Our Vision:
In faith and love we are united and in our diversity we will work together.

St Paul’s Catholic Primary School is a faith centered community that follows the gospel values of Jesus Christ and the traditions of the Catholic Church.

Our school community aims to celebrate and value the uniqueness of each child, providing them with a quality learning environment. Our educational focus is centered on allowing them opportunities to grow and develop in an environment of support, love and respect.

Together with parents and the wider community, St Paul’s accepts the challenge to assist our children to build for the future.

Our Mission:
- We are a Catholic educational community dedicated to affirming respectful relationships between staff, students, parish and families.
- We strive to demonstrate and incorporate the gospel values in all areas of our teaching and learning.
- We will reflect the Catholic identity of the school community through religious celebrations and activities.
- We will embrace change and be open to new ideas and technologies that enable us to continue to develop dynamic and innovative practices that promote self-reflection.
- We will strive to create a school environment where our students can have fun and develop a lifelong engagement with their learning, while developing a strong sense of hope in their future.
- We will participate in multicultural activities and take pride in the cultural diversity of all members of our school community.
- We contribute to our community through our unique talents and experiences. We acknowledge and encourage independent learning through an inclusive curriculum.
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Brief History
St Paul's Catholic School opened as an Infant School in February 1967 with two classrooms that were used as a Mass centre on Sundays. It was started by the Sisters of Our Lady of the Sacred Heart, Sister Virgil and Sister Gabriel. By the time Cyclone Tracy arrived in Darwin, St Paul’s had grown to a school of 415 students. Many families had contributed much of their time and energy into developing St Paul’s and within a short space of time Tracy destroyed much of the parish and school.

The new library and two-storey building were extensively damaged and the future of the school was unknown.

Occupied by the army, what was left of St Paul’s was used by the community for housing and relief. It was not until February 1976 that St Paul’s was reopened with a new Principal, Sr Elizabeth, 15 new staff members and 315 students.

Throughout the late seventies and the eighties St Paul’s grew into a large urban primary school of over 500 students.

As the Nightcliff area changed, St Paul’s became smaller in the nineties and led by a lay Principal for the first time.

In recent years, St Paul’s has been refurbished to provide modern facilities for the students and staff. Our school has a rich history in Catholic education in the Territory and we have a wonderful reputation within the community.

Principal’s Message
St Paul’s Catholic Primary School is a school that prides itself on the relationship it has with its community. The school strives to educate students so that they can reach their highest potential. We aim for excellence in all that we do.

Our school motto is "In Faith and Love, Strong in Unity, Rich in Diversity," which reflects the many cultures that come together in our school. We celebrate our Catholic faith which is based on Gospel values of Jesus and the traditions of the church.

Teachers work in partnerships with our parents to provide the best education for each student. Parents are valued. The school is working towards strengthening the relationship between home and school so that parents and teachers are in the best possible position to support a child’s learning.

St Paul’s embraces all areas of the curriculum with emphasis on Literacy and Numeracy, the Arts, History, Science and Sport. Indonesian is taught throughout the school. The school uses learning technologies that reflect the contemporary world in which our students live. If you wish to have a tour of the school please contact the office.

Anthony Hockey
Principal
We are ideally located in NIGHTCLIFF as we are within close vicinity to many Darwin attractions. We have bus stops right opposite our school and we are only 15 minutes from Darwin CBD. It is a ten minute walk to shops, cafes, restaurants, cycle paths and a post office. We are also close to Casuarina Shopping Centre.

Our local community offers the Nightcliff markets, the beautiful Nightcliff foreshore, local fishing haunts and close proximity to the botanic gardens.
A Catholic School

Parents are the first and foremost educators of their children in faith. It is parents who first teach their children to know and love God, and to exhibit Christian values in their lives.

Catholic schools, in partnership with the faith community, work to affirm and strengthen the spiritual life of the family.

In choosing a Catholic school, parents choose an education for their children in which the message of Jesus Christ is available and young people are educated for participation in today’s Church and world communities.

