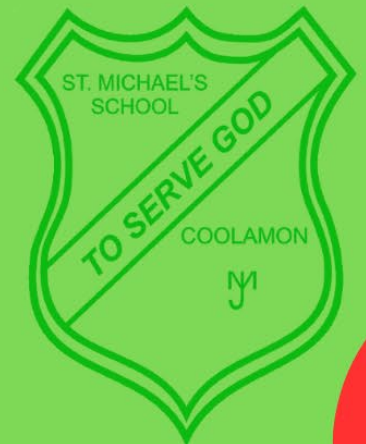


PARENT HANDBOOK

ST MICHAEL'S PRIMARY SCHOOL



55 Methul St COOLAMON NSW 2701

Postal – PO Box 161 COOLAMON NSW 2701

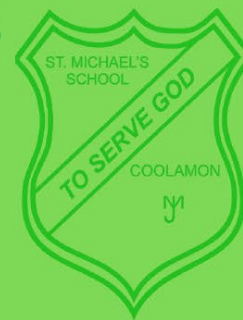
P-02 6927 3483 M-0427 273483
Email – smc-info@ww.catholic.edu.au
ABN - 670 619 15570

St Michael's School, Coolamon

VISION

In keeping with the evangelising Mission of the Catholic Church St Michael's is a Catholic School which:

- Is committed to Jesus Christ and his Gospel;
- Knows and celebrates our Catholic Faith tradition;
- Educates the whole person: body, spirit, heart and mind;
- Promotes education in the service of a better world;
- Provides our children with reasons for living, hoping and loving.



MISSION

St Michael's is committed to being:

A COMMUNITY OF FAITH

- Centred on Christ and the sacramental life of the Church
- Living Gospel values according to Church teaching
- Working to foster the growth of the Kingdom of God on Earth
- Learning about and living our Catholic Faith while respecting the faith traditions of others
- Demonstrating the relevance of faith to life and contemporary culture
- Emphasising the importance of prayer, both personal and formal, and fostering this through daily prayer for staff and children
- Striving to live the Gospel values and showing our commitment to these values through a community learning, loving and serving each other.

A COMMUNITY OF CARE

- Welcoming and including students and their families
- Respecting the dignity and uniqueness of each student
- providing a safe, secure and stimulating environment conducive to learning
- Ensuring fairness and justice within appropriate discipline structures
- Promoting self esteem and critical thinking in students

A COMMUNITY OF LEARNING

- Helping students to find and nurture their gifts and talents
- Providing a comprehensive curriculum of quality and challenge for all
- Valuing effort, achievement and excellence in learning
- Respecting competence and dedication in the staff
- Modelling the Integration of Catholic Faith and learning
- Using technology to enhance teaching and learning
- We endeavour to broaden the children's horizons so as to fully prepare them for life and enable them to take their place in society.

A COMMUNITY OF SERVICE

- Complementing and supporting the role of parents
- Working in partnership with priests and the parish and local communities
- Promoting outreach to the poor and disadvantaged
- Modelling and promoting use of each other's gifts for the benefit of society
- Encouraging an attitude of stewardship to all creation

CONTENTS

CONTACT US	4
ST MICHAEL'S PRIMARY SCHOOL	5
THE CURRICULUM	5
STAFF	6
SCHOOL HOURS AND SUPERVISION	6
SCHOOL FEES	7
PARENT INVOLVEMENT	7
INCLUSION AND DIVERSE LEARNING	9
MATHS FOCUS TEACHER INITIATIVE	Error! Bookmark not defined.
LITERACY INSTRUCTIONAL TEACHER INITIATIVE	11
POSITIVE BEHAVIOUR POLICY	12
HOMEWORK	12
LIBRARY	12
TECHNOLOGY	12
SPORT	13
SCHOOL WELLBEING PROGRAM	14
SUNSMART	14
OTHER PROGRAMMES	14
LUNCHES	14
SCHOOL ASSEMBLY	14
UNIFORM POLICY	15
COMPASS	17
ABSENCES	17
NEWSLETTER	18
WEBSITE	18
ACADEMIC REPORTS	18
MEDICATION	19
BUS TRAVEL	19
KINDERGARTEN	19
NSW TERM DATES and school holidays	20

CONTACT US

- Phone – 02 6927 3483
- Mobile – 0427 273 483
- Write – PO Box 161, Coolamon
- Visit – 55 Methul St, Coolamon
- Email smc-info@ww.catholic.edu.au
- Website <http://web.smcww.catholic.edu.au/>

ST MICHAEL'S PRIMARY SCHOOL

St Michael's School is a co-educational primary school catering for children from Kindergarten to Year 6 and is part of the Catholic education system of the Wagga Wagga Diocese (CEDWW).

