

Dear Parents/Carers,

Welcome to Bass Coast Specialist School. The following is information we hope will be helpful during this transition period.

START/FINISH TIMES

The school hours for students are 9:00am—3:00pm.

Our staff use the time before and after school hours to prepare lessons and resources for their classes; attend staff meetings and participate in professional development sessions.

Staff are therefore not available to supervise students who arrive earlier than 9:00am.

It would be appreciated if parents could bring their children to school at 9:00am and at the end of the school day wait in the foyer from 2.45pm for their child to be dismissed from their class.

SPARE CLOTHING

Please send in spare clothing in case of “accidents” daily with your child. We would appreciate it if all clothing could be labelled with your child’s name.

HATS/SUNSCREEN

For outdoor play times, students require hats and sunscreen during 1st and 4th terms. Please check that hats are in school bags each day.

TRANSPORT

If your child is eligible for school transport, it is your responsibility to have them at the bus stop at the assigned time in the mornings and be waiting at the bus stop to collect your child at the assigned time in the afternoons.

SPECIAL MEDICAL CONDITIONS

If your child has a special medical condition the school needs to be notified. Separate forms need to be completed for conditions such as epilepsy, asthma, diabetes, allergic reactions (requiring an epipen) or any other condition of concern for which are to be signed off by a doctor.

We request this extra information to develop “action plans” which are displayed prominently in classrooms, so staff is aware of any symptoms/reactions.

MEDICATION

A list of all medications both during school hours and after school hours must be given to the teacher in writing and signed. (Please see Medication Administration Form). *The school must be notified in writing of any changes in medications or dosages - the changes will not occur until we have written permission.*

PROGRAM LEVIES

Programs such as cooking etc are run as extra curriculum activities and these programs are not covered by voluntary contributions. Each student will be issued with a Program Levies invoice at the beginning of each term with payment expected to be finalised by the fifth week in the term.

LUNCH

Cut lunches and healthy morning tea is required, along with a drink bottle with water only.

ABSENCES

Parents are asked to let the school know of any absences that occur either via the communication book, a phone call to the school or through Compass.

COMMUNICATION BOOKS

Students receive communication books where both teachers and parents/carers correspond on a daily basis. If students are away, parents have issues and/or meetings need to be arranged, they are to be entered in this book.

SCHOOL UNIFORM

School uniform is not compulsory, however it is highly recommended.

Uniforms are available to order from Totally Workwear Wonthaggi, 11 Murray Street, Wonthaggi. 03 5672 5878. Payment is required at the time of ordering.

During the first and last term it is recommended that students wear an appropriate hat.

CONFIDENTIAL STUDENT INFORMATION

Please find attached forms to be completed for our school computer records. If these could be completed and returned to school ASAP this would be appreciated.

Accompanying the forms must be a copy of your child's Birth Certificate and Immunisation Certificate.

TRANSPORTATION OF MEDICATION

Our Occupational Health and Safety Policy indicates that all medication sent to school must be delivered via the Bus Supervisor. *Parents/carers are asked that all medication that is sent to school be handed to the Bus Supervisor* and given to the office upon arrival to school. Under no circumstances is medication sent via school bags as it places other students in potential danger.

IMMUNISATION

Prior to commencing school most children should have received their school entry immunisation. The school entry immunisation certificate (which has one copy for schools) is then sent to the parent at the address on their Medicare card. (Attached is a copy of the acceptable school entry immunisation certificate for your information). When enrolling your child for their first year at school, please provide us with the school copy of the certificate received from the Immunisation Register. If you have misplaced your certificate, please contact *Australian Childhood Immunisation Register* (1800 653 809).

Edith Gray
Principal