



# OUR LADY OF THE ANGELS' WAVELL HEIGHTS

## Prep Handbook 2022



*Our Lady of the Angels' Catholic Primary School is a welcoming, supportive community, where a love of life and learning is nurtured and celebrated within the Catholic tradition.*

*Shine with Life;  
Learn with Love,  
Grow with God.*

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# A warm welcome to all parents and children

Welcome to Our Lady of the Angels' for this important time in the life of your child. We are delighted to have the opportunity to work with you, as we believe that education is a combined venture of the child, their parents, their teacher and the whole community, growing together in faith, learning, and relationships.

Our Lady of the Angels' Prep offers an educational program for children based on an early childhood philosophy incorporating the principles of inquiry-based learning, as we teach the Australian Curriculum.

As a member of our caring community at Our Lady of the Angels', the time here will be rewarding and memorable for you and your family. I ask for your full support in our mutual endeavours and look forward to working with you over the coming years.

May God bless our combined efforts as we journey as partners and friends, in a school environment where we

**Shine with Life;  
Learn with Love,  
Grow with God.**

**Nick Hurley  
Principal**



## 2022 Term Dates

Term	Dates	Length
Term 1	Tuesday 25 January – Friday 1 April	10 weeks
Term 2	Tuesday 19 April – Friday 24 June	10 weeks
Term 3	Monday 11 July – Friday 16 September	10 weeks
Term 4	Tuesday 4 October – Friday 2 December	9 weeks

## General information

- ❖ School will commence on **Tuesday 25<sup>th</sup> January 2021**
- ❖ The Prep day is the equivalent of a full school day. Students are expected to attend five days per week and for the length of the school day. Our day commences at 8:35am and finishes at 3.00pm. These are the same hours as all students who attend our school.
- ❖ For the first week of school (longer if required), children will be accompanied by one of the Prep teachers for the lunch and afternoon play breaks to ensure that they are comfortable in their surroundings.

## What your child needs to bring

- ❖ Munch & Crunch – fruit, or vegetable (please pack this in a small container separate from the lunch box)
- ❖ Morning tea and lunch: This can be packed in separate lunch boxes or one.
- ❖ School backpack and satchel purchased from OLA Uniform Shop.
- ❖ Lunch boxes are not refrigerated - Ice brick coolers are ideal.
- ❖ Water bottle
- ❖ School hat purchased from OLA Uniform Shop.
- ❖ Spare clothes (including underwear) in case of emergencies.
- ❖ Library bag – can be purchased from the OLA Uniform Shop or supply your own
- ❖ A large box of tissues



## School Hours

8.15am - 8.35am	<i>Before School Supervision</i>
8.35am - 10.45am	<b>Session 1</b>
10.45am - 10.55am	<i>Eat with all Prep classes on Prep Oval</i>
10.55am - 11.25am	<i>First Break</i>
11.30am	<i>(Franciscan 5)</i>
11.35am - 1.35pm	<b>Session 2</b>
1.35pm - 1.55pm	<i>Second Break</i>
1.55pm – 3.00pm	<b>Session 3</b>
3.00pm	<i>End of school day</i>

**PLEASE ENSURE ALL BELONGINGS  
ARE CLEARLY MARKED  
WITH YOUR CHILD'S NAME**

## Morning Routine

School starts at 8:35am.

Due to necessary preparation time, meetings and professional development, our Prep rooms will be open at this time. Please do not enter the classroom before this time unless you have an appointment.

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher. This routine may include: putting their belongings, including bag, hat, water bottle and satchels away in the appropriate places in readiness for a successful start to the school day.

- ❖ The bag rack will be labelled to make it easier for the children to locate their belongings. Please show this to your child so they are aware of where their bag is located. If possible, **please attach one key ring** or another item suitable for your child to identify their school bag. We ask please that this item is not a toy.
- ❖ When you arrive each morning please encourage your child to unpack their bag. Their satchel needs to go in the designated box, along with library books and bag on library borrowing day. They also need to place their lunch box and drink bottle in the appropriate tubs daily.
- ❖ From 8.15am there is a teacher on duty to supervise the Prep children.
- ❖ Please make sure that toddlers are well supervised at all times by parents before 8.15am and after 3.00pm.

