



School Information

For more information please visit the School Website: www.olddb.catholic.edu.au

Phone: (02) 9419 2645

Email: old@dbb.catholic.edu.au

The School Office: is open 8.30am – 4pm

School Hours: School starts at 8.45am sharp and finishes at 3pm daily

Any child dropped at school before 8.15am or still at school after 3.30pm* without a parent/carer supervisor will be taken to our Before & After School Care (OSHC) at Harrington Hall, and parents will be charged by **Camp Australia** directly for taking care of the child/ren. (*This does not apply to students involved in on site, afterschool activities). The front doors of the school will be closed at 4pm. Please use the Kirk St Gate to pick up children from After School Care.

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

- **All children need to arrive at school between 8.15am and 8.45am (which is when the Assembly Bell goes and children must be seated in their class lines)**
- Late arrivals must report to the School Office to be signed on, at the Kiosk, and a record of late attendance.
- If you need to take your child out of school during school hours please send the office an email or note in advance, then sign them out using the Kiosk at the office.

Before and After School Care (OSHC): on site, is run by **Camp Australia** in our School Hall (Harrington Hall). It is open from 7am – 6pm M-F. For more information and registration, please visit: www.campaustalia.com.au

Willoughby Council run after school care and can be contacted at Chatswood.oosh@willoughby.nsw.gov.au

Student Absences: It is essential that you advise us through the Compass App or via email if your child is absent before 9am on the day. Please include child's name, class and reason for absence otherwise the teacher will mark their name on the roll as 'unexplained'. It is the parent's responsibility to notify Before and After School Care of any absences as well.

Food Breaks at school: Fruit Break is at approximately 10am; Recess 11-11.20am and Lunch 12.40-1.40pm. Children need to bring a drink bottle (preferable water), a piece of fruit or vegetable, morning tea and lunch every day. Please ensure containers and drink bottles are clearly named.

Canteen: open 5 days for drinks and ice blocks. Please note the canteen is closed if raining.

Online Lunch Ordering: available 5 days. Orders must be placed online via the **Qkr!** App before 9am on the day.

We do not encourage: Parents or carers to come in during the day with food for their children, therefore we recommend you use a lunchbox with a frozen ice block in it if it needs to be kept cold.

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 O.L.D). You will need to sign in at the School Office/Kiosk on each occasion and wear a visitor badge.

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

School Uniform: can be purchased from "Lowes" in Victoria Avenue, Chatswood. **PLEASE LABEL ALL CLOTHING, LUNCH BOXES, DRINK BOTTLES & BAGS.**

House Colour Shirts: are available for purchase from "Lowes", Chatswood.

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.**

"Pre-Loved" Uniform Shop: open the **last Friday of every month** outside the **School Library 2.45-3.15pm**