

## Administering Medication

### Medication

For obvious safety reasons, medication needs to be dealt with very rigorously. There is always potential for children to bring medication from home without their parent's knowledge or even that another child can have some medication shared with them with the best of intentions of making them "feel better". Therefore:



1. All medications must be given to the office and not remain in your child's bag.
2. If medication is being replaced such as a new asthma puffer, the person bringing it to the office (preferably a parent) will sign that they have delivered it and we will sign that it was received.
3. If you require medication to be administered to your child during the school day then you must complete documentation from the office with your child's name, class, type of medication, dosage and reason.
4. Medications must remain in their original packaging and prescription medications must not only be in their original packaging, they must be specifically prescribed for that child.

## School Uniform Notifications

### Correct Uniform

A reminder that when children are not wearing the correct uniform, a note of explanation to your child's teacher is expected as it then alleviates the teacher having to question children about it. It should be noted that while a note suffices in the short term, there needs to be a long term solution to wearing the correct uniform. A copy of the uniform expectation drawn from the school's uniform policy is always available at the office.

Parents of students who have a repeated, unexplained uniform concern will receive a COMPASS alert to open up the lines of communication between the school and parents regarding this concern.

## Afternoon Dismissal

Our priority at dismissal every day is the safety of all our children. It is however a very hectic and often stressful time as teachers try to ensure that all children are safely directed to their afternoon routines. We ask the following from parents.

1. If parents are on the playground awaiting dismissal, they are invited to move off with their children when they arrive from their classrooms. Students awaiting car pick up still wait in the undercroft. For their name to be called.
2. If parents are catching up for a chat with other parents at this time, we ask they move away from the breezeway to do this. This area becomes quite congested with bus lines, students moving to cars and bikes coming through.
3. Parents who pull up in the 5 minute zones **must stay with their car**. The teacher on gate duty will call through for your children to come out to the car. **No child is to leave the front gate (school premises) until that teacher arrives on duty and can ensure their exit is with or to a parent.**
4. Please be as efficient as possible in getting your children safely into the car and moving away. Similarly, we ask for your patience when waiting for a car space to become available.

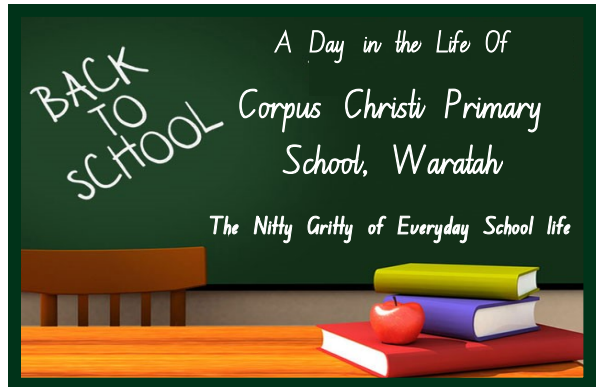
## Bike and Scooter Safety

A reminder that it is school policy that **all children using any form of recreational vehicle wear a helmet. It is law when riding a bicycle**. Happily, we can say that this is clearly accepted by all our bike and scooter riders. We ask that student do not ride their vehicles in the school grounds.

We take this opportunity to ask parents to continually remind students about basic bike safety especially when crossing roads and to be mindful of driveways when using footpaths. Children have potential to forget that cars still reverse out of driveways across footpaths. Safety should be as ever present as the potential dangers.



*Corpus Christi  
Primary School,  
Waratah*



**Together in Truth and Love**

**We Celebrate, Educate, Inspire**

Dear Parents and Carers,

This brochure is designed to provide you with a guide to handling some of the everyday things that arise during a school day. It would greatly assist us if you could familiarise yourself with the guide and follow it whenever possible to ensure the safety of our children and the smooth operation of school administration.

*Veritas - In Truth*



## Notification of Absences from School

### Partial Absences (Arrive Late or Leave Early)

If you arrive after 8:50am or leave before 2:50 pm you must attend the school office to electronically sign your child in or out. This is a requirement **by law**. It is important to stress that **only an adult can complete this process as it a legal document**. We understand that if you are running late, it is tempting to drop children at the gate **BUT** we are required to have an adult sign them in. The parking out the front of the school is 5 minutes and is more than enough time to drop in to complete the documentation.