The goals of religious education in a Catholic school are to:
- Foster a Christian environment which permeates all aspects of school life;
- Bear witness to the love of God for all people;
- Draw on students’ life experiences, thus providing a meaningful context for faith development;
- Provide opportunities for the spiritual growth and development of each member of the school community;
- Work in partnership with parents and the parish community.

The Religious Education program at St Paul's consists of experiences such as prayer and participation in liturgy, and formal classroom lessons.

The curriculum is based on contemporary teachings of the Catholic Church and has a Sacramental focus at all levels.

Children celebrate Mass at school a number of times throughout the year through whole school gatherings and Masses. Parents are always welcome to join in the celebrations.

Celebrations and Sacraments:
St Paul's Parish has a family based Sacramental program. This means that parents wishing their children to celebrate either First Reconciliation, First Eucharist or Confirmation will also be involved in the preparation program. Parents are also responsible for ascertaining the readiness of their child to celebrate a Sacrament. This may be done in consultation with the Parish Priest or the School. Usually these sacraments are celebrated after seven years of age.

At St. Paul’s, children prepare for the Sacrament of Reconciliation in Year 3. The Sacrament of First Eucharist is prepared for and celebrated from Year 3, and children from Year 5 onwards are invited to prepare for and receive the Sacrament of Confirmation.
Our School Patrons

HENSHEKE: (RED HOUSE) Father William Hensheke MSC worked for over fifty years as a priest in the Top End. His work took him amongst the patients of the leper hospitals, to the Aboriginal people of Bathurst Island, and to many places down the track, including Katherine and Pine Creek.

Father Hensheke was Parish Priest of Darwin. The Stations of the Cross in St. Mary's Cathedral have been erected in his memory.

CHEVALIER: (BLUE HOUSE) Father Jules Chevalier was the founder of the Missionaries of the Sacred Heart. He had a great love for Jesus and gathered together priests who wished to share in his work of spreading the love of the Heart of Christ.

The priests who work in our Parish today are "Missionaries of the Sacred Heart", (MSC's)

HARTZER: (GREEN HOUSE) Mother Marie Louise Hartzer was the first Superior General of the "Daughters of Our Lady of the Sacred Heart".

At the invitation of Bishop Gsell, a group of Sisters arrived in Darwin in 1908, the year Mother Marie Louise died.

The Sisters who work in our Parish today are no longer "Daughters of Our Lady of the Sacred Heart", but are Canossian Daughters of Charity.

HARGREAVES: (GOLD HOUSE) Sister Margaretta Hargreaves, a Sister of Our Lady of the Sacred Heart, was appointed to the St Paul's Staff in 1968, in the school's second year of operation. In 1969 Sister took over as Principal of St Paul's and remained as Principal until 1973. It was in 1973 that Year 7 was added to the school for the first time with a total of 340 pupils. During her six years at St Paul's, Sister Margaretta spent her time promoting the spirit of St Paul's and endeared herself to many people. She died in April 1978, following a two year fight against cancer.
Australian Curriculum
The Australian Curriculum is used in the Northern Territory. English, Mathematics, Science and History have been implemented to this point. All other subjects follow the NT Curriculum Framework.

School Sport
St Paul's has a long and rich tradition regarding sport. Students are encouraged to participate in a wide variety of both school and club sports. Students have the opportunity to try out for zone and Territory sporting sides, in athletics, all codes of football, tennis, netball, and basketball. Darwin is a city rich in opportunities for any child who wishes to develop their sporting prowess.

We are also fortunate to have visiting sport development officers who provide students with opportunities to learn a new sport or to improve their skills in old ones.

Our students have a variety of sports opportunities including:
- City Cluster - A range of sports activities with the opportunity to represent the Northern Territory at a National Level
- Athletics Carnival
- Swimming Carnival
- Swimming Lessons
- Sports Clinics

Specialist Teachers

Music
Students participate in weekly music lessons. We have a School Choir to develop our students’ confidence and their appreciation for great music and teamwork. They perform at concerts and official school functions.

