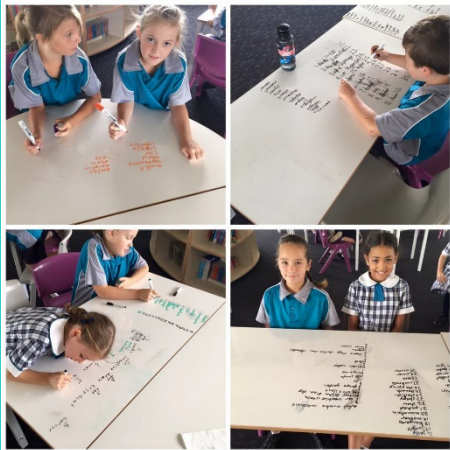


Spring Farm

Public School



Information

Handbook

Updated Nov 2021

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School Details

Spring Farm Public School	Barley Road, Spring Farm NSW 2570
PO Box 921, Narellan NSW 2567	Phone: 4658 3057 / Fax: 4658 1714
Email:	Springfarm-p.school@det.nsw.edu.au
Website:	http://www.springfarm-p.schools.nsw.edu.au/
Facebook:	www.facebook.com/SpringFarmPublicSchool

Inspiring Creative and Resilient Learners

Core Values



Be Safe

- ❖ Enter, move around, and leave the room safely.
- ❖ Use personal and school equipment carefully, safely and appropriately.
- ❖ Keep your hands and feet to yourself.
- ❖ Follow teacher instructions at all times.



Be Respectful

- ❖ Listen, co-operate, and speak politely to teachers and fellow students.
- ❖ Take turns, share and care for teachers and fellow students.
- ❖ Respect everyone's ideas, contributions and beliefs.



Be a Learner

- ❖ Be equipped, prepared and ready to learn.
- ❖ Take responsibility for your own learning.
- ❖ Have a go and try your best.



Be a Problem Solver

- ❖ Communicate
- ❖ Be resilient
- ❖ Be assertive

The following behaviours are unacceptable:

- ❖ Fighting, bullying or any other form of aggressive or intimidating behaviour.
- ❖ Insolence, disobedience and disruptive behaviour.
- ❖ Actions which may pose a danger to oneself or others.
- ❖ Teasing, name-calling and offensive language.
- ❖ Disregard for property.
- ❖ Leaving the school without permission.
- ❖ Riding bicycles, skateboards, scooters or rollerblades in the school grounds.
- ❖ Running in or between the school buildings.

Breaches of school values may incur a consequence or action. Procedures for dealing with inappropriate behaviour are sequential in nature and reflect the severity or frequency of misdemeanours and are outlined in the Student Welfare and Discipline Policy. These range from Prompting, Redirecting, Reteaching, Providing a choice, Conferencing and Supportive measures.

Further information

- ❖ School Welfare Policy
- ❖ School Mobile Phone Policy
- ❖ https://detwww.det.nsw.edu.au/inprincipal/state_office/2012-07-13/z_dirupdate_2.htm

Code of Conduct Required by Parents and Other Persons

Schools should be places where students, staff, parents and visitors to the school should feel safe and happy.

Ensuring that our school remains a pleasant and safe place for all is the responsibility of all who enter the school grounds.

Parents and visitors to the school are expected to behave in a civil manner. They will:

1. Treat all persons associated with the school (staff, students and visitors) with respect and courtesy
2. Keep clear of all buildings and entrances. Adhere to the school's morning routine and dismissal routines
3. Communicate with the school office staff when removing their child/ren from the school grounds or notifying their presence on the school site (for interviews or parent helpers)
4. Make appointments in advance and follow the proper complaints procedures when expressing a concern about the school. Please follow the following steps when contacting your child's teacher or other staff member
 - Email the school and state the teacher or staff member you wish to speak with and they will contact you via phone and if they are unable to reach you, they will respond via the school email
 - See the class teacher in the afternoon at dismissal time
 - Contact the office via phone and they will contact the class teacher for them to call back or contact you via the school email to arrange a meeting