Similarly, If you are signing your child out early for the day, please go to the office and NOT the classroom. We will contact the classroom and your child will come to you.

### Full Day Absences—Less than 10 days

How to inform the school: Please advise your child's absence before 9:00 am by one of the following methods:

1. Use the COMPASS app under your child's own profile to complete an absence notification. This is the preferred method as your information updates the student management system automatically and the teacher is informed through that same system.
2. Inform the school in advance or phone the school on the day. If you filled out the absence on the COMPASS app, this is recorded at the time and suffices. However, if you informed the school through another method, an additional phone call or note explaining a child's absence must be recorded within 7 days of the absence. **If no explanation of your child's absence is received after two weeks, it is archived as an Unexplained Absence.**

### Longer Absences (over 10 days)

The basic premise regarding school attendance is that "It's not ok to be away." However, if you intend to take leave from school for **more than 10 days**, parents are required to complete an **Application for Extended Leave Form**. These days of leave will still appear as absences in school documentation and reports. They will be recorded as per your explanation, for example, family holiday, business or bereavement but they will still count as absences. Any extended absence requires a commitment from parents to support the student's education while absent from school, particularly in English and Maths.



## Communication at School

### Phone Calls

When contacting the school, always state your child's **name and class** so that the person answering the call can direct your request or message in the most efficient manner.

### Your Child Travelling with another adult

When you have arranged for another adult to collect your child or for them to travel home with another family for a play date, **you MUST inform the school**. This is preferable in writing at the start of the day in question. However, if changes arise during the day, a phone call to the office is necessary.

### Mobile Phones

Mobile Phones and other electronic devices are not to be at school (unless they are part of the BYOD project in Stage 3). They are nonetheless part of the modern world. If they are in bags for **safety reasons** during the homeward journey (or because they are allowed at OOSH), then **they are NOT to be out of bags at any time** nor accessed by the children during school hours. **It should be noted that the safest place for any devices deemed necessary (by parents) is the front office to be collected in the afternoon.**

### Newsletters and Correspondence

In the best interest of the environment, we aim for the majority of our direct correspondence to be done electronically by email, **Schoolzine website** and the **COMPASS App** and Website. Access to these communication platforms **is essential** as this is **where we update, alert, remind and announce** all things at Corpus Christi, Waratah

1. Please ensure your email is current with the office. A good way to tell is that if you did not receive a newsletter via email this week, then we do not have **you current email address**.
2. To access the COMPASS App once downloaded from the app store, you will need a log in and password generated specifically for your child's enrolment. Vanessa continues to assist with this although **we do ask parents keep their log in and password safe for future reference**.
3. The pages on our website that are password protected including newsletters can be accessed by the password - 2298



### Visiting the Office

Our admin office hours are currently full days from Monday to Fridays.

As parents might imagine the office gets a bit hectic at times and we appreciate your patience. We also remind parents that occasionally the information and issues that Vanessa is discussing with other parents can be quite private so we ask that we respect each other's time and space when in the office. **We also remind students that any notes that need to be handed in are to be placed in the class note bags** when they get to class rather than come to the office in person in the morning. This will alleviate congestion.

## Money at School

There are occasions when money needs to come to school.

**Please place all money in an envelope. Write your child's name, class and reason for the contents.** Clearly marked envelopes with money inside alleviate confusion if the envelope is then dropped. The office is very busy each morning so students must place their envelope in the class note bag which is taken to the office every morning. Vanessa will be directing student to use the note bags, if they come to the office to drop it in.

## Raising Concerns

The staff at Corpus Christi are committed in their partnership with parents in providing the best education for the students in our care. We understand that questions, queries and concerns often arise for parents seeking the best outcomes for their children in a safe and supportive environment. A Complaints and Grievances Policy is part of our school process and a brochure outlining the exact process is available at the office. The following is a good rule of thumb on where to begin should you wish to raise any concerns or clarify any information

The first port of call at such times should always be with teachers themselves via a phone call to chat or organise an appointment or an email. Please be mindful that the staff are committed to responding to emails within **1 working day** of your enquiry. If you do not feel the situation is adequately resolved, we ask that you contact the executive team and allow us to investigate and address your concerns. Together we can resolve the problem to make for a better experience for your child and make this school the best it can be.