Indonesian
We provide our students with LOTE (Languages Other Than English) experiences through our Indonesian program. They develop an understanding of the Indonesian language and it inspires their interest in the Indonesian culture.

Information Technology
We are very proud of our modern Integrated Learning Centre (ILC) which serves the educational and research needs of the students and staff. The digital learning space is designed to enhance student learning outcomes in a visually stimulating environment. The collaborative learning spaces have projector screens, computers, LCD communal workstations and presentation capabilities. This facility allows us to provide our students with learning opportunities to prepare them in the 21st century through increased capacity to access knowledge and be more autonomous learners.
St Paul’s reporting procedures are as follows:

**Term 1**
- Parent Information Night
- Student Portfolios sent home (Week 10)
- Written Report (Attitude and Behaviour) to be included in Portfolio
- Ongoing informal reporting

**Term 2**
- Parent Teacher Interviews (early in Term)
- Student Portfolios sent home (Week 10)
- Written Report (Attitude and Behaviour) to be included in Portfolio
- Academic Report
- Ongoing informal reporting

**Term 3**
- Student Portfolios sent home (Week 10)
- Written Report (Attitude and Behaviour) to be included in Portfolio
- Ongoing informal reporting

**Term 4**
- Student Portfolios sent home (Week 10)
- Written Report (Attitude and Behaviour) to be included in Portfolio
- Academic Report
- Ongoing informal reporting

Parents and carers of students receiving Learning Support will be invited to regular meetings to develop and review the child’s program.

The student Portfolio is a collection of your child’s work with teacher assessments. The Portfolio aims to stimulate conversation about your child’s progress and achievement at school between you, your child and your child’s teacher. The Portfolio also aims to provide a variety of snapshots of your child’s learning and an assessment of the progress being made.
General Information

ATTENDANCE
If students are absent because of illness or appointments, it is expected that parents will notify the school before 9.30am.

CANTEEN
The school canteen operates five days a week. Canteen lists are sent home each semester with the Newsletter or are available on request. The canteen provides recess items and lunches.

COMMUNICATION
A school Newsletter is emailed every Wednesday. It is an important source of information for families and provides parents with a list of upcoming school events and community items of interest.

A Parent Information night is held early in Term One. Teachers may also send home class notes on a regular basis. These may be for excursions, class information or requests for assistance.

Excursion notes must be returned to school if children are to attend excursions.

Various forms of written communications are also posted on the Learning Platform. All children are issued with login details.

SCHOOL ASSEMBLIES
There is a general school Assembly every Monday morning at 8.20am and a sacred song on Tuesday, Wednesday and Thursday mornings. On Friday mornings at 8.20am Awards are handed out. Parents/carers are welcome at all assemblies.

STUDENT REPRESENTATIVE COUNCIL
School and House Captains are elected by Years 3 to 6 at the beginning of December for the following school year. Student representatives are elected by each class for the SRC. Their appointment is for 1 semester. The SRC meets regularly and makes suggestions to the Principal and staff.

HOMEWORK
It is our policy that all students should complete age appropriate tasks supervised by parents. Work is expected to be neat and of a good standard. If parents would prefer that their child does not complete homework they are asked to advise the class teacher.

BEHAVIOUR MANAGEMENT
Our Behaviour Management Policy aims to ensure that all students have a safe and positive learning environment. Students are expected to show respect for themselves, other students, school rules, staff and the wider community.

EXCURSIONS
Classes may embark on outings within the local vicinity of the school. These are an important part of the learning program so parents are asked to sign a ‘Local Excursion’ consent form on enrolment to give permission for such outings. Additional information is always provided to parents prior to any excursions.

Major excursions involving public or private transport will require separate consent forms and written details for the event.

Parents and teachers transporting children on school excursions must ensure each child is in a proper seat belt and that cars are comprehensively insured.

CAMPS
Students in Years 5 and 6 are involved in one major camp per year which is an important and valuable experience for the students. If parents experience any difficulties in getting their children involved in camps, they should contact the child’s teacher or the Principal.