5. School-related or welfare-related issues of students or families at the school need to be dealt with through teachers or executive staff at the school. The school will follow the Procedure of Fairness and work with the school and Department of Education's policies to deal with issues between students as part of the school's Reward, Discipline and Welfare policies. **AT NO TIME ARE ANY PARENTS, CARERS OR VISITORS PERMITTED TO APPROACH ANOTHER STUDENT UNDER ANY CIRCUMSTANCES.**
6. Allow staff to supervise, investigate and manage students without interference.
7. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed. Never enter the school grounds with animals (pet dog etc) smoking or under the influence of drugs or alcohol. Never swear or use intimidating language
8. Provide all medical documents and/or official diagnoses to the school. Inform the school of any changes in circumstances which relate to the child enrolled at Spring Farm Public School.
9. Follow school policies outlining permission to publish photos. If you are uploading a photo of your child on social media and other students are visible in the background, please blur their faces. An app such as face blur or point blur can be downloaded for free onto your devices.

This Code of Conduct is intended to ensure that students, staff, parents and other visitors are not subjected to behaviours that cause stress, arouse anger, resentment, disgust or outrage. We ask that all staff, parents and community members model respectful behaviour toward every member of our school community. Unsafe or disrespectful behaviour will not be tolerated in NSW Public Schools

Failure to abide by this Code of Conduct will lead to the provisions of the Inclosed Lands Protection Act (1901) and its Amendments being followed when any of the following occur:

- ❖ Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- ❖ Behaviour in a manner in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- ❖ Use of offensive language (i.e. swearing);
- ❖ Persistent interruptions to the learning environment of the school such as entering classrooms without permission;
- ❖ Persistent entry to the school site without permission or legitimate reason;
- ❖ Approaching another student.
- ❖ Refer to Values in NSW Public Schools [Values in NSW public schools | Policy library](#)

Code of Conduct for Students

Spring Farm Public School believes that this school should be a happy and safe learning environment which meets the needs of students at all levels of their primary school life. The Code of Conduct is consistent with Department of Education guidelines and regulations. Our policy is based on rights, rules, responsibilities and consequences and the following beliefs:

- ❖ That all students have the right to be safe.
- ❖ That all students have the right to be treated with respect.
- ❖ That all students have the right to work and play without interference.
- ❖ That all students should be encouraged to be polite, courteous and well-mannered.
- ❖ That student behaviour management is shared between home and school.
- ❖ That teachers should expect to be able to teach in an atmosphere of order and cooperation.
- ❖ That parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment.
- ❖ That all children will be encouraged to exhibit pride in their school and themselves.
- ❖ That the principal and all staff have an obligation to implement the student code of practice fairly, reasonably and consistently.
- ❖ Refer to Behaviour Code for Students <https://education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>

Strategies:

Our school considers that a positive approach to behaviour is necessary to foster a school climate within which personal responsibility and self-discipline will be developed.

We are committed to the following strategies:

- ❖ Enhancing student self esteem through positive reinforcement.
- ❖ Acknowledging student achievement and reinforcing exemplary behaviour.
- ❖ Encouraging students to recognise and respect the rights of others.
- ❖ Encouraging students to be responsible for their own behaviour.
- ❖ Developing students' self-discipline and control.
- ❖ Encouraging students to take pride in their school, the community and themselves.
- ❖ Developing appropriate classroom and school expectations.
- ❖ Ensuring expectations and consequences are consistent, clear, fair and understood.
- ❖ Enhancing and encouraging parent-teacher contact.
- ❖ Encouraging friendships.
- ❖ Providing adequate supervision in the school grounds.

School Hours

All students are to be prompt to lines and school assembly and adhere to school bell times.

8:30am	Students can play on the green zone and blue zone (Years 3-6) when teacher begins supervision. No students are to be dropped at school prior to 8.30am unless they are attending before school care.
8:53am	Music will play and students are to stop playing, say their goodbyes to parents, go to the toilet if needed and head straight to their class lines
8.55 am	When bell rings students need to be in class lines. Students pay full attention to the teacher at the front of the assembly
Mid-Morning Break	Students are given the opportunity to have 20 minutes of structured play with their class. The time that this occurs will align with each classes' individual timetable.
11:30am	Lunch (Eating time)
11:40am	Start of playtime
12:00pm	Bell rings. Students into class lines. Students pay full attention to the teacher at the front of the assembly.
1:30pm	Recess (Eating time)
1:40pm	Start of playtime
2:00pm	Bell rings. Students into class lines. Students pay full attention to the teacher at the front of the assembly.
2:55pm	School finishes – teachers bring their classes to the green zone (Years 1-6) and the blue zone (kindergarten) for supervised dismissal. Please familiarise yourself with the procedures for students who are not picked up from within the school at dismissal time.

