



# Guidelines for parents

## FOOD

Students should have a nourishing breakfast to prepare them for the school day. Parents are asked to send students with fresh fruit and/or vegetables every day to eat at Crunch and Sip.

*Eat well. You need to eat regularly to have energy. Healthy food, not junk, gives you real energy. Sometimes you can forget to eat and you may feel tired or upset simply because you haven't eaten. Eat healthy food regularly.*

*from How to Make Good Choices*

## SLEEP

Students are to be well rested upon arrival at school. Insufficient sleep is not an acceptable reason for absence.

*Make sure you get plenty of sleep. If you are tired, life is not much fun. You can feel bad or upset simply because you are tired. Go to bed at your bedtime or when you are tired and get enough sleep. Tell others to get enough rest too.*

*from How to Make Good Choices*

## ABSENCES

Please phone or email the school by 9.30am if your child is absent or late. After any absence, please send an explanatory letter, as The Department of Education requires evidence of all absences and an inspection of our records could be carried out at any time.

## SICK CHILDREN

Please do not bring sick children to school. 'Sick' is defined as: temperature, runny nose, sneezing and/or continuous coughing or known infectious diseases. If your child appears to be coming down with an illness it is better for them and our staff and other students at school if they remain at home until they are well or the symptoms have subsided.

## ADDRESSES

It is essential that we have an up-to-date record of your current home address, email address, home phone number and work contact number. Please notify us immediately if there is a change in any of these. We send a lot of important communications for parents via email.

## CHANGES IN DAILY TRAVEL ROUTINE

As the school received from you a list of people who are allowed to collect your child from school, you are required to put in writing any changes to your child's travel and collection routine. Verbal instructions from a child are not acceptable and a child will not be allowed to leave with unauthorised people.

## STUDENTS' BELONGINGS

- All belongings must be clearly labeled. This includes school bags, lunch boxes, clothing, swimsuits, towels and any other articles brought to school.
- Mobile phones are not to be used during school hours. Where there is a need to communicate with your child during school hours, please call the office staff.

- Every student should have his/her own pencil case with pencils, sharpener, rubber, ruler, scissors, glue, and coloured pencils. A simple calculator will be required in the higher primary levels and High School.

## **ROAD SAFETY**

Be kind to neighbours and observe road rules while crossing the road with your children. Please hold the hand of children under 10 years old. Park on the correct side of the road and please turn your engine off rather than idling. Please do not drop your child off while stopped in the middle of the road, as this is against the law and also unsafe for children. The Police have been known to charge and fine anyone breaking this law.

## **SCHOOL FEES**

Please make sure you understand our fee policy. If you are experiencing any difficulty to do with your school fees, please come and speak to the school Office Manager who is always willing to help you work out the best possible solution.

## **SCHOOL POLICY**

Policies have been written regarding all matters mentioned in these guidelines. Parents are welcome to view these in the office at any time.

## **'HOW TO LIVE AND WORK WITH CHILDREN'**

All parents are encouraged to study the 'How to Live and Work with Children' course, which we deliver here at the school. Based on the works of L. Ron Hubbard, its purpose is: 'To give you the tools and knowledge to work with, care for or raise happy, cooperative and productive children'. Further information is available at the office.

## **EMERGENCY DRILLS**

Please be advised that from time to time, as a school, we drill the procedures outlined in school policy regarding an emergency, such as a fire or the need for a lockdown (to secure all students and staff inside the buildings). Should you, the parent, come into the school grounds whilst this is occurring we ask that you follow directions from staff and include yourself in this drill.

## **RESPONSIBILITIES OF PARENTS**

As parents, you have certain responsibilities for the well-being of your children. It is the team effort between school staff and parents that will ensure your children reap the greatest benefits both scholastically and socially.

School staff cannot replace parents. While we are always happy to help parents in any way we can, it is the parents who set and maintain the standards of acceptable behavior and the integrity of the family and its members. A good reference for parents is the *How to Make Good Choices* booklet. A copy has been included for you with this pack and further copies are available in the office.

## **MINIMISATION OF FOOD WRAPPERS.**

Please minimise the number of food wrappers being sent to school. When they end up in the drains, they can block them, causing flooding at the school and then they can get flushed down the streets and into the storm water which is harmful for our environment.

You can help minimise the number of wrappers sent to school as follows:

- Use a reusable lunch box
- Reduce the number of processed, wrapped foods
- Remove wrappings at home, where feasible
- Remember that fruit is quick, easy, ready-wrapped and nutritious.

## MINIMISATION OF PAPER

We use emails to save paper. Look out for notices and calendar events in your email inbox. Also check your Dojo app for updates. Sending newsletters by email has been very successful. Not only do we save the environment by cutting down on paper used, emailed newsletters can easily be forwarded on. Teachers will also begin using email as a line of communication. If you have not already provided us with your email address, please forward it to [enquiries@athena.nsw.edu.au](mailto:enquiries@athena.nsw.edu.au)

## ROAD SAFETY

Be kind to neighbours and observe road rules while crossing the road with your children. Park on the correct side of the road and please turn your engine off rather than idling, as the fumes directly affect the residents in our street. Don't drop your child off while stopped in the middle of the road, as this is against the law and also unsafe for children. The Police have notified us that they will charge and fine anyone breaking this law and they are increasing surveillance of schools across Sydney.

*'A good, stable adult with love and tolerance in his heart  
is about the best therapy a child can have.'*

*— L. Ron Hubbard, How To Live With Children*