St Michael's School is a Parish School and is under the direction of the Parish Priest. The Catholic Schools Office, through a lay Principal, administers the school with the assistance of other lay teachers and staff.



THE CURRICULUM

The curriculum of the school is based on the Guidelines and published statements of the New South Wales Department of School Education and the Board of Studies. The Diocese of Wagga Wagga is registered with the Department to conduct schools and St Michael's undergoes regular inspections to ensure standards are maintained. The children are taught under the following Key Learning Areas (K.L.A's):

- ✓ Religion
- ✓ Mathematics
- ✓ English
- ✓ Human Society and Its Environment
- ✓ Science and Technology
- ✓ Creative and Practical Arts
- ✓ Personal Development, Health and Physical Education

STAFF

The School Principal, Mr Brendan Flanagan is a teaching Principal available for contact 9.30am – 11.00am Monday to Friday. For appointments, please call the office.

The best time to contact classroom teachers is before school or immediately after school. During the day teachers have duties but usually can be contacted during Recess and Lunch as well. Please ring for an appointment.

The school office is open to help with all enquiries from 8.00AM – 4.00PM, Monday to Thursday and 9.00AM - 3.15PM Friday.

If assistance is needed at other times, please do not hesitate to contact the School Principal or other staff members. If possible, please contact outside class teaching time unless it is an emergency.



SCHOOL HOURS AND SUPERVISION

CLASS TIMES	09:00 – 11:00
	11:30 – 13:00
	13:45 – 15:15
HOURS OF SUPERVISION	08:30 - 15:30
RECESS	11:00 – 11:30
LUNCH	13:00 – 13:45

Playground supervision will be provided during the 'Hours of Supervision' times listed above. At other times there will be NO teachers rostered for playground supervision.

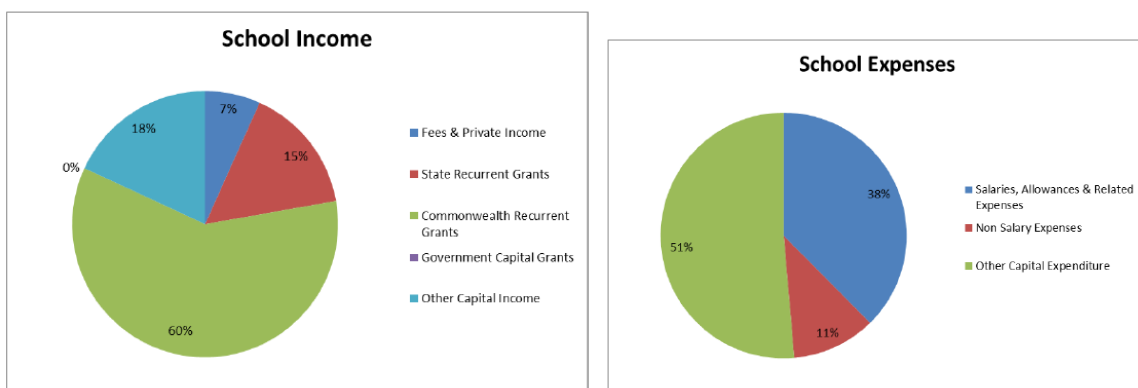
SCHOOL FEES

School Fees pay for classroom materials including texts, stationery, art supplies and teacher resources. Fees also contribute to the general running costs of the school. Parents having difficulty paying School Fees can contact the School Principal or Parish Priest to negotiate special payment arrangements.

Other major sources of income include the Parents and Friends Association and the local community.

The Catholic Schools Office through grants provides funding for wages for the staff of the school from the Commonwealth and State Governments.

Financial Report



Source: 2023 Financial Report

2025 RATES - SCHOOL FEES – REVIEWED ANNUALLY

Catholic Education Diocese of Wagga Wagga (CEDWW) has as a stated goal the desire to provide an excellent Catholic education that is affordable for our families whilst being fiscally responsible. We also wish to highlight to you that we are a K-12 system of schools that can educate your child/children throughout the entirety of their schooling both at St Michael's Primary School, Coolamon and at one of our excellent secondary colleges.

The Tuition Fee for 2025 for St Michael's Primary School is \$1550 for the eldest child plus an additional \$100 resource fee per child.