After School Care: Students are to make their way to the basketball court to meet their educators.

Unattended Walkers: Students who walk home are to meet the duty teacher on the hoppers on the green zone to be escorted to the crossing and safely supervised across the road

Kiss and Ride: Students are to meet the duty teacher outside the library where they will be escorted to the kiss and ride area and teachers will coordinate the kiss and ride procedures. See 'pick up and drop off zones' for more information

Bus: Students who catch the bus are to meet the duty teacher on the coloured spots on the green zone and will be supervised until the bus arrives and escorted safely to the bus zone.

NB: School office hours are 8.30am to 3.15pm

School Communication

Most school correspondence will be sent electronically. You can keep updated through the following;

School Website <http://www.springfarm-p.schools.nsw.edu.au/>

Newsletters Can be found on the school website or on the skoolbag app.

Skoolbag App:

1. On your device, open the App Store, Play Store or Windows Store
2. Search for "Skoolbag"
3. Click on Get/Install
4. Click Accept/Open
5. Search and add 'Spring Farm Public School'
6. Customise the settings to send you alerts relevant to your child

CareMonkey:

CareMonkey is an online system for all student activities and health care needs. We do require a valid email address to allow registration with CareMonkey. Once your email details have been confirmed a welcome email will be sent by CareMonkey for you to complete a student profile.

Interviews

We encourage parents and carers who have concerns or positive views on matters relating to the school, to contact the office to arrange a convenient time to talk to the class teacher.

Discipline issues should be referred to the class teacher and/or Assistant Principal in the first instance.

School Social Media

Facebook <https://www.facebook.com/SpringFarmPublicSchool>

Twitter @SpringFarmPS

The school social media sites are to celebrate student and school's achievements only. For any official information or questions please refer to the school website, email the school directly or contact the school office

It is an expectation that students wear school uniform at Spring Farm Public School. If a student is unable to wear any article of the school uniform due to unforeseen circumstances, a note must be written to the Principal or Class Teacher explaining the reason.



All Uniform items are available for purchase at Lowes Narellan.

Students must not wear:

- ❖ Jewellery. Sleeper earrings or studs, may be worn by students with pierced ears. No other jewellery is to be worn due to the risk of accidents. Please note that the school does not accept responsibility for any breakage or damage to property and individual insurance should be obtained for any personal items.
- ❖ Any hat with logos or branding (other than school logo)
- ❖ Slip on shoes, sandals or thongs

At Spring Farm Public School, we have a “No Hat – No Play” policy which will be enforced.

What does that mean?

Wide brimmed hats are considered part of our basic school uniform there are also school caps if preferred. Students and Staff will wear hats with wide brims to protect their face, neck and ears whenever outside e.g. lunch, recess, outside activities, PE, sport, carnivals, etc. Students without hats will be able to play quiet games in shaded areas. They will not be permitted to run around in the heat.

Days of extreme heat, rain or storms will result in classes being kept inside for the purpose of air conditioning and shelter during break times to ensure the safety and wellbeing of all students and staff. Students will be permitted to access the canteen and toilets during break times that are held indoors and will then head straight back to their classrooms.

Attendance

Parents should ensure their child / children arrive at school at the commencement of each school day, prior to the school bell. Parents are required to notify the school, in writing, whenever their child is absent for any reason. This note should be provided for part and full day absences and sent with the child on return to school.

Frequent absences without reasonable excuses are to be reported to the Principal. No child is to leave the school grounds without the approval of the Principal.

Please be aware that on extended holidays, classwork is not provided. Students will be advised to keep a journal of their holiday to share on their return to school.

Student Absences

Parent/s or caregivers are required by law to provide an explanation to the Class Teacher as to why their child was absent from school.

A note of explanation should contain the following information:

- date that the note was written
- child's name
- days and dates that the child was absent from school
- the reason the child was absent
- the signature of the parent/caregiver providing the note
- Any relevant medical certificates

Absence notification can also be done via the Skoolbag App, phone notification to the front office or email to the school email address.