WHOLE SCHOOL EXCURSIONS
Whole school excursions include the intensive swimming program held in Term 1, and Christmas Concert etc. These activities are advertised in the school newsletter.
### School Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15</td>
<td>First bell</td>
</tr>
<tr>
<td>8:18</td>
<td>Brief assembly for messages and Sacred Song</td>
</tr>
<tr>
<td>8:30 - 10:30</td>
<td>Children in class – First session</td>
</tr>
<tr>
<td>10:30 - 10:50</td>
<td>Recess</td>
</tr>
<tr>
<td>10:50 - 12:50</td>
<td>Second Session</td>
</tr>
<tr>
<td>12:50 - 1:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 - 1:40</td>
<td>Play</td>
</tr>
<tr>
<td>1:40 - 2:45</td>
<td>Third Session</td>
</tr>
</tbody>
</table>

Playground supervision begins at 8:00am and children are required to sit in a designated area until a play bell sounds. Children are encouraged not to arrive at school before 8.00am as we cannot always guarantee an adult presence in the school.

The courtyard area is supervised each morning, and is the only area where the children are allowed to play before school.

We ask that parents collect their children within 20 minutes of being dismissed at 2:45pm. If parents are going to be more than 30 minutes late they are asked to phone the school so the child can be informed.

### Lunch and Leisure Time

At 12.50pm children sit eat their lunch in class groups under the supervision of a teacher. Children must not leave the school grounds without the written permission of their parents or caregivers. The class teacher or office must be informed when a child is leaving the school grounds or being collected by a parent during school time.

### School Closures

Set school closures, such as pupil free days, will be notified well in advance. Closures due to Cyclone Warnings will usually be notified through the local media prior to the commencement of school on the day. Should a cyclone warning be given during the day, parents will be notified and official evacuation procedures will be followed.
Parents at School
At St. Paul's Catholic School we value the support of parents across the range of school life. This includes management, maintenance and fund raising through the School Board and Parents & Friends Association. The fund raising that takes place in the school is vital for providing the necessary resources for student learning. This can include information technology, reading material, play equipment and the general upkeep of the school grounds and facilities.

Parents are also invited to assist by supporting teachers in the classroom on a regular or casual basis. Helping with excursions, sports (coaches, managers, transport) and sporting events run by the school. Please speak to your child’s teacher about how you can help.

Parents are always welcome at activities organised by the school, and we encourage you to be involved in school events whenever possible.

School Board
The School Board is an advisory and support group which assists the Principal, staff and Parish Priest to ensure the smooth running of the school.

All parents have the opportunity to participate in policy development and planning by joining the School Board for a set term. Members are elected annually. The Board meets on the second Wednesday of each month in term time. Information on participation on the Board can be obtained through the Principal.

Parents and Friends Association
All families are encouraged to belong to the Parents & Friends Association. The committee meets every first Wednesday during school terms. An elected executive committee works with the school to organise fundrasing, development of resources and plans for the future of the school. The P & F is represented on the School Board.
School Uniform

Our school uniform is an integral part of our school identity. It helps build the school spirit and it instils in students a feeling of oneness and belonging.

It is important that our students wear the correct school uniform as it promotes positive self discipline and it encourages unity amongst our students without them feeling pressured to wear branded clothing or “student made adaptations” to the uniform.

The photo below highlights the correct uniforms. We thank you in advance for your support in implementing the correct school uniform. In extenuating circumstances, we ask that a letter be provided to the school to explain why a student is not wearing the correct items and we appreciate your promptness in endeavouring to replace the incorrect items.