**PLEASE NOTE: The playground in the Prep area is closed before and after school to all children.**

## Afternoon pick-up routine

- ❖ When you come to collect your child at 3.00pm, please wait outside the library or Ferguson Road driveway. Once the end of day music has played, please move down to the Prep classrooms to collect your child.
- ❖ Please notify the school if your child's pick-up arrangements change. There are other options available for pick-up which include, drive-thru and Outside School Hours Care.
- ❖ If you are using drive-thru, please contact the office for a family name sign for your car.
- ❖ Should you be delayed collecting your child, please phone so that we can reassure your child.
- ❖ Please notify us if anyone other than yourself will be collecting your child from school.

## Tips for the first day

- ❖ A teacher will be on duty from 8:15am.
- ❖ Be on time. When the bell goes at 8:35am, make sure your child is in his/her Prep room where they will give you a kiss and a hug and wave you goodbye.
- ❖ Try not to build your child's expectations too much. He/she will probably be up quite early so be prepared for a tired child at the end of the day.
- ❖ Hats and drink bottles (filled with water) are absolutely essential.
- ❖ Please apply sunscreen at home before coming to school.
- ❖ If you expect your child to experience separation anxiety, please let your Prep teacher know. Usually a quick exit is better than a long drawn out goodbye. Most children settle in quickly after the initial separation. Always ring the school office if you are concerned.



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## Communication Between Home and School



The teachers will be available each morning and afternoon to answer quick queries from parents. At any time during the year you are welcome to approach us in regard to issues concerning your child's education. As mornings can be hectic it is preferable for you to make an appointment, so your classroom teacher can give you their full attention. There will be opportunities for you to talk to your child's teacher formally through the Prep year. These interviews occur twice a year and will focus on your child's progress within the early phases of learning.

**Parent Portal access will be available from mid-January. This can be accessed from the BCE Connect App or from the OLA website – Community Access – Parent Portal**

Newsletters are emailed and can also be accessed online via the Parent Portal.

Parents should be familiar with the Parent Portal for forms, updates and communication.

Permission slips are emailed to legal guardians via EdSmart. The online system is extremely easy for parents to use. Instead of paper forms coming home in your child's school bag, you will be sent an email notification, with a link that opens a secure web page version of the form to complete and submit. You can do this on your phone, tablet or computer.

All information or personal notes will be placed in the *Satchels* that the children will bring to and from Prep each day. We ask that you check these folders daily for important information. The satchel can be purchased from the school uniform shop.

Important information or updates may also be emailed by the class teacher. There is a digital platform which contains class overviews, rosters and other important information plus a wealth of insight into your child's learning. This page is updated regularly throughout the term and parents are encouraged to check it weekly for any new information. The Parent Portal also has all the information you need about the general day to day running of the school.

## Keeping Us Informed

Events in family life such as: a major illness, new baby, moving house, parents working away, visits from grandparents or other relatives or family friends, accidents or death of relatives, friends or pets, can be a major concern or cause of great excitement for children and markedly affect their behaviour. It is important for the home and school to share information which may affect children. We would therefore appreciate it if parents would inform the teachers of any unusual happenings. We may also be able to offer assistance in helping your child cope with a variety of issues. However, this can only occur if we are aware of the problem. It is also important that you advise the school office of any changes to your address, phone contacts or emergency contacts.

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# Positive Behaviour for Learning

At Our Lady of the Angels' every child has the right to feel safe, and the responsibility to ensure that all others feel safe and secure. The Positive Behaviour Plan follows the Hi-Five. We endeavour to provide a warm, friendly, and comfortable environment. The environment will also encourage a sense of confidence, trust and belonging, which enhances children's growth of independence and initiative.



