



Some important term reminders

- **Starting time** is 9.00 sharp. When children arrive late, they often miss vital instructions that set up the day and their late arrival can be very disruptive to other students. Please remember to sign in your child at the Front Office if they arrive after the morning bell.
- The **end of day** first warning bell time is 3.05pm with the last bell at 3.10pm. It would be greatly appreciated if students remain in class until the end of the school day to minimise disturbance to the class and also ensure any messages, notes, etc are not overlooked. We understand that there are *rare* occasions when circumstances dictate a child leaving early but would expect this would not be on a regular basis.
- **Supervision** commences at 8.30am and students should not be at school before 8.30am please.
- A student's **hair** must be tied back if longer than shoulder length in an appropriate school coloured band. Hair should also be of natural colour and extreme haircuts are not permitted.
- No **jewellery** should be worn to school and only plain studs or small sleepers and watches are acceptable. No bracelets, bangles, sparkly ear rings, nail polish, make up, etc are allowed.
- Correct **school uniform** must be worn at all times.
- St Bede's has a NO HAT NO PLAY policy. Students without a correct school hat will be asked to sit in the shade.
- Black 'jogger' or canvas type school **shoes** are not part of the school uniform. The only school shoes allowed are the traditional or formal black leather school shoes.
- On sports days, **sports shoes** are to be predominantly white.
- Students with **mobile phones** are asked to switch the phone off and leave it in their bags. If mobile phones are heard or sighted during school time they will be confiscated and taken to the front office. The School takes no responsibility for lost or broken mobile phones. This also applies to 'Apple' watches.
- **Contact from parents** to children / children to parents during the school day is strictly through the front office please. Children are not permitted to contact parents by mobile phone and/or email.
- While at school, students must use the school network. ALL messaging services including Facetime and other social media, mobile data and Bluetooth must be **turned off** on iPads and Apple watches.
- Students who are collected by their parents during the day for appointments must be **signed out/in** at the Front Office before and after the appointment. Children who arrive at school after 9.00am must be signed in by a parent or carer.

- Parents visiting the school to assist must be able to produce a current **Working with Vulnerable People Card** at all times and are also asked to sign in at Front Office and wear a visitor's label.
- Please ensure that the school always has your up to date contact details and also those of your nominated **emergency contacts**.
- St Bede's is a **nut aware** school. We ask that you do not use nut spreads including peanut butter and Nutella, cakes with nuts, etc. We also ask that you discuss with your children the importance of not sharing food at school.
- If you are planning a cake or similar for a **class celebration**, please ensure you speak to Julie and the class teacher well in advance.
- While we love our four-legged family members, **dogs** are not able to come to school. The Territory and Municipal Services website states that dogs are not to be taken into the grounds of a childcare centre, preschool, primary or high school during school hours or any after school sports training events. In public places, a dog must not be taken within 10 metres of a designated play space (if children are playing on it). For further information please visit: [Recreation with my Dog - Transport Canberra and City Services](#)
- **Afternoon messages** regarding changes to the afternoon routine must be received by the Front Office by 2.45pm please for inclusion in the class message bag or we cannot guarantee your child/ren will receive the message.
- Please ensure the school is aware of any **medical conditions** that your child may have, even if considered relatively minor and regardless of whether it is ongoing or in isolation. Any medical information about your child is, of course, confidential.
- Students must wear a **bike helmet** if they are riding or scootering to and from school.
- **Car park** - please remember to be patient and considerate of others when driving in the car parks. School car parks are inherently dangerous and all parents are asked to be patient and alert.
- **Absences** from school – it is a legal requirement that all absences are explained. Please notify the school of your child's absence by either:
 1. Emailing the Front Office at office.stbedes@cg.catholic.edu.au
 2. Sending a note to the classroom teacher indicating date and reason for absence. An absence note is available on the website or in the front foyer.
 3. Phoning the Front Office is a courtesy only and a written note is still required.
- Online Canteen Ordering - **Canteen** ordering is online via the flexischools website www.flexischools.com.au for nominated 'tuck days'.
- **Uniform orders** need to be lodged via Flexischools and paid by credit card. *Invoices are not issued.* A laptop will be available in the boutique on Friday mornings (8.40 – 9.40am) to assist if you are unfamiliar with the Flexischools system. Please consider your child's uniform needs in advance and lodge orders to allow plenty of time for items to be delivered. It would also be appreciated if you do not request ad hoc access to the uniform shop or send order forms and payments through the front office.
- We ask for your cooperation and care concerning the use and distribution of **photographs** of other children at our school. Photographs, video or digital images of a student are considered personal information and therefore their use and disclosure are governed by privacy legislation.