**CORRECT SCHOOL SHOES**

**SHOES NOT PERMITTED**

Coloured laces or sparkly shoes are not permitted

**HAIR ACCESSORIES**

- Green
- White
- Black
- Brown

All students will have neat and tidy hair, tied back from their face. All shoulder length hair is encouraged to be tied up or pulled back with plain ties/ headbands etc. Extreme hair colours and/or styles (i.e. Mohawks) are not permitted.
### School Fees and Levies 2014

#### 1 Child

- **Tuition fee**: $1,045.00
- **Book & Resource Levy**: $375.00
- **Swimming Levy**: $100.00
- **Subtotal**: $1,520.00
- **If paid annually 5% disc on fees**: $52.25
- **Total**: $1,467.75
- **Building Fund**: (Tax deductible) $200.00

#### 2 Children

- **Tuition fee**: $2,090.00
- **Book & Resource Levy**: $750.00
- **Swimming Levy**: $200.00
- **Sibling Discount**: $104.50
- **Subtotal**: $2,935.50
- **If paid annually 5% disc on fees**: $104.50
- **Total**: $2,831.00
- **Building Fund**: (Tax deductible) $200.00

#### 3 Children

- **Tuition fee**: $3,135.00
- **Book & Resource Levy**: $1,125.00
- **Swimming Levy**: $300.00
- **Sibling Discount**: $313.50
- **Subtotal**: $4,246.50
- **If paid annually 5% disc on fees**: $156.75
- **Total**: $4,089.75
- **Building Fund**: (Tax deductible) $200.00

#### 4 Children

- **Tuition fee**: $4,180.00
- **Book & Resource Levy**: $1,500.00
- **Swimming Levy**: $400.00
- **Sibling Discount**: $1,379.40
- **Subtotal**: $4,700.60
- **If paid annually 5% disc on fees**: $209.00
- **Total**: $4,491.60
- **Building Fund**: (Tax deductible) $200.00

**Uniforms are on sale at the office.**

- **Girls uniform/dress**: $35.00
- **Culottes**: $25.00
- **Polo T-Shirt (Boys and Girls)**: $27.00
- **Sports Polo T-shirts**: $32.00
- **Black micro-fibre sports shorts**: $15.00
- **Zipped Jacket (for cooler times)**: $45.00
- **Hats**
  - **Legionnaire Style**: $10.00
  - **Slouch style**: $15.00

**Please Note:**

Eftpos facilities, BPay, EFT, Centrepay and payment by instalments are available. Please see the school office for details.

**Book & Resource Levy includes:**
Books and stationery, and students online resources.
St. Paul’s Early Learning Centre (ELC) caters for children who are 3 to 5 years old.

Our Early Learning Centre is a long day care service for children aged 3-5 years. We are always aiming to achieve the highest level of care for the children in our services.

The ELC features:
- An Educational Program using the Early Years Learning Framework;
- Modern facilities and safe environment;
- Access to school resources;
- Integration program in preparation for Transition;
- Trained and caring staff;
- Full-time enrolment or part-time if available.

We are licensed for 33 enrolments in our Early Learning Centre.

Competitive Fees

<table>
<thead>
<tr>
<th>Care</th>
<th>Time Frame</th>
<th>Price as of 2013</th>
<th>Meals Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>7:30am—5:30pm</td>
<td>$300.00 per week</td>
<td>Morning Tea, Lunch &amp; Afternoon Tea</td>
</tr>
<tr>
<td>Single Day Care</td>
<td>7:30am—5:30pm</td>
<td>$70.00</td>
<td>Morning Tea, Lunch &amp; Afternoon Tea</td>
</tr>
</tbody>
</table>

Students at the ELC are eligible for the government child-care subsidy.

Applications for enrolment are available from St. Paul’s School Office, Francis St, Nightcliff (8985 1911) or from the Centre, Cummins St, Nightcliff (89854678)
Out of School Hours Care (OSHC)

OSHC and Vacation Care deliver a quality caring program. We ensure variety and fun in our programs. Afternoon tea is supplied daily at OSHC and all food is supplied during Vacation Care.

CCB is available through Centrelink – this then reduces your fees based on income.

OSHC runs for the 40 school weeks excluding public holidays. Vacation Care operates 10 weeks per year only closing for the Christmas and New Year weeks.