	In the Classroom/ Learning	Sacred Time & Assembly	Playground	Transitions & Toilets	Online
<b>S</b> Safe and Responsible	Move quietly Respect equipment and property Hands and feet to self Ask permission to leave the classroom	Walk quietly Right place, right time, right action Follow Staff directions	Walk on hard surfaces Use equipment safely Play in correct area Respond promptly to school bell	Walk at all times Be at the right place at the right time Sit and wait patiently	Be a safe digital citizen Charge devices
<b>H</b> Healthy Habits	Use good posture Keep learning spaces clean and tidy Maintain hand hygiene	Enter and exit quietly and calmly Use whole body listening Show self control	Be sun safe Hands and feet to self Use equipment safely Sit while eating Eat own food	Wash hands Put paper towel in the bin Keep hydrated	Know who you are communicating with Keep personal information and login details safe
<b>I</b> Inspired to Act	Seek and give feedback Stay on task Use time wisely Share learning	Listen and participate reverently Be inspired to act like Jesus	Look after the environment Put rubbish in the bin	Put rubbish in the bin Place only toilet paper in toilet	Investigate with ICT Be Creative Generate solution to challenges/problems
<b>N</b> Nurture Relationships	Respect everyone's right to learn Listen when others are talking Wait your turn	Allow yourself and others to listen, engage and pray	Follow the rules of the game Include others Respect Staff on duty Use manners when speaking and listening Share spaces and equipment	Use manners Follow Staff directions Allow others privacy	Use only kind and appropriate words Share your skills and collaborate
<b>E</b> Engage in Learning	Listen and respond appropriately Use whole body listening Set learning goals and aim high Have a Growth Mindset Follow OLA's	Respond respectfully Participate and celebrate joyfully	Follow Hi-5 when playing Be a good sport	Be on time Be ready	Be respectful Stay on task Locate information

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# Australian Curriculum

Since 2012, we have implemented the Australian Curriculum. The development of the Australian Curriculum is guided by the *Alice Springs Declaration on Educational Goals for Young Australians*, adopted by the council of state and territory education ministers in December 2019. The *Alice Springs Declaration* emphasises the importance of knowledge, understanding and skills of the learning areas, general capabilities and cross-curriculum priorities as the basis for a curriculum designed to support 21st century learning.

The Australian Curriculum describes a learning entitlement for each Australian student that provides a foundation for successful, lifelong learning and participation in the Australian community. It acknowledges that the needs and interests of students will vary, and that schools and teachers will plan from the curriculum in ways that respond to those needs and interests. The Australian Curriculum acknowledges the changing ways in which young people will learn and the challenges that will continue to shape their learning in the future.

## Religious Education:

By the end of Prep (Foundation Year), students communicate clearly their ideas, feelings and thoughts about God, the goodness of God's creation and God's plan that people help each other to live safely and happily together, for the good of all. They identify connections between some Old Testament stories and their personal experience, including the experience of the goodness of creation. They listen and respond to stories of and about Jesus in the Gospels that tell of Jesus' life as a Jew, his mother Mary, his friends, and family; of Jesus praying and teaching others to pray; and of his suffering, death and resurrection. They recognise Jesus' teachings about love, compassion and forgiveness that challenged people about the way they were living. They relate examples of people having the freedom to choose between good and bad, right and wrong.

## English:

By the end of the Foundation year, students use predicting and questioning strategies to make meaning from texts. They recall one or two events from texts with familiar topics. They understand that there are different types of texts and that these can have similar characteristics. They identify connections between texts and their personal experience. They read short, decodable and predictable texts with familiar vocabulary and supportive images, drawing on their developing knowledge of concepts of print, sounds and letters and decoding and self-monitoring strategies. They recognise the letters of the English alphabet, in upper and lower case and know and use the most common sounds represented by most letters. They read high-frequency words and blend sounds orally to read consonant-vowel-consonant words. They use appropriate interaction skills to listen and respond to others in a familiar environment. They listen for rhyme, letter patterns and sounds in words. Students understand that their texts can reflect their own experiences. They identify and describe likes and dislikes about familiar texts, objects, characters and events. In informal group and whole class settings, students communicate clearly. They retell events and experiences with peers and known adults. They identify and use rhyme, and orally blend and segment sounds in words. When writing, students use familiar words and phrases and images to convey ideas. Their writing shows evidence of letter and sound knowledge, beginning writing behaviours and experimentation with capital letters and full stops. They correctly form known upper- and lower-case letters.

## Mathematics:

By the end of the Foundation year, students make connections between number names, numerals and quantities up to 10. They compare objects using mass, length and capacity. Students connect events and the days of the week. They explain the order and duration of events. They use appropriate language to describe location. Students count to and from 20 and order small collections. They group objects based on common characteristics and sort shapes and objects. Students answer simple questions to collect information.



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### Hass:

By the end of Foundation Year, students identify important events in their own lives and recognise why some places are special to people. They describe the features of familiar places and recognise that places can be represented on maps and models. They identify how they, their families and friends know about their past and commemorate events that are important to them. Students respond to questions about their own past and places they belong to. They sequence familiar events in order. They observe the familiar features of places and represent these features and their location on pictorial maps and models. They reflect on their learning to suggest ways they can care for a familiar place. Students relate stories about their past and share and compare observations about familiar places.

