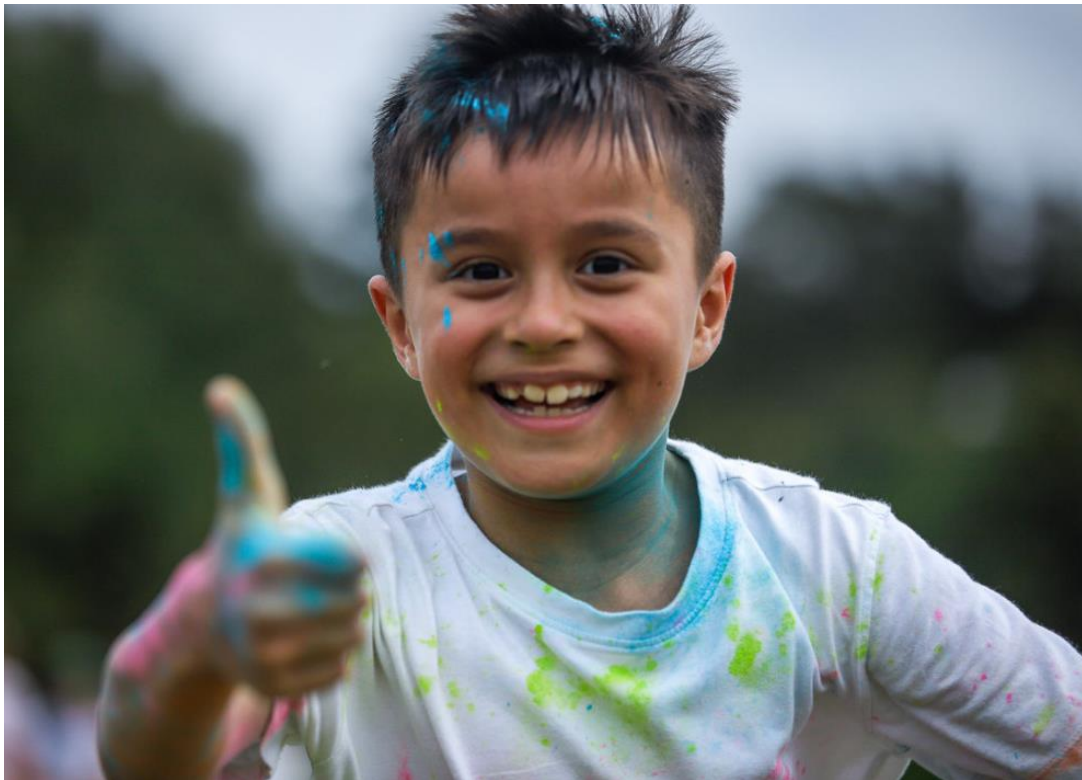




Maria Regina Primary School Avalon



A-Z Directory 2022

Dear Parents,

Welcome to Maria Regina, Avalon. The Senior Administrator Officer is Julia Duke and office hours are 8.15am to 3.30pm.

For new Kindergarten families, this will be your first experience of school and it will surely be a very exciting time. Please feel free to contact the office for assistance with your queries.

In order to help you, we have outlined a few of our school procedures.

All current newsletters, event dates and information are available on our website – www.mradbb.com.au

Please check the website before calling the office.

A.

ABSENCES

General:

If your child is absent from school, please enter this absence in the Compass App. Notification of absence is required for the class rolls.

Extended Leave:

If you intend to travel outside of school term break for 10 school days or more, an 'Application for Exemption from School' form must be completed. This form must be handed to the office with a copy of your itinerary or E-ticket prior to the leave being taken. The form is available on the school website.

B.

OUT OF HOURS SCHOOL CARE (OOSH)

Currently, After school care is run by OOSH Northern Beaches on the school grounds. It is until 6.30pm. For enrolment forms and fee information please contact the centre directly, through their website: <https://ooshnb.com.au/>

BELL TIMES

8.15am	Morning playground duty commences (no bell)
8.45am	Children assemble in class lines
11.00am	Recess begins
11.20am	End of Recess
12.40pm	Lunch begins
1.30pm	End of Lunch
2.55pm	End of school day

Arrivals after 8.45am morning bell are considered “late arrival” and a late notification must be completed by the parent at the school office. Gates are closed during school hours to ensure the safety of our students and staff. Any visitors to the school during school hours must report and sign in at the office.

BIRTHDAYS

Birthdays are very special events and we love to celebrate them at Maria Regina. Every child can wear mufti clothes on their birthdays (enclosed shoes and hats are needed). If you wish to share a treat with your classmates, please only bring ice-blocks to the school (due to students with allergies and anaphylaxis). Children can bring their ice-blocks to the front office until their teacher celebrates with the class.

C.

CAN WE CONTACT YOU?

It is important you update the office immediately if you have any change of circumstances or contact information, particularly phone numbers, home address and email. Please email the school on mra@dbb.catholic.edu.au with any changes.

COMPASS and SCHOOL COMMUNICATION

Communication between school and parents is very important.

COMPASS is the APP used by the school to communicate with all school families. Once you commence at the school you will

receive a user name and password. The COMPASS APP will alert you to all school information including weekly newsletters, and special events as well as allowing you to advise of student absence for illness and holidays, access student reports and much more.

All emails should be directed to mra@dbb.catholic.edu.au as this ensures they will be received and addressed to the correct recipient. Best practice is to email all teacher correspondence direct to the school email above too.

