ADMINISTRATIVE MATTERS

ALL VISITORS ENTERING THE SCHOOL ARE REQUIRED TO SIGN IN AT THE SCHOOL OFFICE

SUPERVISION BEFORE AND AFTER SCHOOL

BEFORE SCHOOL
It is strongly recommended that children arrive no earlier than 8.10am. Until this time there is no supervision provided by our staff. If children do arrive before 8.10am they must sit in the Assembly Area. At 8.10am two supervised areas are available for the children.

Prep to Year 2 Students
Supervision for Prep to Year 2 students is in the Early Years Area. This is a ‘Drop and Go’ area for parents. We ask that parents do not wait in the ‘Drop & Go’ area to avoid congestion. Parents are welcome to stay with their own child and use the ‘Drop & Stay’ Area located on the seating at Broadway St Pick Up. Please note that there is no supervision provided in this area.

Years 3 to 7 Students
Years 3 to 7 students are asked to wait on the Assembly Area steps.

ALL OTHER AREAS ARE OUT OF BOUNDS.

AFTER SCHOOL
In the afternoon, the following arrangements are made to ensure that children leave school safely and on time:

Broadway Street is our ONLY supervised pick up area (2.50-3.15pm)
All children waiting to be collected will go to the Broadway Street pick up area. Parents wait in the seated area.
The Assembly Area is the other designated Parent Gathering Area. Children may go to the Assembly Area to be collected after school only if their parent is there before 2.50pm. [**THERE IS NO SUPERVISION IN THIS AREA.]

Bus children will wait in front of the De Porres Centre near basketball ring. They will wait in a line and walk in pairs, with a supervision teacher to the bus.
After School Care children will go directly to the Lunch Area outside the Music Rooms to be collected by OSHC Carers. They will then walk in pairs with the Carers, to ‘Our Place’.

THERE IS NO PLAYING (E.G. HANDBALL OR ON FIXED EQUIPMENT) IN ANY AREA AFTER SCHOOL

OUTSIDE SCHOOL HOURS CARE
“Our Place” OSHC Carina offers a comprehensive OSHC service which includes
Before School (7.00am – 8.30am) After School (2.45pm – 5.45pm) and Vacation Care (7.30am – 5.45pm) services. Bookings will be essential to secure a place for your child in any of the services. Centacare Child Care Services operates the service.

Bookings can be made at “Our Place” OSHC Carina on 3398 7757 (after 2.00pm week days).
A Centacare Child Care Services brochure is included with the Orientation Kit.
MUSIC NOT BELLS

We have an automated system that signals the times for students to move in and out of classrooms. “Music” signals the time to move into class, and a “tone” signals time to move to recess. There are 2 tones at the end of the day – the first to be ready and the second at 2.50pm signalling end of school day.

LEAVING THE SCHOOL GROUNDS

Children must be accompanied by an adult when leaving the grounds in school hours. If a caregiver not known to the school staff is going to collect a child during school hours, parents need to alert the school staff beforehand by phone or note that another nominated person will be calling and signing out the child.

The procedure for collection of a child is

1. Parent or caregiver nominated by parent goes to the office.
2. At the office the parent or caregiver identifies himself or herself to the office staff and signs a Permission to Leave Register.
3. Office staff will phone the teacher of the child concerned and alert them to the fact that a parent or caregiver is waiting in the office to collect the child.
4. Parent or caregiver accompanies the child off the premises.

Note: If a child needs to be collected during lunch or morning tea break the parent or caregiver will be issued with a Permission to Leave Slip when they call at the school office to be given to staff member on duty when collecting a child from the playground.

Children will not be permitted to return home for homework, sport clothes or lunches. We discourage children from using the school phone to request parents to bring items to school. It's all part of the process of developing responsibility.

LOST PROPERTY

We strongly urge parents to clearly mark every item of your child's so that lost property can be reclaimed or returned promptly. Items of lost clothing are stored outside the Sports Shed. At the end of each term any items or articles still not collected, will be placed in the second-hand uniform pool or given to St Vincent De Paul for distribution. Children are discouraged from bringing expensive toys, swap cards and electronic games etc. to school.
SCHOOL ABSENTEE LINE 3900 9166
At St Martin's we have a dedicated phone line and recorded message so that you may notify us if your child is absent. If your child will be absent please contact the absentee number listed above by 9am. If you do not use the Absentee Line to notify the school of your child's absence, a note addressed to the class teacher giving an explanation for the absence will be required upon your child's return to school.

LATE ARRIVALS / EARLY DEPARTURES
We understand that at times it may be necessary for you to collect your child early or arrive to school late. Please be aware that late arrival means that your child may miss essential instructions given at the beginning of the school day. Children also may feel uncomfortable and embarrassed arriving to the classroom when everyone else is already settled.
Please note that late arrivals and early departures must come through the school office. Attendance records will be inaccurate if your late arrival or early departure is not recorded on our system. It is necessary for you to accompany your child to the office to sign them in or out.

EXTENDED ABSENCES
If your child is going to be absent for an extended period of time please contact the office so that flexible schooling arrangements can be made.

ILLNESS AT SCHOOL
Every effort is made to contact parents if children become ill or suffer from accidents at school. Parents are urged to keep emergency contact details up to date with our office staff. Approximately one half of the staff has current Senior First Aid Certificates. One member of staff with Senior First Aid qualifications is rostered as First Aid Officer each day. All visits to the First Aid Room are recorded in our First Aid Register, with a note being sent home for significant issues.