### Science:

By the end of the Foundation year, students describe the properties and behaviour of familiar objects. They suggest how the environment affects them and other living things. Students share observations of familiar objects and events.

### The Arts:

The Arts comprises of Dance, Visual Arts, Media Arts, and Drama and Music. By the end of the Foundation year, the Prep children will engage in learning experiences connected to each strand. Outside of classroom teaching, the children will participate in weekly music lessons with a specialist music teacher. They will also have a dedicated dance teacher.

Technologies comprises of Digital Technologies and Design and Technology. The Technologies curriculum provides students with opportunities to consider how solutions that are created now will be used in the future. Students will identify the possible benefits and risks of creating solutions.

### Health/PE:

By the end of Foundation Year, students recognise how they are growing and changing. They identify and describe the different emotions people experience. They identify actions that help them be healthy, safe and physically active. They identify different settings where they can be active and demonstrate how to move and play safely. They describe how their body responds to movement. Students use personal and social skills when working with others in a range of activities. They demonstrate, with guidance, practices and protective behaviours to keep themselves safe and healthy in different activities. They perform fundamental movement skills and solve movement challenges.

For further information, please see: <http://www.australiancurriculum.edu.au/Curriculum/Overview>

The Homework Policy is available on the Parent Portal – Documents – Policies.

## **Prep Levy**

In Prep it is easier for parents, children and teachers if there is **no formal booklist**. We request that parents pay **\$175** to cover items required throughout the year. As Prep is based around a negotiated curriculum, this money can be used throughout the year to cater for individual needs. At the beginning of the year we will purchase essential items needed in the classroom. When the year concludes your child will have several books that they will take home to keep.

## **School Fees**

School fees are issued each term and can be paid by Bpay, direct debit, credit card, or eftpos at the office. Payments cannot be taken over the phone. Direct Debit payments can be made weekly, fortnightly, monthly, or quarterly from February to November or ongoing if you choose. Please ensure forms are returned to the office at least three days prior to the first payment date. If there are any changes to your bank details during the year, a new form must be completed.

Direct Debit Authority Form and Recurring Credit Card Form are available from the Parent Portal.

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## Additional Curriculum Activities

**Library:** The children will be involved in library borrowing each week. Children must have a library bag clearly labelled in order to borrow books. Please return your library books to the library before school on your borrowing day.



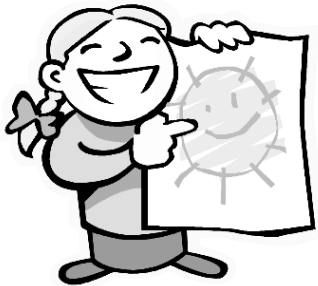
**Specialist lessons:** Prep children attend Music, Library, French and Physical Education each week.

They will also have dance lessons at OLA and swimming lessons at Nudgee College in Term 4.

**Assembly:** At 8.50am every Monday, a school assembly is held in the Multi-Purpose Hall. The assembly is led by senior students. These assemblies usually conclude by 9.15am. Each fortnight we adopt and promote, as a school, one of OLA's Learning Attribute Awards.

**Sacred Time:** At 8.45am each Friday, classes come together in the church and each class is rostered to lead us in Sacred Time. Parents are welcome to join us each week.

## How will teachers monitor your child's learning?



- ❖ Your child's learning will be shared in a digital format that can be accessed from home.
- ❖ This evidence will come from observations, talking with your child, work samples and photographs.
- ❖ A written report card will be sent electronically via the Parent Portal in June and December.

## The information from monitoring your child's learning is then used in several ways

- ❖ It helps teachers plan for the interest, needs and abilities of your child and other class members.
- ❖ It is used in conversations with your child about his/her learning.
- ❖ It builds an overall picture of your child's learning and development as they make the transition to Year One.
- ❖ It is shared with you throughout the year so that you have an understanding of your child's learning progress.

## Prep Transition

The Preparatory Year is considered the first phase of Our Lady of the Angels' school life. An integral part of our program aims to provide a smooth transition into the school community.

