IMPORTANT REMINDERS
for Parents

- Teachers have asked that parents wait in the playground before and after school. Please do not go to the classroom areas.
- Parents are reminded to call the office during the school day to make an appointment with the teacher.
- Please contact your child's teacher as soon as possible if you have any concerns about her or his welfare, learning or behaviour.
- Parents are reminded to approach teachers if there is a concern.

DO NOT approach another child at any time for any reason.

- Children arriving at school after 8.50 a.m. must come to the office to be signed in by a parent NOT older brothers or sisters.
- All absences must have a note explaining the absence signed by a parent on the child's return to school.
- LABEL all school clothing. Please check on a regular basis that your child has his/her own clothing.
- SUPERVISION is only provided from 8.20 a.m.. If children arrive before this time they are to SIT quietly in the Amphitheatre until 8.20 a.m.
- Classes finish at 3.00 p.m. each day when children are dismissed. Supervision is only provided until 3.30 p.m. Children should be collected before this time. If there is an emergency and you are unable to collect your child by 3.30 p.m. please contact the office.
- Money sent to school for an excursion must be accompanied by a signed permission slip. Please check that you have enclosed both items in the envelope before sealing and sending to school. Clearly label the envelope with your child's name, name of excursion, class and amount enclosed.

MOBILE PHONES
Children should not bring mobile phones/ipods etc. to school. If they travel by bus or walk home and they may need to bring their phone, they are required to leave them (turned off) at the school office for safety. Phones are not permitted to be taken into class or onto the playground.

AFTERNOON PICK UP & DISMISSAL
Children are dismissed from the classroom on the 3.00 p.m. bell.
Parents collecting children at the end of the day are asked to enter and exit through the Ross Street gate.

CAR PICK UP
There is No Parking in Villiers Street outside the school between 2.30 and 4.00 p.m. This means you must remain in your car to collect your children.

We ask for your co-operation:
- in clearly displaying your child’s name;
- children are to join cars only from the north side of our Villiers Street gate as directed by teachers, do not call your child to the Ross Street side of the gate;
- join the queue by driving down Trott Street and into Ross Street - please do not join the queue from Villiers Street by driving around the roundabout;
- if you are unable to join the car pick up queue without blocking the roundabout (and risking a traffic fine), please drive around the block DO NOT queue jump as this could cause a nasty accident involving possible injury to yourself, your children, other parents and children;
- avoid parking on the opposite side of Villiers Street and under no circumstances call children across the road particularly when traffic is heavy at 3.00 p.m., if you must park across the street, come and collect your children and cross the street at the pedestrian safety area close to Grose Street;
- do not park across or obstruct access to any driveway, this attracts a heavy fine;
- stagger the pick up time (eg 3.15pm);
- if you are collecting girls from OLMC you cannot wait in Villiers Street (high risk of fine for standing) - you will need to go around the block until the girls are present. No children including OLMC girls are to be collected from the Ross Street side of our Villiers Street gate, please instruct your girls to wait on the north side of our gate;
- by stopping before the Villiers Street gate, congestion is caused at the roundabout and other parents are inconvenienced, the queue moves more efficiently only if children are collected on the north side of the gate.
WET WEATHER PICK UP
During wet weather children will be kept in the classrooms or under cover to keep them dry. Parents are requested to park and come to the classrooms to collect their children. Please pack a raincoat for your child in case of wet weather.

FREE PARKING
There is a 15 minute free parking zone available in Ross Street (McDonalds end of Ross Street) all day. Please collect your ticket from the parking meter and display the ticket on the dashboard.

Please assist us by not parking in or in front of the Ross Street driveway at any time as this can obstruct emergency vehicles.

DANGER – ANAPHYLAXIS NUTS, SESAME SEED & SEAFOOD PRODUCTS
Some children are still bringing nut products such as peanut butter or Nutella sandwiches. We appeal to all parents NOT to send any nut products to school. Keep them for after school or weekends.

We also have children who are allergic to Sesame Seed products and seafood. These products should also not be brought to school.

We do not want to endanger children who are allergic to any of these products and I am sure you would not like to contribute to the possible death of a child.

Any child who brings these products will be isolated when eating and required to thoroughly wash their face and hands with soap.

This is for the safety of all the children.

EXCURSIONS - PERMISSION NOTES
A signed permission note and payment MUST BE received for all excursions. Any children who do not have a signed permission note and payment will not be allowed to attend. PLEASE NOTE parents WILL NOT be contacted on the day of the excursion regarding payment or permission.

UNIFORM
Children are expected to wear FULL school uniform, including above the ankle socks and school hats at all times. Sports shoes are only to be worn with sports uniform and not at other times. Girls are to have long hair tied back. Boys are to have sensible hair cuts, off the collar. Children are reminded that the use of hair gel on their hair is unacceptable. Please do not dye your child's hair.

Help your children develop pride in their appearance and to be proud of their school uniform.

CHILD PROTECTION REQUIREMENTS
In 1998 the NSW Parliament enacted new legislation aimed at protecting children by ensuring that systems and processes were put in place for preventing, identifying and investigating child abuse.

We are, therefore, obliged to inservice parent volunteers on the legislation, and their individual responsibilities under the various Acts of Parliament. Parents wishing to take part in child related activities organized by the school eg excursions, in the classroom, sporting activities, fundraising, etc must attend a session or complete the online module every two years.

