUERIES

- Please speak directly to the teacher concerned first and/or Team Leader
- If not resolved, please see the Office Manager to make an appointment with the Deputy Principal/Principal

## INTERNET USAGE

- All students must sign a Kawa of Care before they can use school computers to access information.

## LOST PROPERTY

- This is held in the office
- Students are encouraged to look after their own property
- All clothing/personal gear to be named
- Students, parents/caregivers are welcome to look through the Lost Property at the office before and after school
- Lost property is not an excuse for incorrect uniform. Lost items must be replaced

## **MEDICAL CONDITIONS**

- If your child has a medical condition, please inform the school office

## **MEDICATION**

- If your child is to have medication administered while at school, please contact the office.

## **MEDICAL ROOM**

- If your child comes to the Medical Room we will respond to their needs and if necessary call you to collect them as soon as possible.
- Our staff are first aid trained as we do not have a nurse on site.

## **MONEY**

- Money for trips etc should go into the Rosehill class envelope and be given to the office
- Students are not to bring large sums of money to school for personal use
- The school is not responsible for loss of money.

## **NEWSLETTERS**

- Issued fortnightly on a Tuesday
- Available online

## **OFFICE**

- Open 7.45am to 3:30pm daily

## **REPORTING TO PARENTS**

- A provisional report will be sent to you in March. This is aimed at letting you know how well your child has settled into school.
- Formal written reports on students' progress will be issued in Term 2. This report forms the basis of our three way conferences – student, teacher, parent. Parents are expected to attend the three way conference with their child.
- A second formal report is sent out at the end of the year that shows student progress against the National Standards along with the Technology/Arts report.

## **SHIFTING HOME/NEW PHONE NUMBER**

- It is imperative that we have a contact number in case of emergencies. Please contact our office (2985827 or text 021863357) to update

## **RIS COMMUNITY EXPECTATIONS**

At Rosehill Intermediate staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the values of our school. We expect that:

- All members of the school community treat each other with respect
- Adults set a good example to children at all times, showing them how to get along with all members of the school and wider community.
- No members of staff, parents or children are victims of abusive behaviour or open to threats from other adults on the school premises or at any school related events.
- Physical attacks and threatening behaviour or insulting language verbal or written, to staff, parents and carers, students and other users of the school premises will not be tolerated and may result in withdrawal of permission to be on school premises
- Staff are **not** required to attend to or reply to emails or phone calls between the hours of 5pm and 8am. Please be mindful that at RIS we all enjoy a work/life balance so we are energised for the day ahead.
- Any emails that are received that are contrary to our school values will not be attended to.

## **USE OF CELL PHONES**

- Students are strongly discouraged from bringing cellphones to school
- If necessary the cell phone must be handed into the office before 8:50am when the student signs the cell phone register and then collects at the end of the school day
- Students who do not follow this rule will have their cell phone retained in the office and parents/caregivers will be asked to collect them from the office
- The school takes no responsibility for any phones that are not handed into the office.