Going on a Holiday?

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with the school principal. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with the school principal.

Late Arrivals

It is important for students to arrive at school on time. Spring Farm Public School begins at 8.55am. There is a teacher supervising children on the playground from **8.30am**.

Children who arrive after **8.55am** can be disadvantaged in a number of ways:

- They can feel embarrassed, uncertain or unhappy because they are late.
- They miss out on morning routines, so are not well organised for the day.
- They miss out on instructions about what is happening and have to catch up.
- They start the day unsettled.
- They miss out on learning time.
- They miss out on the informal social time with their friend and teachers.

Being late also disrupts the other children and teacher, which can have an unsettling effect on the whole class. We understand that children may be late on the odd occasion due to unforeseen circumstances and that occasionally our morning routines may be disrupted for various reasons. Being late is detrimental to your child's learning and well-being

What should you do if your child is late?

- ❖ Parents should take their children to the front office.
- ❖ You will be required to give a reason for the late arrival. This will be documented along with the time of arrival.
- ❖ Students will be given a late pass which they will then hand to their teacher upon entering the classroom.

Please note:

Students must be in their class lines and sitting when the bell goes. Any students who arrive at school after the bell has gone, regardless of whether the class is in their classroom yet or not, will be sent to the office to register their late attendance and get a note to give to their classroom teacher.

Classroom rules

Classroom Rules are established between the teacher and students at the beginning of the year. These rules are clearly displayed in the classroom and are reflective of our school's core values.

The set of classroom rules should reflect the established school rights and responsibilities, to maintain standards of behavior across the school.

School Rules

Before School

- Students are not to arrive before 8:30am
- Place bags in class lines
- Students are to play on the cement areas
- Only handball can be played in the morning.

Lunch

- Students sit and eat lunch during a allocated eating time in their classrooms. They are dismissed to play by their classroom teacher.
- No hat, No play. Students will be directed to play under the cola.
- Any student who is still eating must sit under the cola until they are finished eating.

Recess

- Students sit in the playground to eat. When they are finished eating they may play in designated areas.
- No hat, No play. Students will be directed to play under the cola.



GOTCHA TOKENS

'Gotcha' Tokens are small white awards handed out to students for following the school values of being Safe, Respectful, a Learner and being a Problem Solver. Staff members may award 'Gotcha' tokens for any positive behaviour exhibited in the classroom or playground

During the assembly on Monday morning, all of the 'Gotcha' tokens are placed in the relevant Kindergarten, Stage 1, Stage 2 or Stage 3 box. Each week, a teacher will draw out two tokens from each box. These students will be awarded a canteen vouchers. If a student is drawn out more than once on the same day, they receive another voucher.



PBL CLASS AWARDS

PBL awards are small certificates that are handed out by teachers during Thursday afternoon assemblies. Teachers will present the PBL awards to students who have been positive role models of the school and have upheld one or more of the school values of Be Safe, Be Responsible, Be a learner and Be a Problem Solver. Ratio of 1:4 students per class.



PBL TEAL AWARDS

Merit awards are awarded to those students who receive **5 PBL awards** for upholding the school values. These awards will be handed out at Thursday afternoon assemblies.



PBL PRINCIPAL AWARDS

Principal awards are awarded to those students who receive **5 PBL Teal awards** for upholding the school values. These awards are presented to students at the end of term assemblies.



PLATINUM PBL AWARD

Star awards are awarded to those students who have received **2 PBL Principal Awards** for upholding school values. The students will receive an award. This is awarded at the end of term assemblies.



5 x PBL awards



3 x PBL Teal awards



3 x PBL Principal awards



PBL Platinum award

- ❖ Students are only permitted to bring a mobile phone to school with the permission of their parents.
- ❖ All students are to be made aware of the unacceptable uses of mobile phones to ensure they have a clear understanding of what is and is not appropriate.
- ❖ Mobile phones should be switched off as soon as students enter the school grounds.
- ❖ Students are not to use their phones between 8:30am and 2:55pm. Parents are reminded that in cases of emergency or when messages need to be passed onto students the school office remains the sole point of contact and will ensure any student is contacted and assisted in an appropriate and timely manner.
- ❖ Students should protect their phone numbers by only giving the number to friends and family to ensure they are receiving communication from people known to them. It is strongly advised that students use passwords or pin numbers to ensure unauthorised phone calls or SMS messages cannot be made from their phone by anyone other than the owner of the phone.
- ❖ Students must not lend a phone to another student at any time. The student who owns the phone will be held responsible for its use.
- ❖ Students should mark their mobile phones clearly with their names.
- ❖ Students are not permitted to bring mobile phones on school excursions and overnight camps under any circumstances. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.
- ❖ Students are not permitted to take or upload photos or videos of other students to any social media platform.