If you would like to access our December/January program please contact us. Applications for enrolment are available from St. Paul’s School Office, Francis St, Nightcliff (8985 1911) or from the Centre, Cummins St, Nightcliff (89854678)

<table>
<thead>
<tr>
<th>Out of School Hours Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operation Time</strong></td>
<td>2:45pm—5:30pm</td>
</tr>
</tbody>
</table>
| **Weekly Fees**          | 1st Child—$85.00 per week  
                          Additional Children—$80.00 per week |
| **Permanent Part-time**  | $18.00 per day |
| **Casual Fees**          | $20.00 per casual day |
| **Late Fees**            | $2.00 per minute |

<table>
<thead>
<tr>
<th>Vacation Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operation Time</strong></td>
<td>7:30am—5:30pm</td>
</tr>
</tbody>
</table>
| **Weekly Fees**          | 1st Child—$250.00 per week  
                          Additional Children—$245.00 per week |
| **Part-time Fees**       | $60.00 per day |
| **Late Fees**            | $2.00 per minute |
Safety

Pick Up Zones

Children are to be dropped off and collected within the car park area in the front of the school. Francis St. should not be used as a Drop Off/Pick Up zone.

Each afternoon the children are taken to the driveway area at the church. Parents/carers wishing to use the drop off/pick-up zone are asked to line up in the designated area. This area is designed for a quick pick up i.e. if your child/ren need assistance with car seats etc we ask that you park in the carpark so as to avoid unnecessary delays.

Parents/carers wishing to collect their child/ren from the school are asked to park in the available spaces and come into the undercover area to collect your child/ren.

Parents need to take particular care when driving in the car park during wet season rains.

Please ensure that the office is informed if someone other than yourself is to collect children from school and if there is any change in pick up times.

Road Safety

If children are riding to school it is essential that they wear helmets and they have been taught basic road rules. Children walking from school are taken across Francis and Waters Street and children crossing Trower Road must use the pedestrian crossing.

While Road Safety is a topic discussed in all year levels, we depend upon parents to help us keep children safe on the roads.

There is a 40km speed limit on roads around the school and a flagged crossing is situated in Francis Street adjacent to the school. These flags are placed out at 7.30am and removed after children have been escorted back across the road at 3.00pm.
Every care is taken of the children in the school. However, school is not the place for sick children and parents will be contacted to collect their child/ren if they are not well.

Parents are asked to advise the school as a matter of urgency if their child/ren contract any of these diseases.

**Communicable Disease**

The following table shows the recommended minimum exclusion periods from school of infectious disease cases and contacts.

Exclusion days refer to calendar days. Although a medical certificate may be produced showing earlier recovery, children should be excluded for the recommended period in order to protect other school children from infection. Viruses should also be treated as potentially infectious diseases and a doctor's advice should be sought and adhered to.

If your child suffers from some medical ailment which is not infectious but may affect their performance and behaviour, or may require special care, then please advise the teacher in writing.

Recommended minimum exclusion from school (siblings are not generally excluded)

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Excluded until fully recovered or for a least 5 days after the spots (eruption) first appears.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or at least 4 days after onset of rash.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude for 14 days after onset of illness, or after completing 5 days of antibiotic treatment, and a doctor certifies that the person is no longer infectious.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.</td>
</tr>
<tr>
<td>Ringworm/Tinea</td>
<td>Re-admit the day after treatment has commenced.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Excluded until effective treatment has been carried out and the hair is completely free of lice.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Excluded until discharge from eyes has ceased.</td>
</tr>
</tbody>
</table>

**Dental Clinic**

A Dental Service is provided at Nightcliff Primary School and can be accessed by telephoning 89481194 for an appointment or in case of emergencies by ringing 89226466.

**Accidents**

Parents are asked to keep Medical Information Forms up to date as the information we receive from you is vital. Please inform the school if there is a change to your telephone number or address (home or work) or if your child suffers from some medical ailment of which the school should be aware.

In case of an accident at school every effort will be made to contact the parents. If the matter requires urgent medical attention, staff will make a decision as to the best course of action in the circumstances.

**Medications**

Medications may only be administered at school if they are brought to the office in their original containers and instructions written up. Medications will be kept in the fridge. Except in the case of self-administered puffers, children may not keep medications in bags or lunch boxes.