Sibling discounts of 20% (2nd child), 50% (3rd child) and 90% (4th plus child) for fee payers will continue to apply across all CEDWW schools, both primary and secondary. For example, if you have an older child attending one of our secondary colleges then the sibling discount will apply for those children in our primary school. If you have children enrolled in another CEDWW school, please inform the school office so that the appropriate fee discount can be applied.

These discounts are part of a concerted effort by CEDWW to be more family friendly and promote excellence in our schools both spiritually and educationally.

PARENT INVOLVEMENT

At St Michael's we welcome involvement from parents, grandparents and siblings. Our experience shows that when parents play a part in the school lives of their children, then school is a much more enjoyable and positive experience for the children.

SCHOOL COUNCIL

The School Council provides the opportunity for members of the School, Parish and Diocesan community to support the mission of Catholic education in our school. Working with the Parish Priest, Principal and staff, the School Council members support the School Principal on matters of policy relating to the well-being and direction of the school.

Four to six members are elected by the parents or legal guardians of enrolled pupils before or at the School Council's AGM, for a period of two years. Nominations are called in the weeks prior to the AGM.

School Council meet on the Tuesday of Week 3 each Term at 6:00pm, following the P & F business. These meetings are held in the School Office, with a Zoom link able to be provided for individuals to join the meeting off site, by prior arrangement.

PARENTS AND FRIENDS (P&F)

Our Parents & Friends are very proactive in the school and raise approximately \$4000 - \$6000 a year for special initiatives.

The Parents & Friends sub-committee meet on the Tuesday of Week 3 each Term at 7.00PM. All are welcome to attend.

OTHER ACTIVITIES

We depend greatly on voluntary assistance. Areas where parents can assist the school are at P & F community and fundraising events, Sports Carnivals and at school working bees.

Please see your teacher or contact the office on ways you can be involved in the school life of your child.



INCLUSION AND DIVERSE LEARNING

Each school in the Diocese has an In-School Inclusion and Diverse Learning Teacher (IDLT). These co-ordinators are required to:

- Liaise between relevant authorities to ensure that effective implementation of programs for students with additional needs takes place.
- Organise services for students with additional needs including the Personalised Plan (P.P) meetings.
- Ensure that all funded students have Individual Plans that are monitored.
- Distribute resources and information as required.
- Initiate formal assessment following in-class identification of students with additional needs.
- Assist class teachers to analyse assessment results.
- Co-ordinate the implementation of recommendations from inter-agency reports.
- Raise the level of awareness among staff about issues relating to the inclusion of students with additional needs.
- Create opportunities to raise the profile of students with additional needs within the school.
- Facilitate the writing process for funding applications and submissions.
- Promote awareness of strategies to assist students who do not qualify for funding.



In the case of students with identified support needs, teachers will need to plan and implement a Personalised Plan (P.P) to achieve desired outcomes, attend support group meetings, where appropriate, and encourage open and frequent communication with relevant collaborating partners.

In some cases, special programmes are provided for students. These include:

ROYAL FAR WEST

The Royal Far West (RJW) Capacity Building program is a technology-assisted service utilising a mixture of tele-tutorials, online resources, and video link with senior RFW clinicians. It is designed to empower teachers, volunteers, school support staff and/or parents to better support preschool or school-aged children experiencing difficulties with speech and language, sensory and motor development.



READING INTERVENTION

A program designed to provide daily high-quality instruction for students in Stage 1 - Identified as requiring support to develop reading skills

MINI-LIT PROGRAM

This is an evidence based, effective program designed to teach reading in a systematic and explicit way. It is designed for K-2 and teaches the basics of letter-sound knowledge and decoding skills for CVC words. It extends word attack knowledge by teaching commonly used digraphs and longer words.

EARLY MATHEMATICAL UNDERSTANDING NUMERACY ASSESSMENT K-6 AND EARLY INTERVENTION (EMU)

This program aims to give teachers an overview of students' from K-6 understanding of mathematical concepts as well as identify and provide support for students in numeracy. Early intervention is the primary focus of the program. An annual assessment is completed on all students at the start of each year and student progress is tracked throughout the year.

QUICK SMART LITERACY & NUMERACY

Quick Smart is a 30-week intervention program aimed at middle school students whose numeracy or literacy outcomes are below minimum standards. Quick Smart is designed to enhance a student's fluency in either literacy (reading and comprehension) or numeracy by improving their information retrieval times.



GIFTED AND TALENTED

Children may prove to be exceeding their stage of learning and therefore need extension into the next stage or beyond. These children are catered for in the mainstream classroom with the teacher providing work at a more challenging level.