The school accepts no responsibility for lost, stolen or damaged phones. Parents are required to arrange their own insurance on any electrical items brought to school.

We are a 'Nut Aware' School

Our aim is to provide a safe learning environment for all people in our school community. To support this, Spring Farm Public School is a 'Nut Aware School'. This policy aims to increase our community awareness, in order to minimise the risk to children with documented allergies to nut products.

How can you help?

Avoid, or use 'nut free' alternatives to the following products:

- ❖ Nuts
- ❖ Peanut butter
- ❖ Nut spreads such as Nutella
- ❖ Fruit and nut bars and muesli bars
- ❖ Biscuits
- ❖ Chocolates and any other products that have nuts listed in the ingredients

The school acknowledges that it is impractical to ask parents not to send food which states 'may contain traces of nuts' on the label. This nut aware policy applies to those ingredients specifically listed on the product label.

Consider the 'Nut Aware Policy' when sending birthday cakes for student celebrations.

Spring Farm Public School request that if you choose to celebrate your child's birthday at school, you send in something that is a single serve such as mini cupcakes, donuts, cookies or a healthy alternative which can be given out at the end of the school day. Parents can then decide if they want their children to eat it or not. Please be mindful of the students who may have allergies when you make the food selection.

All Parents are asked to support the school's Nut Aware Policy by:

- ❖ Being sensitive and supportive to the needs of students with a history of anaphylaxis.
- ❖ Providing children with healthy food options that do not contain nuts.
- ❖ Encouraging children to wash their hands before and after eating.

Lunch orders can be placed at the school canteen or online prior to the morning bell @ 8.55am. Our canteen is currently run by Fresh Made and offers a variety of options for your child's lunch. The process for lunch orders will be as follows;

- Students will hand their lunch order (paper or zip lock plastic bag with their name, class, what they are ordering) along with their money to the canteen no later than 8.55am
- Class nominees will collect all class orders just prior to 11.30am and deliver them back to class where the teacher will distribute the lunches to the students.

The canteen is open at recess and lunch for the purchase of snacks and drinks.

Online canteen order with Flexischools

- 1) Download the Flexischools App
- 2) Add your School and Group
- 3) Login/Register
- 4) Click the "Order now" button located in the bottom right-hand corner of the app, this will open a login screen.

Purchasing Times:

The Canteen is open for purchases:

Morning Session: 8.30am – 8.50am

Lunch Session: 11.45am – 12.05pm

Recess Session: 1:30pm – 1:50pm

Drop Off and Pick Up Zones

Below you will find a school map.

Kiss and Ride area: We have dedicated the South entrance of the school, Harland St, as our "Kiss and Ride" area, where Parents and Carers can pull up and allow their children to alight from the vehicle safely, see them enter the school grounds and continue on their way. This Kiss

& Ride zone is a 2 minute zone only and you may be subject to parking fines if found to be there longer than the allocated time as specified on the parking sign.

Families wishing to use the kiss and ride system will be provided with a large number to display in the windshield of their car when picking their child up. The duty teacher will call the numbers of the next car and send your child to your car in a safe and controlled situation. This allows for a more streamlined process. We ask that you remain patient and follow the kiss and ride guidelines outlined in the links below. If you require a kiss and ride number, please contact the school office.

Bus Bay: The bus bay at the front of the school along Barley Road is for Busabout Buses and OOSH transport buses only.

General Parking: We ask that Parents and Carers obey the street parking signs accordingly that surround the school and park a safe distance from the Bus Bay and School Staff Parking gates. We encourage parents and carers visiting to enter the school via Barley Road entrance. Please use the crossing.

