



# St Cecilia's Balgowlah School Information 2021

**Phone:** (9948 3069) **Website:** [www.scbdbb.catholic.edu.au](http://www.scbdbb.catholic.edu.au)

**Email:** [scb@dbb.catholic.edu.au](mailto:scb@dbb.catholic.edu.au)

**The school office:** is open 8.00am to 3.30pm

**School Hours:** School starts at 8.55am sharp and finishes at 3.15pm daily

Any child dropped at school before 8.30am or still at school after 3.30pm without a parent/carer supervisor will be taken to our Before & After School Care (OSHC) and parents will be charged by Camp Australia directly for taking care of the child/ren. The school gates of the school close at 9.30am, reopen at 3.30pm and close for the day at 3.30pm. Please use the Seaview St gate for access to pick up children from After School Care.

**Punctuality:** It is important that the children arrive in class with their teacher settled and the roll can be taken.

All children need to arrive at school between 8.30am and 8.55am

Late arrivals must report to the School Office to be signed in via the Compass Portal in the office

If you need to take your child out of school during school hours please sign them out using Compass Portal in the office.

**Before and After School Care (OSCH):** on site is run by Camp Australia. Open from 7.00am-6.00pm M-F. For information and registration please visit [www.campastralia.com.au](http://www.campastralia.com.au).

**Student Absences:** Student absences are entered by the parents via the Compass Parent Portal. To log in you need your unique family username and password. These details will be provided to you by the school. You will initially be provided with a temporary password that you will be prompted to update. Sick leave and absences up to 10 days can be recorded here. Partial absences must be recorded on the iPad in reception.

**Food Breaks at School:** Fruit Break: 10.00am; Recess: 10.55-11.25am; Lunch: 1.05-1.55pm.

Children need to bring a drink bottle (preferably water), a piece of fruit or vegetable, morning tea and lunch every day. Containers and drink bottles are to be clearly named.

**Canteen:** Open 3 days per week – M, W F. Orders must be placed online via the QKR APP before 8.55am on the day.

We do not encourage parents or carers to come in during the day with food for their children.

**Allergies:** We ask that parents do not send in any food or drink items that contain NUTS, as we have a number of children who are allergic to nut products and could develop a severe reaction. Please be conscious of what food you send into school.

**Visiting & Volunteering:** If you are visiting the school during school hours as a volunteer, please ensure that you have completed a Volunteers Declaration Form (at least once during the time your child is a student at St Cecilia's). You will need to sign in and out at the school office on each occasion and wear a volunteer's badge.

**School Newsletter:** On our website every week. Please advise the office of any changes to email addresses.

**School Uniform:** Can be purchase from Pickles Schoolwear Brookvale. PLEASE LABEL ALL CLOTHING, LUNCH BOXES, DRINK BOTTLES AND BAGS.

**School Hats:** are to be worn outside at all times. Children are not to borrow hats from lost property if they cannot find their own. PLEASE CLEARLY LABEL YOUR CHILD'S HAT. New hats are available for purchase from the School Office.

**The Parent Handbook:** and additional information is available on our website [www.scbdbb.catholic.edu.au](http://www.scbdbb.catholic.edu.au)