



# 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  
**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	8.45am – 11.30am half days
: Tuesday and Thursday	8.45am - 2.45pm full days
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 are prepared for the day. Children who arrive late can disrupt lessons that are in progress. Students who arrive after 8.45am need to go to the Administration Office to collect a late card which is to be given to the class teacher.

### Absent Students

To ensure the safety of children parents are asked to:

- Notify the school **by 9.00am** if the child will be absent on a particular day or an SMS will automatically sent to the parent.
- Provide the teacher with a written explanation as to the reason of the child's absence on their return to school even if the parent has notified reception. It is a legal requirement by the Education Department that Administration have on file a record/reason of the child's absence.
- Provide a doctor's certificate for extended periods of absenteeism.

### Collection of Children for Appointments:

The parent/guardian must sign the iPad located at the front office if the student is to be picked up for an appointment. The front office will give the parent/guardian a signed note authorising the child's teacher to release the child from class.

### 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 that updated contact is available in the case of an emergency.

### Supervision

Children are supervised between the hours of 8.00am and 3.15pm each school day. Please be aware that children are not under teacher supervision before or after these times.

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