



St. Mary's School Altona

95a Railway Street, P.O. Box 63, Altona. 3018

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Email: principal@smaltona.catholic.edu.au

School Website: www.smaltona.catholic.edu.au

GENERAL SCHOOL INFORMATION - 2017

ABSENCES FROM SCHOOL:

Attendance at school is compulsory and therefore we must have notification explaining any absence a child may have from school. This is a legal requirement. To record an absence, you will need to complete the google form which can be found on the school website home page: 'Absentee Note' tab or via the School Up-dated App. These notifications are kept indefinitely by the school.

ANAPHYLAXIS:

We have twelve students in our school who are anaphylactic, which means they have **serious** allergic reactions. In our particular case most of our students have an allergy to nuts but also to eggs, shell & white fish, kiwi fruit and peas among other things. If these students eat any food products that contain any of these foods or traces of these foods they could be put into a life threatening situation. We are asking for your co-operation particularly if one of these students is in your child's class, that NO sharing of food takes place. These students are well aware of what they can eat but if you reinforce with your own child that these children are not able to 'eat' everything that other children can and to please not share food with them. On special occasion days e.g. birthdays, class teachers will have a 'treat' that these students can eat. A current list of these students and the classes they are in was included in today's newsletter.

BRAIN FOOD:

Students are encouraged to bring their own fruit, vegetables, dried fruit etc. to snack on during the day. This food needs to be peeled/cut up ready to eat. (This is additional to their morning tea snack and lunch). They are also encouraged to bring a drink bottle filled with 'water' to keep with them in class. These items will keep student's energy levels high and help them to remain well hydrated. Flavoured drinks or juices are suitable for snacks but not to be kept in class.

PARENT – TEACHER CONTACT:

If parents wish to speak to a teacher, if possible please make an appointment and be aware that all teaching staff need to be in class ready to commence teaching by 8.50am. There are optional teacher / parent contact times at the end of Term One and Term Three. They can be requested by you and/or the classroom teacher. The June Report Conference Day/Evening is compulsory for all parents and students to attend.

SCHOOL OFFICE:

The School Office is open each day between 8.45am and 3.45pm. There is an answering machine in operation outside these times. Please leave a message at other times when staff are unable to answer the telephone. The message will be actioned at the earliest opportunity. If you are running late to collect your child at the end of the school day, please telephone the School Office on 9398 4842 as early as possible.

SUPERVISION & SAFETY:

Before School: Supervision commences at 8.30 am. Children are not to be on the Playground before 8.30 am. They are to remain on or in the vicinity of the netball court and Junior Adventure Playground (Prep – Yr 2) as these are the only areas that we can adequately supervise. **NO CHILDREN ARE TO BE ON THE BASKETBALL COURT, SENIOR ADVENTURE PLAYGROUND AND/OR OVAL BEFORE SCHOOL. Students start school at 8.45am.**

After School: The only outside area that children are to wait to be picked up is on or in the vicinity of the netball court and Junior Adventure Playground as these are the only areas that are being supervised by a teacher. Please do not ask your child to wait for you anywhere else as all access gates are open at this time and we are unable to adequately supervise all playground areas. Dismissal time is 3.20pm and 3.00pm on Monday.

No organised games are allowed BEFORE or AFTER school and all children who ride must dismount from their bikes, scooters etc before they enter the school grounds.

NO CHILDREN ARE TO PLAY ON THE SENIOR ADVENTURE PLAYGROUND, BASKETBALL COURT AND/OR OVAL AFTER SCHOOL AS THERE IS NO TEACHER SUPERVISION IN THIS AREA.

We ask for your assistance and co-operation in these matters.

UNIFORMS:

A reminder that ALL students are expected to be in FULL school uniform at all times, unless they have been instructed otherwise. Sports Uniforms which include runners and white socks with school logo should be worn on the day your child does Physical Education and competes in Inter-school Sport. Check your child/ren's specific class or level information sheet. We are very proud of our uniform at St. Mary's and it should be worn with pride.

Please make sure ALL JUMPERS, JACKETS & HATS are clearly marked with your child's name.

A reminder that all children are required to wear hats when outside from the beginning of September till the end of April. **No Hat, No Play!** Sunglasses are a recommended item of school uniform, but are not compulsory.

WORKING WITH CHILDREN CHECK (WWCC):

While we welcome and encourage parent assistance in classrooms, on excursions, at sporting activities etc. it is now a requirement that only parents with a current WWCC will be able to participate. Please make sure you have registered your WWCC number with the school office. Application forms can be accessed from: www.workingwithchildren.vic.gov.au

David Kelly – Principal