PARENTAL INVOLVEMENT IN SCHOOL

We welcome all parents to take part in the education of their child and to become a special part of the school community. The ways in which this can be done includes:

- attending school Masses, Liturgies, assemblies and special occasions.
- assisting children with homework and reading.
- helping in the classroom.
- canteen volunteer.

COMMUNICATION BETWEEN HOME AND SCHOOL

You will find out what is going on at school through:

- the school newsletter (Also available on the website)
- the school website
- specific notes regarding specific events
- your child’s school report
- parent/teacher interviews in Term 1
- interviews on request

If you wish to contact your class teacher it is important to make an appointment by contacting the front office.

** All Kindergarten children will have a communication pouch. The pouch goes home each day and must be returned to school each day. All notes are transferred in this pouch. There is no need for parents to hand notes to the teacher**
**ABSENT NOTES**

If your child is absent from school for any reason, it is a legal requirement that you inform the school in writing. Notes are sent in to the class teacher and should disclose the date and the nature of the leave.

**ARRIVING LATE**

The expectation is that all children are at school prior to 9am. From time to time children are unavoidably late. If your child arrives after 9.15am you must report to the front office in Hill St for a late note.

**LEAVING EARLY**

If you need to collect your child early from school please send in a note to your teacher. Your child will then be collected from the front office in Hill St at the requested time.

**SICKNESS AT SCHOOL**

When children become ill at school they are taken to sickbay. Sickbay is in the office block at the Hill St site. Once in sickbay, the school secretary will care for ill children. In some cases you will be contacted to come to the school to collect your child.

**MEDICATION**

Occasionally children need to take some medication at school. When this occurs, parents must fill in the “Administration of Medication” register. This can be found in the “Forms” link on the website. The form is sent in to school along with the medication. (Medication must be in the original container).

**MEDICAL ALERT**

Students with serious allergies or asthma must have an action plan from their doctor. Parents must also complete the “Administration of Medication” register, which can be downloaded from the “Forms” link on the website.
CANTEEN

The canteen operates each day at Catherine McAuley. Children who wish to order their lunch need the appropriate money in a brown paper bag. The following information is written clearly on the bag:

- Child’s name: Billy Smith
- Class: KM
- Items ordered and their price:
  - 1 Pie $2.50
  - 1 Juice $1.50
- TOTAL: $4.00

An up to date menu and price list will be available on the website and will be sent home at the beginning of the year.

Children are also able to bring in a small amount of money to purchase a ‘treat’ from the canteen after they have eaten their lunch. There is no need for children to have more than $1.00

RECESS AND LUNCH

Once the children commence next year, they will need to know the difference between ‘little lunch’ and ‘big lunch’. For this reason we ask you to separate these two meals. A good way to do this is to place ‘little lunch’ in a brown paper bag and ‘big lunch’ in their lunch box. Small children take a long time to eat their food and can often miss out on playing if too much food is packed. We encourage you to pack healthy food.

FRUITO (also known as Crunch and Sip)

At around 10.00am each day, classes pause for a fruit break. Please send in a small amount of fruit or vegetable in a container. It is helpful if the fruit/vegetable is cut up. Other snacks such as yoghurt or dried fruit are not acceptable at this time. Children are also encouraged to have a sip of water at this time.