COMMUNICATION WITH THE PRINCIPAL AND TEACHERS

Appointments with the Principal and Teachers can be arranged through the school office. Teachers are not available for interviews or phone calls during face-to-face classroom teaching time. Classroom matters are best addressed with the classroom teacher first.

Our school staff are available to discuss any issues with you at a mutually suitable time. The Principal is keen to discuss any issues you may have, be they of a general nature or relating to specific incidents. This can be scheduled through the office staff.

CANTEEN

The canteen is open Monday, Wednesday and Friday at recess and lunch. Children can bring a small amount of cash to use at recess or lunch. The lunch order menu can be viewed and ordered through QKR. Lunch orders must be placed before 8.30am via the QKR app. Please refer to flyer for details on how to register.

If you would like to volunteer to help in the canteen you will find a volunteer form on the website, collect one from the office or email our canteen manager on smrpa.canteen@dbb.catholic.edu.au

E.

EXCURSIONS & PERMISSION SLIPS

Please make sure you sign and return your excursion permission slips by the required date. Children are **not** permitted to go on excursions unless the parent has completed and submitted the necessary forms.

F.

FACEBOOK

We invite all our community to 'Like' and 'Follow' our official school Facebook page so you can be kept up to date with what is happening at the school, student learning and to ensure you don't miss out on all the fun the children are having each day at Maria Regina. Simply search for "Maria Regina Primary School, Avalon" on Facebook to find the page – you are also welcome to invite family and friends to also follow the page. Every family has the option to permit or not permit their child's photo to appear on the school Facebook page – this form will be given out at the beginning of each school year by your classroom teacher.

G.

GOING HOME TRAVEL ARRANGEMENTS

There are a few different ways for the children to go home.

- **After School Care** – Children are walked down to the hall for After School Care. All bookings can be made on the NBOOSH website.
- **Walking home / Bus line** – The teacher on duty supervises students until all have arrived, then walks the children to cross the lights at Barrenjoey Road.
- **Hall pick up** – Children are walked down to the hall and parents pick up from there.
- **Church car park “Kiss & Ride”** – Students are walked to Maria Regina Church where they are picked up by parents/carers in their cars. The teachers on duty will supervise students in this area only until 3.10pm.
- Any students who have not been collected will be taken to the School Office.
 - ***Special Request:*** Parents need to have a *bold/visible name card under their car visor to assist teachers managing pick-ups. Thank you*

Please make sure your child's teacher and the office know what the normal going home arrangements are for your child. Any variations to the normal arrangement must be notified to your teacher either by an email or phone call to the office, before lunch at 1pm.

If you want your child to go home with another child/parent you need to let the school know. No child may go home with anyone other than the normal "pick up" person without prior written permission from the parent.

If pick up arrangements change during the day please advise the office before 2.20pm so the student can be notified prior to dismissal.

L.

LABELLING OF BELONGINGS

All clothing and belongings are to be labelled clearly with your child's name to ensure items can be returned.

LATE ARRIVAL TO SCHOOL

If you are running late for school, please take your child to the office to complete a 'Partial Absence – Late Arrival' entry at the Kiosk. We ask that you do not accompany your child to

class as it may disrupt learning time. Any arrival after the morning bell at 8.45am is a 'Late Arrival'.

M.

MONEY

Please do not send large amounts of cash to school with your child. As the school is primarily cashless the only times your child should need to bring cash to school are if they are to buy a treat from the canteen or for a special school event.

MEDICATION

The office staff cannot dispense any medications without the permission of the parent. The office does not hold medication unless it has been sent in by the parent with a form completed and signed by a medical practitioner. If your child requires "Prescription Medication" to be given at school, a form needs to be completed and handed to the office with the medication **in its original packaging**. The medication will be kept in the office, refrigerated if necessary, and will be administered to your child at the prescribed time. Any unused medication **must be** collected by the parents at the end of the day.

N.

NEWSLETTER

The school newsletter is a most important document you will receive from the school as it holds lots of useful and current information. In 2022, we have a video newsletter each week and a 1 page reminder newsletter (sent out via Compass and the video is available to view on our Facebook page).

NOTES TO THE CLASS

If you wish to distribute a note to the children in your class (e.g. Class Parent Notes) it needs to be approved by the Principal and will be distributed by the office staff via COMPASS. Distributing birthday invitations on the school grounds is commonly unsettling for children “not invited”. The school respectfully asks parents to email invitations or discreetly distribute off school grounds.

S.

SCHOOL FEES

All school fees are due and payable by the due date. They are billed at the beginning of the year and due in monthly installments. Our preferred method of payment is Bpay, details of which are printed on your statement.

All overdue accounts are handled through the Catholic Schools Office.

SIGNING YOUR CHILD IN/OUT

If your child is leaving school for any reason they need to be signed out by a parent or carer at the office. The office staff will call your child's class and have them sent to the office. If your child is returning to school, please come to the office to sign them back in.

T.

TERM DATES

Terms dates can be found on our school website in the calendar.

U.

UNIFORMS

School uniforms are available for purchase through Pickles. This can be done in person in store or online.

A second hand uniform stall is also open and run by volunteers. If you can help with the clothing stall please contact the school office. Open days and times will be advertised in the school newsletter.

W.

WEBSITE

For all current school information please refer to our website <https://www.mradbb.catholic.edu.au/>

Welcome to the Maria Regina Community.



Maria Regina Primary School

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Avalon Beach

Tel: 9918 2608

Email: mra@dbb.catholic.edu.au

Website: www.mradbb.catholic.edu.au