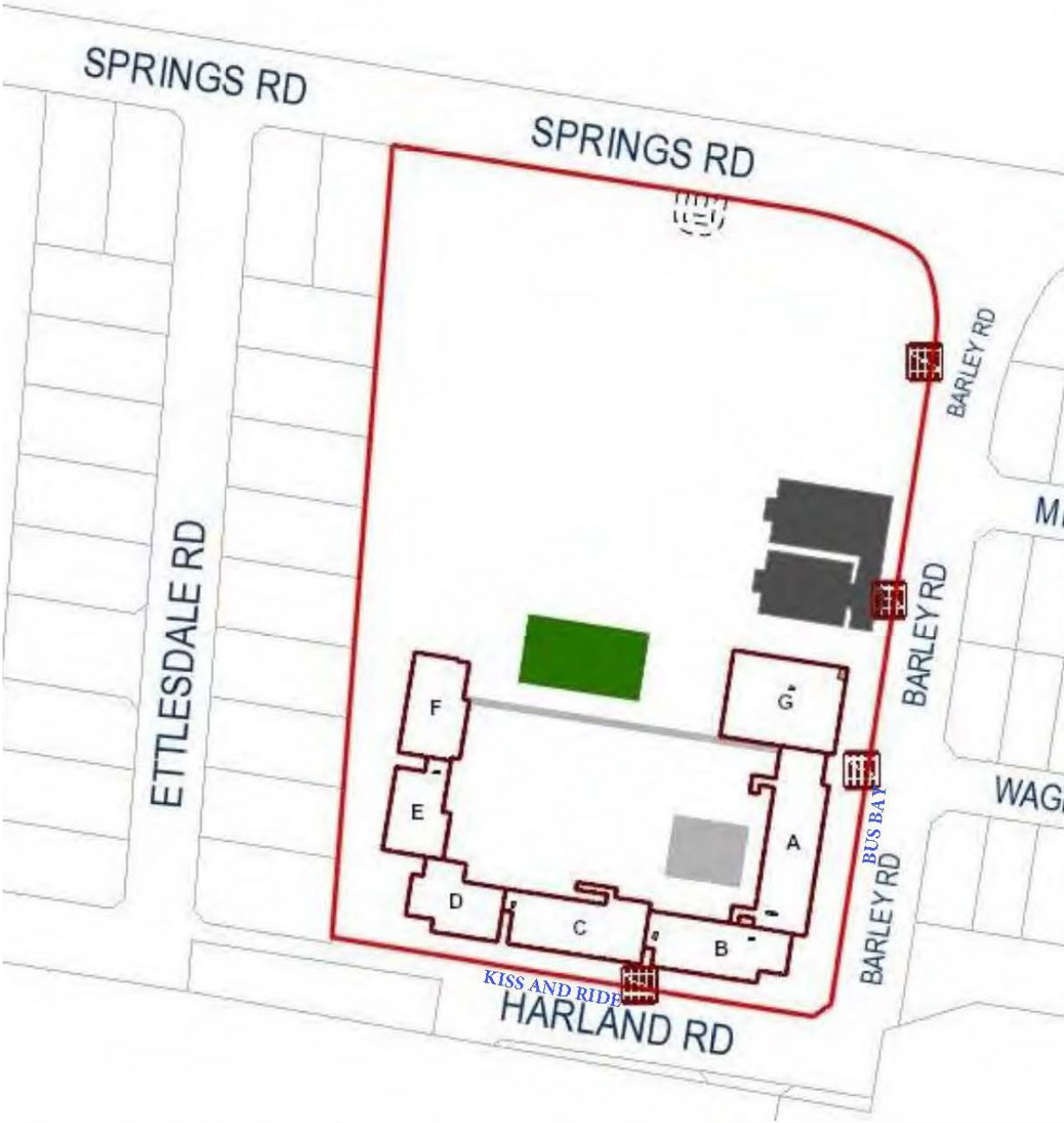
We ask that you please take care and not block the driveways of our neighbours.

The following links can be accessed if you require an additional information;

[Kiss and Ride Zones | Service NSW](#)

[Parking - Road rules - Safety & rules - Roads - Roads and Maritime Services](#)

Drop Off & Pick Up Zones



School Security Unit Safety and Security Directorate	SCHOOL NAME : SPRING FARM PUBLIC SCHOOL	PROJECT DETAILS : SITE PLAN
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Student Equipment List

The following lists are guides and some extra things may need to be purchased throughout the year.