CHILDREN AND MEDICATION
Our most recent advice has established that "no drugs, prescription or otherwise, can be administered by school staff except in certain circumstances where it is necessary for a student to take medicine on a medical practitioners orders during school hours"

The effect of this policy is that we are unable to administer Panadol or any non-prescription medications for minor pain relief and parents will have to be called to either take sick children home or administer panadol etc. at school.

Prescription Medications: Where a medication has been prescribed by a Medical Practitioner and the child is well enough to attend school but needs medication during the day, parents are required to complete a Student Medication Authority and attach a note or certificate from the Doctor advising your child's teacher that s/he may administer a particular medication during school hours. The note should include the name of the medication, the dosage and the time(s) to be administered. Please note that both forms are required. Student Medication Authority forms are available on request from the school office.
The medication is to be handed to the teacher to be kept in the First Aid Room (refrigerated if required). 

Alternatively, you as parent may wish (as some already do) to come to school and administer the medication.

Children administering Medications: Sometimes children bring a medication which parents have given them instructions to take during the day (e.g. cough lollies). For these medications where the teacher is not involved in administering the medication, no authority is required. However, particularly in the case of asthma sprays, a note from the doctor advising the necessity for the child to always carry the inhaler, is necessary. Otherwise, all medication is labelled and stored securely in the first aid room, and administration is monitored. As a general rule, we would rather that children do not keep medications themselves.

**TUCKSHOP**

The St Martin’s Tuckshop currently provides lunches and morning tea (little lunches) available for purchase on Wednesdays and Fridays.

Orders are handled through a "bag system".

Each child must have 2 bags, clearly marked "Little Lunch" and "Big Lunch" with lunch requirement listed, Name and Class clearly marked and the correct money enclosed.

The tuckshop depends on volunteer labour and your support is sought to keep it running. A form will be sent home early in the year with Price List to seek your help. The children enjoy seeing their mothers at school, so please offer your services where you can.
A “NUT AWARE” SCHOOL

Rationale

We have an increasing number of children attending St Martin’s who suffer from a severe anaphylactic reaction to peanuts/tree nuts. These reactions can be serious and even life threatening. Many of these children need to have an EPIIPEN (automatic injector device to administer adrenalin) on hand in case of an emergency at school. As caregivers we need to take all precautions necessary to minimize risk of a life threatening anaphylaxis. As a community we can work together to minimise risks associated with being exposed to these foods that are a trigger to such attacks.

What Does this Mean?

For our school?

- Our school tuckshop will not have for sale food items that contain nuts, but does not apply to foods labeled “may contain traces of nuts”.
- No food is allowed to be shared between children.
- Awards of food/sweets will not be given that contain nut ingredients e.g chocolates.
- Education for students on Food Allergies and Healthy Foods is incorporated into the school curriculum.

For parents?

- We ask parents not to send peanut butter on sandwiches, or nutella (to minimize the risk from person to person contact).
- Emphasize the importance of hygiene when eating food at home and at school – washing hands.

While we can never entirely enforce or regulate what comes from home in each child’s lunch box, nor where foods contain traces of nut oil, we hope people will assist in working towards minimizing the risks and looking at alternatives from nut products.
ADMINISTRATIVE MATTERS
(Continued)

SWIMMING
As part of the Physical Education and Sport Program swimming lessons are provided for all children. We currently bus the children to Carina Pool at the Clem Jones Centre in Zahel St. The Middle and Senior Years children have eight lessons in first term and Early Years have eight lessons in fourth term. These are conducted in a two-week block session, which include Learn to Swim Lessons and a Life Saving Award Scheme called Swim and Survive. Travel, pool entry and instruction costs are covered by the General Purpose Levy. Girls must wear a one-piece swimsuit and we strongly urge parents to give children a sunscreen lotion. Swim shirts are also encouraged as are swimming caps for both girls and boys.

BANKING
The Commonwealth Bank has a "Dollarmite" electronic savings bank service operating within the school conducted by trained volunteer parents each Tuesday morning. St Martin's earns a small commission for each transaction. Early in the school year all new children will receive information about the service.

BICYCLES
Children may ride bicycles to school at parents discretion. Given the heavy traffic in the local area, we do not recommend that younger children ride bicycles. Children must wear a protective helmet. Bicycles should be wheeled into the grounds and stored in the bicycle rack.

DROPPING OFF AND COLLECTING CHILDREN
Parking
As there are two schools within close proximity of each other (San Sisto College and St Martin's) both Mayfield Road and Broadway Street carry a large volume of traffic each morning and afternoon. To cope with this traffic and ensure maximum safety for our children, the Brisbane City Council Traffic Branch and ourselves have combined to put certain procedures in place.

In Broadway Street - there is a two minute no standing zone used for pickup. This zone operates from 7.00am to 9.00am and from 2.00pm to 4.00pm, and it is critical that the regulations be observed. While this is a two way street it is so narrow that we recommend that parents approach it only from Stanley Road to avoid children having to cross Broadway Street. A School Crossing Supervisor supervises the crossing in Broadway Street in the morning and afternoons. Our staff supervise the children in a waiting space near Broadway Street and usher them out as their family car arrives. Parents must not park here to come into the grounds to collect children or see teachers. Parents must remain in their cars.

In Mayfield Road - The BCC has erected a bus layby to cater for both Council and Private buses.
A School Crossing Supervisor supervises the crossing in Mayfield Road in the morning and afternoons.

Please note, the School does not provide supervision for Dropping Off or Collecting children in Mayfield Road. We encourage the use of Broadway Street as the designated Pick Up & Collection Point.