

## SCHOOL HOURS

The school operates on a five-day week, Sunday to Thursday.

### Special Needs

Classes start at 7:45 a.m. and finish at 1:00 p.m.

### Nursery and Reception

Classes start at 7:45 a.m. and finish at 1:10 p.m.

### Year 1 to Year 9

Classes start at 7:45 a.m. and finish at 2:00 p.m.

### Years 10

Classes start at 7.45 and finish at 2.00 p.m. **except Monday & Wednesday**, which are 7.45 a.m. to 3.00 p.m.

**Staff will be on playground duty between 7:35 a.m. and 7:50 a.m. and between 2:10 p.m. and 2:25 p.m.**

**Additionally, there will be staff presence during school breaks.**

The school is not responsible for the safety and welfare of the students outside the above-mentioned hours.

Students must not arrive at school before 7:35 a.m.

Nursery students must be collected by 1:20 p.m. Reception and above by 2.25 p.m. at the latest. The only exceptions are for students attending the breakfast club, after school care or undertaking extracurricular activities:

- Students attending breakfast club may enter the school from 6.30 a.m.
- Students attending extracurricular activities must be collected no later than 3.10 p.m.
- After School Care – Nursery students waiting for older siblings must be collected from after school care no later than 2.25 p.m. All other students attending after school care (by prior arrangement) must be collected no later than 3.10 p.m.

### Office Hours

The school office is open from 8:00 a.m. to 3:00 p.m. Sunday to Thursday. All enquiries should be directed to the Receptionist during these hours.

**Appointments must be arranged through the Receptionist for parents to meet with the Registrar, Coordinator or any of the Teachers.**

## CLINIC POLICY

### Staffing

- One qualified currently registered nurses are on duty until 2:10pm in the school clinic.

### Admission Medical Questionnaire

- All parents must complete the Medical Questionnaire **before** their child enters the school.
- Any child with a medical condition is identified and further medical information may be required.
- Letters are sent to parents of children with asthma, allergies, epilepsy, etc., for more detailed information.
- Should your child's medical condition/medication change during the year it is requested that you inform the clinic.

### Medical file

- Each student has a medical file. Allergies and significant medical problems are highlighted on the file. Current medications are recorded in the file.
- **All medications given in school will be recorded in the file and a letter will be completed for the parents that will be given to the student or the student's class teacher.**
- **All medical files are treated as confidential and are kept in a locked filing cabinet in the clinic.** Only nurses and the Principal have access to these records, unless permission is given by the parents or the student, (if old enough to consent), for other staff members to view. All correspondence from parents, teachers and medical personnel are attached to the student's file, as are updated addresses and phone numbers.

### Student's medication

- All medication brought into school by students **must** be kept in the clinic. The medication should be accompanied with a note from the parents detailing dosage and time to be administered. The student will be told when to come to the clinic and the medication will be given at the correct time.
- When the medication needs replacing because it has expired or finished a letter will be sent via the student.
- **All prescription medications must be kept in the clinic and administered by the school nurse.** Exceptions are asthma inhalers, EpiPens and diabetic medications. **Students may only carry these medications if they are proficient in their use.**
- All unused medication left at the end of the school year will be disposed of.
- **Authorisation for a registered nurse to administer over-the-counter medication to students is implied by signing the consent to treatment on the medical questionnaire.**