Over the year the Prep children will gradually be introduced to school life through activities such as:

- ❖ Walk around the school identifying different areas. They will visit the Church and the Multi-Purpose Hall to attend weekly whole school prayer liturgies and assembly.
- ❖ Offer invitations to older classes to come and visit Prep or visit older classes.
- ❖ Weekly visits to the Library and weekly specialist lessons.
- ❖ Participation in whole school activities.
- ❖ Liturgical celebrations for Easter, Christmas and other special days.
- ❖ Under 8's Week, Book Week Celebrations and whole school Festival of the Arts.
- ❖ OLA Athletics Carnival and Junior Swimming Carnival.
- ❖ Participate in Buddy Program with senior students.

## Punctuality

Being punctual for both before and after the school day is very important. Arriving on time allows your child the best opportunity to participate in collaborative planning for the day ahead and assists in continuity for all involved in the learning process. It also assists in developing your child's sense of security. Regular attendance is very important. Going to school every day and getting there on time enables the teacher to build a sequence of learning for each child and for them to develop a sense of increasing success.



## Absenteeism

In the event of a child being absent from school, notification is needed from parents. If you have not notified the office, a SMS message will be sent to the main contact to inform the school office of your child's absence. Notification can be made via BCE Connect App, Parent Portal, phone or email.

## Late Arrival/Early Departures

Please report to the school office when your child arrives late or leaves early to be signed in/out electronically. The class teacher will then be notified.

Do not go directly to the classroom as all sign in/sign out are completed at the office.

## Parent Helpers

As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in the classroom. Some ways you can help include:

- ❖ Visiting the classroom and joining our parent helper rosters.
- ❖ Offering to share hobbies, interests, ideas and any expertise.
- ❖ Volunteering to join us on school excursions and other special days e.g. Under 8's Week celebrations, school athletics and swimming carnivals, tuckshop and library.

Parents who wish to volunteer in the classroom and tuckshop are required to complete the relevant volunteer paperwork prior to entering the classroom. The student Protection and Code of Conduct training can be found via this link:- <https://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Student-Protection-and-Code-of-Conduct-Training-for-Volunteers-and-Other-Personnel.aspx>

Grandparents wishing to volunteer will need a Volunteer's Blue Card.

## Library

The library is dedicated to encouraging a lifelong love of reading and learning. Our commitment to reading is not limited to school. Any time is a perfect time to read.

- Each class has an allocated library borrowing time every week. This day may change each Term.
- Children are encouraged to borrow up to 4 books every week.
- **Named Library Bags** are essential to protect the books and avoid damage from being in their school bags.
- All books are on loan for 1 week
- If not returned on time, an email reminder will be sent to your home email.
- If they are a month overdue, the cost of the book will be added to your school fees.
- Volunteers are always needed and welcomed to assist with sorting, shelving, and covering of books.

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## Toys and Treasures

Toys, trading cards and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these items are left at home. The school cannot assume responsibility for any loss or breakage.

## Qkr!

Qkr! by Mastercard is an easy-to-use app for OLA school purchases. It provides a convenient and efficient way to pay for all tuckshop and uniform shop purchases. Qkr! is also used for special occasions like school events, charity donations, discos and fundraising events.

## Tuckshop

The tuckshop operates each Monday, Wednesday and Friday of the school week and is run by a coordinator and volunteers. There is always an opportunity for you to offer your assistance if you wish.

The menu and more information is available on the Parent Portal and Qkr!

**All orders are placed via Qkr!**

## Uniforms

Upon enrolling at Our Lady of the Angels' School each child will be expected to abide with our school dress code. This code ensures that each child will wear full and correct uniform to school each day. The only exceptions to this are when the school holds a "Free Dress" day. Parents are asked to strongly support this Code, making sure that shoes are of the correct type and kept clean, and that the uniform is not faded or worn. Our Dress Code states that all children are expected to wear their full formal uniform three days per week and their sports uniform two days. It is a shared responsibility of all school community members to ensure that students wear their correct uniform.

**Uniforms are available from the OLA Uniform Shop every Tuesday morning 8.30am – 9.15am.**

**Uniforms purchased on Qkr! will be sent home with your child.**

**Please ensure that all items are clearly marked with the child's name.**

**The uniform shop will be open for a part day in the week prior to school starting.**

**Please check the OLA website calendar for the day/time.**

### Day Uniform Years P-6

Formal Checked Uniform

OLA School Socks or White socks that cover the ankle are to be worn with both uniforms.

**Black school shoes** (Velcro – unless your child can tie their laces properly)

Navy Wide Brim OLA School Hat / Reversible Bucket Hat

### Sports Uniform

Years P-6 Navy Shorts

Red and Navy Sports Shirt

OLA School Socks or White socks that cover the ankle are to be worn with both uniforms.

