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| promotion  school emblem | Our Lady of the Rosary  32b Saddington Street, St Marys NSW 2760  PO Box 811, St Marys 1790  Phone: 9623 2500 Fax: 9623 2597  Email: olorstmarys@parra.catholic.edu.au  Website: www.olorstmarys.catholic.edu.au |

QUESTION & ANSWER SHEET

WHAT DO I DO IF . . .

* **What do I do if my child is late for school**?

If your child is late for school, you need to bring them into the school office and have them signed in.

* **What do I do if I need to pick my child up early from school**?

If you need to collect your child early from school, you need to send a note into the school office explaining the reason you need to collect your child, this note needs to be approved by the Principal. Then when you come into the office to collect your child, the office staff will call your child to the office and sign them out.

* **What do I do if my child is away from school**?

If your child is away from school for any reason, complete an Absentee Note through the skoolbag app or send in a note to your child’s teacher explaining the absence when your child returns to school.

* **What do I do if I need to take my child out of school for an extended time?**

If you are wanting to take your child out of school during the school term for a holiday, you need to complete an Application for Exemption form (available on school website or from school office), which needs to be approved by the principal, if approved you will then receive an Exemption Certificate which you need to carry with you when you travel as you may be asked to produce it.

* **What do I do if I change my address or phone number?**

It is important that the school has your correct contact information. Should you change your address or phone number, please complete a change of details form (available from the school office, on the skoolbag app and on the school website).

* **What do I do if I need to make an appointment with the class teacher?**

If you wish to speak to your child’s class teacher, please send a note to the teacher requesting an interview time. The teacher will then contact you to arrange a suitable time. Please do not seek interviews with the teacher during class time, at assemblies or while the teacher is on playground duty or on their way to class or afternoon duty.

If you have further concerns please contact the Stage Coordinator or the Principal by making an appointment through the school office.

* **How do I access school information/newsletter?**

We no longer send our school newsletter home with every child, instead it is available on the school website [www.olorstmarys.catholic.edu.au](http://www.olorstmarys.catholic.edu.au) or on the school skoolbag app.

* **How do I download the skoolbag app on my phone?**

iPhone users

Simply search for “Our Lady of the Rosary Primary, St Marys” in the App store on your phone, PC or Mac and install the skoolbag app.

Android users

Simply search for “Our Lady of the Rosary Primary, St Marys” in the Google Play Store on your phone, PC or Mac and install the skoolbag app.

* **What do I do if I want to volunteer to help at school**?

Volunteers play a vital part in school activities whether in-classroom help, sporting events, excursions or help by covering library books. If you wish to volunteer to help you need to send a note to your child’s teacher and complete the on-line child protection course.

1. Go to: <http://www.parra.catholic.edu.au/childprotection/training/child-protection-training/child-protection-training.aspx>
2. Scroll down to Volunteer section.
3. Open the module by clicking the **Start** link.

* **What do I do if my child needs to take medication at school?**

If your child needs to take medication at school that has been prescribe by a doctor, you need to send the medication into the school office along with a note from the doctor advising how much and when the medication needs to be taken.

* **What do I do if my child has a food allergy or anaphylaxis?**

If your child has a particular food allergy or Anaphylaxis, please advise your child’s teacher in writing ASAP.

* **What do I do if I need to send money into the school?**

When you need to send money into the school for any reason, please place money and completed order form/permission note in a sealed envelope and place envelope in secure drop box at office.

* **What do I do if I need to get a message to my child?**

If you need to get a message to your child such as changes to the way the child is going home, these can be given to the school office and they will then be given to your child after lunch.

* **How do I order my child’s lunch through the canteen?**

If you wish to ordera lunch order for your child, this can be done in two ways:

1. You can write your child’s order on a brown paper lunch bag and place the money inside and your child will place in the lunch basket, or
2. You can order your child’s lunch on-line through <http://www.flexischools.com.au>. You need to put money into your account via a credit card, then you can order your child’s lunch before 9.00am and the canteen prints out your child’s order and sends it to the class in the lunch basket.

* **What do I do if my child has lost property?**

If your child has lost his/her property, firstly ask your child to check with the class teacher. Secondly your child or yourself can check the lost property bins located in the foyer behind the double glass doors leading to Year 5.