



St Margaret Mary's Primary School

47-49 Mitchell St, Brunswick Nth 3056

Phone 9383 6699

Email:
stmmbrunswicknth.catholic.edu.au

Prep Handbook 2022

Term dates

	Start date	Finish date
Term 1	28 January Students start 31 January in government schools	8 April
Term 2	26 April	24 June
Term 3	11 July	16 September
Term 4	3 October	20 December No prep classes Wednesday 2nd Feb, Wed 9th Feb, Wed 16th Feb, Wed 23rd Feb

School Times

All prep students will begin school on Friday 31st January

For the first four weeks prep students will be exempt from school on Wednesdays and your child will be allocated one of these Wednesdays to meet with the teacher for assessment tasks. This is also an opportunity for you to discuss your child with the teacher. A sign up sheet will be made available in Term 1.

Dismissal is 3.20pm each day in Term 1 for preps and the Miss Christina will stay with the children until they are collected by you in the outside area just outside the prep room. Gates open at 8.30 am each day. School commences at 8.45 am and ends at 3.30 pm for prep from Term 2 onwards. It is important that your child is at school on time. If you need assistance with this please let us know.

Daily routine of pick up

If you need to leave your child earlier than 8.30 am it will cost \$5 to go to breakfast club where they will be supervised and given breakfast. This begins at 8.00 am.

When you and your child have greeted the teacher, say goodbye brightly and then go. If you linger over the goodbye and appear hesitant your anxiety may spread to your child.

If your child begins crying, take your cue from the teacher. Repeat your farewell greeting and then leave. The teacher will comfort your child and have them settled within minutes. The teacher will contact you if your child does not settle.

Make sure your child knows exactly where you will be picking them up each day. Prep students are collected from outside the prep classroom during the first term. After this it is ideal to organise a meeting point in the yard.

Aftercare is available until 6pm if required. It's a good idea to register with EXTEND even if you won't be using aftercare regularly just in case you need to use the service in an emergency. If you are not registered they will not accept a student. Please inform Miss Christina if your child is attending aftercare.

Supplies

All school books and stationery are supplied and shared and paid for by levies. We recommend that your child also has-

- an art smock/shirt
- Spare pants/underpants/ shorts and socks in a named plastic bag.
- Sunscreen, School hat, library bag

Please ensure all items are labelled clearly including lunch boxes and drink bottles. Glass containers are not permitted at school.

Ensure that your child knows what food is for snack, fruit break and lunch and that they can open food packaging independently.

Parent and school partnership

Policies -child safety, parent school relationships

St Margaret Mary's Catholic Primary School, Brunswick Nth promotes the safety, wellbeing and inclusion of all children.

Working with children checks are required for any parent helpers. Once acquired please give a copy to the office for our files. Applications can be made online. You will also need to sign a volunteer procedure statement and the child safety code of conduct both of which are available on skoolbag.

Medication/sick bay- please do not send your child to school if they are unwell.

If your child requires medicine please complete a form and leave at the school office. No medicine is to be kept in school bags. Forms are available on skoolbag.

P&F Please see handout

Getting to know you

On Term 1 we will be having a getting to know you interview with a focus on parents informing their child's teacher about their child's strengths, interests, and commitments.

In this way we begin the relationship between parents and teachers that will support all of us to work towards the best for our students.

Making school life easier- communication

Miss Christina is your first point of contact. If you need to share information with her please make appointment, write a note or post a direct seesaw message.

Please do not interrupt the class routine. You can call the office to leave a message and the teacher will contact you when they are not teaching.

You will need to connect to both of the following apps-

Seesaw (Family)- communication about classroom activities- a window into the classroom. Instructions on how to connect to your child's journal will be sent home in Term 1.

Skoolbag- notices from the office, calendars, reminders - administration- see last page on how to download skoolbag. Please turn on notifications on your device.

We have a class to office tub system where notices are distributed to and from the classroom as required.

Please check your child's bag regularly for notices.

Safety around the school

Dogs are not allowed on the property.

Gates are closed each day at 9.00 am and opened at 3.20 pm. All visitors must sign in at the front office. If your child is late to school an adult will need to sign them in as late.

Contact the office if your child is absent from school. If we have not heard from you regarding your child's absence it is our safety policy to call you.

You can inform us

- via email at stmmbrunswicknth.catholic.edu.au
- Using the absentee form on the skoolbag app
- Use seesaw using a direct message
- Or call the office .
- Please inform us before 8.45 am, as this is when we mark the roll.

Uniform

Our school uniforms colours are navy and red. Please see uniform list attached. Suppliers are at **A Plus Schoolwear 133 Bakers Rd Coburg 93548345**. Order forms can be left at the school office. There is a **10% discount** if you order in store your new uniform on **Monday 2nd December**.

We also have a second hand uniform shop in operation. Please complete the blue form and leave at the office. All forms are available in the parent area in the corridor.

We request that no excess accessories are worn with the uniform and that only one key tag is attached to the school bag.

How to install the SkoolBag app

instructions for parents and community

- 1.** Get your favourite mobile device
- 2.** Open the App Store/Play Store
- 3.** Search for "SkoolBag"
- 4.** Download the free app
- 5.** Open the app and add your school(s)

Search for
St Margaret
Mary's
Brunswick
North