Kindergarten	Stage 1	Stage 2	Stage 3
<ul style="list-style-type: none"> • School bag • Whiteboard markers • Lunch box (labelled) • Drink bottle(water) (labelled) • Library bag (labelled) • School Hat (labelled) • Paint shirt • Spare underwear • Spare shorts/dress • Spare socks • Glue sticks x 4 • Pump soap – x (1 per term) • Tissues – x (1 per term) • Wet wipes • Hand sanitizer • Roll on Sunscreen 	<ul style="list-style-type: none"> • School bag • Whiteboard markers • Lunch box (labelled) • Drink bottle (water) (labelled) • Library bag (labelled) • School Hat (labelled) • Paint shirt • Pencil case • Glue sticks x (2 per term) • Coloured pencils • Textas • Lead pencils • Scissors • Homework book(A4 size approx.200 pgs) • Report (display) folder • Tissues x (1 per term) • Pump soap x (1 per term) • Children’s dictionary (home use) • Roll on Sunscreen • Spare underwear • Spare shorts/dress • Spare socks 	<ul style="list-style-type: none"> • School bag (labelled) • Whiteboard markers • Lunch box (labelled) • Drink bottle (water) (labelled) • Library bag (labelled) • School Hat (labelled) • Pencil case • Glue stick x (2 per term) • Lead pencils(HB) • Pencil grip (if required) • Coloured pencils • Textas • Highlighters • 30cm ruler • Scissors • Sharpener with container • Homework book (A4approx. 200 pgs) • Tissues x (1 per term) • Pump soap x (1 per term) • Paper towel • Children’s dictionary (home use) • Geometry set • Roll on Sunscreen 	<ul style="list-style-type: none"> • Blue or black and red (biros) pens • Whiteboard markers • School bag • Lunch box • Drink bottle (water) (labelled) • School Hat (labelled) • Pencil case • Glue sticks x (2 per term) • Lead pencils • Coloured pencils • Textas • Highlighters • 30cm ruler • Scissors • Sharpener with container • Homework book (A4 approx. 200 pages) • Tissues x (1 per term) • Pump soap x (1 per term) • Paper towel • Pocket size dictionary • Geometry set • Roll on Sunscreen

Voluntary Contribution Fees play an important role in school finances.
Every dollar raised is spent on additional resources for your children.

\$44 – First Child

\$33 – Second Child

\$22 Third Child

Free – Fourth Child

Permission to Publish

Upon enrolment we will seek your permission to obtain and publish content that may include the image and/or name of your child in our publicly available school communications. These could be in print, video, and/or our publicly available school website.

Content examples include but are not limited to photographs, text, illustrations/graphics, videos, sound recordings, examples of student work.

Our school communications include but are not limited to:

- school's public website
- school newsletter (online and hard copy)
- local community newspaper / magazine
- media promotions and advertising activities
- electronic and print promotional material
- official Department of Education and school social media accounts on networks such as Facebook and Twitter
- annual school report

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

School Toilets

The toilets for all visitors to our school are located in the school hall. This includes any children who are visiting.

The other toilets located at the school are **strictly for students only**.

When a parent or carer seeks the enrolment of a student with a medical condition requiring the administration of prescribed medication, there is a set procedure which must be followed.

This involves receiving letters from medical practitioners, the signing of indemnity forms by parents, a set procedure for administration and the voluntary co-operation of the school staff in administering the medication. If the school agrees to administer medication, the following procedures must be adhered to;

1. Medication is to be sent to the school office – not the student's classroom.
2. Webster packs from the chemist are to be provided prior to the medication being administered. Forms can be collected from the office.
3. A formal schedule will be kept regarding administration of medication by the School Administrative Staff.
4. Students should proceed to the office area to receive medication at a nominated time by the School Administrative Staff to facilitate school routines.
5. The student's teacher needs to be informed so that he/she can ensure that the student is reminded to go to the office.

If your child is anaphylactic, has allergies, a serious medical problem or relevant medical history, please discuss this matter with the Assistant Principal, or class teacher and provide the relevant Health Care and Action plans as provided by your medical professional to the office staff.