



URSULA FRAYNE  
CATHOLIC COLLEGE



**PREP SCHOOL**

*2021*

*GENERAL*

*INFORMATION*

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## **ABSENCES**

If your child is absent from school, **you are required** to notify the Balmoral Street Front Office **before 8.30am**. via email at [absenteesprimary@ufcc.wa.edu.au](mailto:absenteesprimary@ufcc.wa.edu.au). You can also copy the class teacher in this email if you wish. Alternatively, you can click on the Absentee button on the home page of our College website and complete the Absentee Notice accordingly.

If you are unable to utilise either of the above options, you can leave a message on 94700400 **prior to 8.30am** advising us of your child's absence from school. However, this must be followed up with written notification explaining their absence, as legally required.

## **ILLNESS/MEDICAL ATTENTION**

If your child complains of illness at school he/she will be sent to the sick room and kept under observation for a short time. The front office staff will then assess whether the child remains at school or if the parent is to be contacted. External treatment is given for cuts and bruises. The school does not administer oral medication of any kind without parents completing a **Medication Request** form that can be obtained from the Balmoral Street Campus Front Office.

If your child has asthma, requires an EpiPen, suffers from epilepsy or has any other ongoing medical condition, a **Medical Action Plan** with a recent photograph of your child attached must be completed and handed to the front office. You must notify the school immediately if your child has an infectious complaint. If you have any further queries, please contact our School Health Nurse, Jo Davies on **94165505** or by email: [joanne.davies2@health.wa.gov.au](mailto:joanne.davies2@health.wa.gov.au)

## **LATE ARRIVALS**

It is a requirement that the children are in class by **8.40am** every morning. Student attendance is taken shortly after this. If your child arrives after this time, you will need to sign your child in at the Front Office through SEQTA Kiosk. A late slip will automatically be issued for you to present to the class teacher.

## **DAILY PICK-UP ROUTINE**

School finishes at **3.15pm** every day **except Thursday's** when we have an early close time of **2.25pm**. Kindergarten, Pre-Primary and Year One children are to be picked up from their respective classrooms. The children will be seated until their parent/caregiver arrives. Teachers will remain in the classroom until **3.25pm**. If the parent/caregiver has not arrived by this time, the child will be escorted to the front office. It is important that **you are on time** as your child may become anxious if you are not there.

If your child is going to be collected by an older sibling or another adult, please put this in writing for the teacher. Likewise, if your child is to be picked up by an After School Hours Care provider, please specify in a written note the name and contact details of the facility and the days your child will be collected. It is imperative that the teacher/school is informed immediately if there is a change in any arrangements.

## **PICK-UP DURING SCHOOL HOURS**

The gates around the campus are locked at 9.00am. If you need to collect your child during school hours, you must go to the Front Office to sign out your child utilising SEQTA Kiosk. A slip will be dispensed for you to present to the class or specialist teacher who will then release your child. If this occurs during our recess or lunch break, please give the slip to the teacher on duty.

## PERSONAL BELONGINGS

Please ensure all items of clothing and personal belongings are **clearly labelled** with your child's name. Any items lost outside the classroom will go to the **Lost Property Table** which is located at the back of the Administration building.

## BIRTHDAYS

We enjoy celebrating birthdays in our classrooms! To mark this occasion, you are welcome to send in a small treat in individual wrappers such as chocolate frogs for your child to share with the class.

Birthday party invitations are to be handed out discretely before or after school and not during school hours or by the teacher. Parents of students with any food allergies are asked to supply a 'treat' box for their child which the teacher will use on such occasions.

## PARENT-TEACHER MEETINGS

If you would like to meet with any of your child's teachers it is important that you arrange a mutually convenient **appointment time**. We encourage you to speak with us about your concerns no matter how small they may seem. It is best to address any issues from the beginning rather than let them cause you any angst.

Mornings are very busy and unless you have an urgent matter please negotiate an appropriate time to meet with your child's teacher. This allows us to give you our full attention and will not interfere with our duty of care of the children. It also ensures the confidentiality of subsequent discussions. We are unavailable for appointments on Monday mornings before school and Thursday afternoons after school due to scheduled staff Briefings/Meetings.

## ASSEMBLIES AND LITURGIES

Assemblies and Liturgies generally alternate in the Preparatory School each Thursday morning. Occasionally this may vary. Please refer to the College calendar. These dates will also be published in the College newsletter. **Assemblies** will commence at **8.50am** in the Hall. **Class Liturgies** will begin at **10.00am** and will take place either in the classroom or at Our Lady Help of Christian's Church. We will advise you if your child is participating in either of these celebrations.

