



SCHOOL INFORMATION

SCHOOL OFFICE HOURS: 8.00am – 3.30pm
POSTAL ADDRESS: Notre Dame Catholic Primary School
360 Daly St Cloverdale WA 6105
PHONE: 6272 7100
FAX: 9277 2234
EMAIL ADDRESS: admin@nds.wa.edu.au
WEB ADDRESS: www.nds.wa.edu.au

TYPE OF SCHOOL: Parish School
MOTTO: Founded on Faith

ENROLMENT: Two Stream Catholic School for boys and girls from 3 year old Kindergarten to Year 6

School Times:

3 Year Old Kindergarten: Tuesday and Thursday 8.50am – 11.30am
4 Year Old Kindergarten: Monday, Wednesday and Friday 8.45am – 2.45pm
Pre-Primary – Year 6; Monday to Friday 8.30am - 3.00pm

Administration Protocols:

Punctuality

Parents are requested to ensure their children are **punctual for classes each day**. We recommend that they arrive in sufficient time to unpack their bags and ensure they have books ready and pencils sharpened by 8.30am. Children who arrive late can disrupt lessons that are in progress. Students who arrive after 8.30am, need to go to the Administration Office to collect a late slip which is to then be given to the class teacher.

Absent Students

To ensure the safety of children parents are asked to:

- Notify the school **by 9.30am** if a child will be absent on a particular day.
- Provide the teacher with a written explanation as to the cause of the child's absence on their return to school even if the parent has notified reception. Teachers are required to obtain a letter to keep with the school attendance register.
- Provide a doctor's certificate for extended periods of absenteeism.

Collection of Children for Appointments:

A Student Leave of Absence will need to be signed by parents in the front office and parents will give the signed note to their child's teacher who will release the child from class. Children are to be collected from the Administration Office if they are required to leave the school for appointments.

Change of Address

The school must be notified immediately if there is a change in address or phone number at home or work. This is to ensure contact in the case of an emergency.

Supervision

Children are supervised between the hours of 8.10am and 3.30pm each school day. Please be aware that children are not under teacher supervision before or after these times. If arriving at school before 8.10am, children are requested to sit outside the administration area until teacher supervision commences.

All school play equipment is out of bounds to children and toddlers before and after school.