New requirement: new Working with Children Check - all volunteers must also be screened. A letter will be sent home with details to all new and existing volunteers.

TRAVEL – EXTENDED HOLIDAY
All students are required by legislation to attend school on each school day unless they are sick or there is a family crisis.

Parents are therefore requested not to take children out of school for travel or extended holidays during the school term.

If it is unavoidable, the Principal must be notified in writing of the expected dates of absence and date of return to school. An application for Exemption from Attendance must also be completed prior to the absence.

It is school policy that children taking leave during school term time are to keep a journal. In this case they should record the events of each day, a description of places visited, time and distance travelled, and anything of significance.

Teachers will not supply worksheets for children to complete as they are only used as part of class lessons and would be meaningless on their own.
BIRTHDAY CAKES
Birthday cakes are welcome, however, we would prefer that you send the appropriate number of cupcakes to school as well as serviettes. While it is nice to have a slab cake, teachers are not permitted to have knives in the classroom. If a slab cake is sent to school please cut the cake into slices and supply enough serviettes for all the children.

COMPUTER USAGE
We urge parents to be very careful about Internet sites accessed by children at home computer. For your child’s safety any computer usage should be in an area easily supervised by yourself.

We also ask for your support in reminding children that they are not to bring CDs or USBs from home to use at school. Only school materials are to be used and they must stay at school to avoid any problems with the school computers.

FRIDAY ASSEMBLY
Each Friday afternoon the whole school gathers for an assembly in the school hall or amphitheatre. The assembly gives our Year Six students the opportunity to exercise leadership. We aim to begin by 2.15 p.m. with a prayer.

The prayer is prepared by a particular grade each week (see coming events in newsletter) and may focus on feast days or the liturgical season.

This is a time to celebrate the many achievements of the children and to encourage them in their efforts.

MEDIA EVENTS
From time to time photos are taken of students at school which may be used in a range of publications such as the school prospectus, Catholic Education office publications, the school and/or Catholic Education Office website, and newspaper ads and stories. If for any reason you do not wish your child’s photo to be included in any of the above, please send in a note addressed to the principal.

MEDICATION
If your child needs to take medication at school, the medication is to come to the school office with full information. A form (available from the office) must accompany the medication, stating child’s name, class, age, type of medication, dosage, time, duration, reason and parental acceptance of full responsibility.

MEDICATION MUST COME IN A SNAP LOCK BAG WITH CHILD’S NAME, CLASS, MEDICATION AND DOSAGE WRITTEN CLEARLY ON IT.

Please do not give children capsules to carry in a pocket, this could be dangerous if lost and then possibly found and taken by another child.

Children who are taking short courses of antibiotics should not return to school until the course of medication is completed and they are well again.

Asthma medication should be kept with the child but the teacher must be fully informed of the type of medication taken, the severity of the asthma and physical limitations of the child.

PEDICULOSIS – HEAD LICE
To avoid incidences of head lice in the school we ask that you regularly check your child’s hair. Various treatments are available from the Chemist. Covering the hair with a thick layer of conditioner and leaving for approximately 5 minutes then combing out the lice can also be effective. Wash hair after combing.

If your child has contracted Head Lice please inform the teacher and commence treatment immediately. Please do not send your child to school with live head lice as this will increase the chances of other children contracting them. Your help in this matter is greatly appreciated.

HEALTH & HYGIENE
Please be aware that the school cannot reheat any food children bring to school for reheating at lunch time. This is because of the NSW Health Regulations as the food could not be appropriately refrigerated for a number of hours and could cause severe gastric problems.

ENEWSLETTER AVAILABLE
Read our newsletter online at:
http://www.stpatsparra.catholic.edu.au

OFFICE HOURS : 8.30 a.m. to 3.30 p.m.
HAS YOUR CHILD BEEN SICK RECENTLY?

The following is a guideline as to when a child who has been sick may return to school. 
In all cases check with your Doctor to confirm the return to school date.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION OF CASES</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or for at least five days after the eruption appears.</td>
</tr>
<tr>
<td>Conjunctivitis (acute infections)</td>
<td>Exclude until the discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased.</td>
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<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery has been given.</td>
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<tr>
<td>Glandular Fever (Mononucleosis)</td>
<td>Exclude until medical certificate of recovery has been given.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.</td>
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<tr>
<td>Hepatitis B</td>
<td>Exclude until medical certificate of recovery has been given.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until recovered or for at least five days after the onset of the rash.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until medical certificate of recovery has been given.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until medical certificate of recovery has been given.</td>
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<tr>
<td>Mumps</td>
<td>Exclude for nine days after the appearance of swelling.</td>
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<tr>
<td>Poliomyelitis (Polio)</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis (lice)</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
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<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least five days after the onset of rash.</td>
</tr>
<tr>
<td>Slap cheek</td>
<td>Exclude until fully recovered or for at least five days after the onset of rash.</td>
</tr>
<tr>
<td>Streptococcal Infection (including Scarlet Fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well. Re-admit after receipt of medical certificate.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Excluded for 3 weeks after the onset of the Whoop, or until a medical certificate is produced to show that five days of a 14 day course of antibiotics has been completed.</td>
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