

GENERAL INFORMATION FOR STUDENTS AND PARENTS

HOURS OF SUPERVISION

Students at the school are supervised from 8.45 am until 3.10 pm

SCHOOL COUNCIL

As the governing body of the school, the School Council of Emerson School is responsible for educational policies, financial management and operational procedures.

The Council meets on at least eight occasions every year.

STUDENT PLANNER

Each student will be given Planner. Replacements can be purchased at the Office. All parents are encouraged to communicate regularly with the school using the planner allocated to their child. Planners should be signed each night by parents.

NEWSLETTER

The school newsletter is published every Friday. It is an important communication link between the school and home. Many events and important school matters are noted in this vital document. Please ensure that your child brings it home each week, so as to avoid disappointment in not keeping up with the latest happenings around the school.

TELEPHONE CALLS

These are an informal and friendly way for staff to communicate with parents/carers. We encourage all parents/carers to ring to discuss any student related issues.

ABSENCES

Parents/Carers are asked to either phone the school by 10.00am or write a note in the school Planner prior to the absence. A staff member will ring parents/carers if a student is away and we have not received a call or note.

LOST PROPERTY

Students are required to have their name on all possessions. This ensures that lost property can be swiftly returned to its owner.

STUDENT ILLNESS

Parents/Carers will be asked to collect students who are sick at school and not able to participate in classes. We encourage regular attendance at school, but home is the best place for a sick child.

MEDICATION

A school medical information and permission form is given to all parents/carers when a child enrolls. Please notify the school immediately if there are any changes to the details on these forms.

SCHOOL LEVIES

Payment of levies, as determined by School Council each year, is required to cover such extra costs as buses, extra art materials, home economics etc. These levies are itemised each year.