Predominantly White Sports or Black Sports shoes

### Cold Weather Options

School jacket/jumper

Navy track pants/ navy tights (for girls)

*Hair ribbons, headbands, clips or scrunchies should be Navy, Red or White.*

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## Sun Safety

The children are to wear their hat at all times when they are outdoors including to and from school.

The school's policy is NO HAT – NO PLAY!

The SunSmart Policy Statement is available on the Parent Portal.

## Jewellery

One stud or sleeper earring in each ear lobe only. Earrings in other parts of the body are unacceptable.

Necklaces of a simple holy symbolism can be worn inside uniforms.

One single signet ring is permitted.

Watches are permitted.

No bangles/bracelets are to be worn at school.

No nail varnish to be worn.

## **Lost Property**

**Please** name **all** items sent to Prep. Encourage your child to be responsible for their belongings and to check for these before leaving the Prep classroom each day. If anything goes missing, please see your child's teacher as found items are usually sent back to the classroom. Lost property can be located on the shelving unit at the western end of the Year 3 Block. Any personal items handed in are kept at the office for collection. Items that are left at the end of term will be donated to charity. Any small personal items will be held at the office for collection.

## **Birthdays**

For your child's birthday, you may wish to send individual patty cakes for the children to share. Other suggestions include; biscuits, ice blocks, jelly cups. We have found that patty cakes are the most ideal and fair way for children to share their special event with their friends. Please be aware of allergies within Prep and always ask the teachers if your birthday food will be appropriate. Zooper Doopers can be ordered from the tuckshop as well.

We understand that if you are intending to have a private birthday party for your child, you may not be able to invite the entire Prep class. We ask that you give the birthday invitations to the class teacher who will then distribute them via the children's satchel, as this avoids disappointment for the children whom you have not invited.



## **Food and Nutrition**

Prep will be full of new experiences and part of the fun of growing up is the development of new tastes. Each day your child will need:

**Munch & Crunch:** a small healthy snack e.g. yoghurt, crackers, cheese, fresh or dried fruit or vegetable sticks. Foods which are very high in sugar and fat are discouraged.

**1<sup>st</sup> Break:** healthy sandwiches e.g. meat/cheese/salad fillings or a packed salad with a piece of fruit.

An icepack will help keep your child's lunch cool and fresh. Please discuss with your child at home what they should select from their lunch box for morning tea and lunch each day.

**Second Break:** a small healthy snack e.g. yoghurt, crackers, cheese, fresh or dried fruit or vegetable sticks. Foods which are very high in sugar and fat are discouraged.

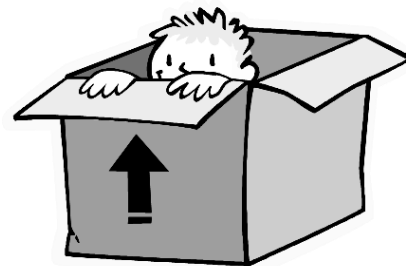
Water bottles will be kept in the classroom so they are always available during the day.

If your child has special dietary needs, please advise the teacher. A list of allergies will be provided to parents at the beginning of the year for consideration when supplying birthday treats.

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## Recycling, Re-using and Re-inventing

Prep classes are usually full of junk! However, this junk may end up as a creative work of art or as a great prop for dramatic play. We need your help to provide a variety of stimulating items for the children to explore, re-use and re-invent. Please help to give our Prep class a head start and begin now to collect items - as well as anything else you may think we are able to use. Please just ask if you are not sure. Your trash may be our treasure!



**Please do not bring** toilet paper rolls, empty medicine bottles/packets, polystyrene, egg cartons and any boxed items that contain traces of nuts or eggs.

If you have any access to spare paper - plans, architect paper, re-branding paper - we would love it!

## Medication

The following guidelines apply to the administration of medication to children while at school or on a school related activity.



- ❖ The medical practitioner who has treated and prescribed your child medication must provide written authority and information for administering medication during school time.
- ❖ The medication must be in its original packaging labelled by the pharmacist showing the name of the drug, the 'use by' date, the name of the child's medical practitioner, the child's name, the dosage, and the frequency of administration.
- ❖ It is the responsibility of the Principal to ensure that an official register for the administration of medication to students are kept and such medications are stored according to the policy.

**All medication forms are available on the Parent Portal – Documents – Medical Information.**

Notes