General Reminders

Our procedures help us to operate safely and efficiently, and reduce the opportunities for mistakes or misunderstandings to occur. Some of the key areas where your support and cooperation make such a difference, are listed below. It is important that all visitors to our school understand these procedures, so your help in making sure that people acting on your behalf – grandparents, aunties, neighbours, friends etc – are also fully aware of the procedures, would be most appreciated.

Please be aware that:

- There is no parent driving or parking on school grounds.
- Safe driving and parking is required at all times in the vicinity of the school.
- There is no pedestrian access for parents or children through the staff car parks.
- Adults must not use or enter children's toilet blocks. A toilet for adults and pre-schoolers is available at the entrance to the library.
- All visitors and volunteers must wear a visitor's badge (available from the office). Parents and carers must not enter buildings, go to classrooms or walk through the grounds during school hours without first reporting to the front office.
- Students must not arrive at school before supervision commences at 8:35 am. Late arrivals (after 9:00 am) must collect a note from the office before proceeding to class.
- Early departure notes must be obtained from the office before a child is collected from class. Only adults who are listed on the student's enrolment form will be permitted to collect a student without prior authorisation from the parent to the school office.
- Students are to be collected punctually at 3.00 p.m. Please call the office if you are delayed so that your child can be informed and instructed to wait for your arrival. Children should not wait in areas outside the school, where they are unsupervised.
- A written explanation is required for student absences. Written application is required for extended leave. Forms are available on our website or from the office.
- Please inform the office immediately of changes of address and/or telephone contact numbers. It is imperative that we can contact you quickly in the event of an emergency.
- Students are not to be approached by, or spoken to by, other parents or carers to resolve issues concerning their children. Any concerns should be referred to teachers to address.
- Appointments to meet with teachers to discuss any aspect of your child's progress or development can be made through the office, or via a note to the teacher.
- No animals are to be brought on to school grounds.
- There is no smoking at any time, or consumption of alcohol at events where children are present, on the school site.
- Only medication prescribed by a doctor for an ongoing medical condition will be given, if it complies with DoE policy and on completion of paperwork at the office. Apart from asthma puffers, children are not to keep any medication in their pockets or school bags. Short term medication (antibiotics, analgesics, drops, etc) will not be administered at school.
- Correct and complete school uniform is required for all students. A note should be provided if your child is unable to wear correct uniform on a particular day.
- Payment of money should be directly by the student to the class teacher in a school payment envelope, detailing the student's name, class, amount enclosed and what payment is for. Money should be sent to school on Monday to Thursday only. Payment can also be made via the school website’s Parent Online Payment system (POP).
- Permission notes and payment for excursions and activities must be made by the due date to allow time for appropriate planning and safety procedures. Payment and permission notes will not be accepted after the due date. Please contact your child’s teacher before the due date if there are issues regarding your child’s participation in such events.
- As a safeguard for students with peanut and other allergies, children are not to share food or purchase food for others from the canteen.
- Children are not to bring expensive items or toys to school. No responsibility can be taken for loss, theft or breakages of students' personal belongings.
- Mobile phones for students are strongly discouraged. If essential for safe travel to and from school, they must be turned off during the school day. Students must take full responsibility for the security of their phones and must use them in accordance with the best practices of cyber safety. Photos and video recordings are not to be made by students or parents and carers on school grounds.
- Parents may wish to consider private insurance and medical cover for students, as there is no DoE insurance scheme for accidental injury or lost or stolen items.