MATHS INSTRUCTIONAL TEACHER INITIATIVE

St Michael's has a dedicated "Maths Instructional" teacher (IMT) who works with other staff and students to enhance the teaching of mathematics at St Michael's. The role of this teacher is to improve student outcomes in maths across the school. This is a system wide initiative funded by Catholic Education Diocese of Wagga Wagga.

LITERACY INSTRUCTIONAL TEACHER INITIATIVE

The role of the Instructional literacy Teacher (ILT) is to work with K-4 classroom teachers to build capacity in instructional practice, model and implement effective teaching approaches and advance student understanding and achievement in English and Literacy.

Central to this approach is the belief that every student can and will learn. This role places student learning at the centre and promotes a culture explicitly focused on learning and achievement.

POSITIVE BEHAVIOUR POLICY

Students and staff developed an agreed outline and definition of what constitutes behaviours that are appropriate /positive around a framework of 4 statements. These statements form the philosophy of the school's behaviour management plan.

AT ST MICHAEL'S WE ARE DETERMINED TO BE OUR BEST BY:



HOMEWORK

The major emphasis of homework at St Michael's is home reading. Homework at St.

Michael's School is designed to give the children the opportunity to:

- To consolidate / practise work done during school hours
- To encourage study and research skills
- Learn to enjoy reading
- Practise what they have learnt to become better readers

Students also have access to ABC Reading eggs, which is an online reading program that is fun, interactive and based on scientific research.

LIBRARY

The children have access to the school library. Classes have a weekly borrowing period, and formal lessons on Library Skills each week. There is also use of the facilities for research and other curriculum needs.

TECHNOLOGY

St Michael's places heavy emphasis and priority on the provision and use of technology as a tool for contemporary learning. The school is served by wireless internet throughout. Each classroom is well equipped with iPad and Chromebook computers. Additionally, every classroom in the school is equipped with Interactive televisions. All students K-6 are provided with their own individual Chromebook device to use each day here at school and the Google Ed suite of software/apps used by the school allows students (and parents) to access their work both at home and school. Students in K-2 have access to high quantities of a variety of devices and software/apps designed to enhance learning.

The school also has comprehensive media equipment tied to technology. This includes digital still and video cameras and associated software that the children use as part of classroom activities.



SPORT

St Michael's children participate in various sports programmes. The children participate in Swimming, Softball, Football, Netball, Gymnastics, Soccer, Volleyball, Cricket, T-ball, Athletics, Touch football, Cross Country running and other sports.

The children are divided into two sports teams for internal activities and annual swimming; cross country and athletics carnivals are conducted. They are Fatima (White) and Lourdes (Green).

The children can represent the school in sporting competitions by participating in Deanery and Diocesan Carnivals. As a result, they then have the opportunity to progress to Inter-Diocesan and State P.S.S.A. Carnivals.



SCHOOL WELLBEING PROGRAM

Centacare's School Wellbeing Program is designed to promote positive relationships amongst students, families and schools to enable students to be healthy, happy, engaged and successful. We work alongside teaching staff, parents and students to assist with the implementation of social and emotional wellbeing programs that enhance wellbeing for all.

SUNSMART

St Michael's Primary School children are required to wear the school bucket hat. The school has a policy of "no hat play in the shade" which requires children without hats to play in the shade to protect them from the sun. Students are encouraged to bring their own preferred sunscreen to school. Sunscreen is provided from the office if required and at all outdoor events year round and any time the UV rating is 3+.



OTHER PROGRAMMES

Indigenous Studies
Drama Production
School Excursions

Sporting Schools Grant Funded Programs
Swimming Program
Whole School Focus Units

LUNCHES

Children can order lunches on Fridays. These orders are collected and delivered by Coolamon Perk Cafe. Parents are asked to complete an order at home and send it with the child to school.

SCHOOL ASSEMBLY

Fortnightly on Friday afternoon a whole school assembly is held in the school grounds. Parents and friends are welcome to attend.

UNIFORM POLICY

The boys and girls at St Michael's wear the uniform endorsed by the parents of our school. It is a practical and attractive uniform that we can be proud to wear. The cooperation of all groups within our community is required in maintaining a high standard of dress. We see it as the parent's responsibility to ensure their children are provided with and wear the uniforms as detailed below.

The children are responsible for maintaining and caring for their uniforms in keeping with the high standards expected. Staff are responsible for encouraging correct wearing and due care of uniforms while children are in attendance. Part of our summer uniform is the hat. A school issue hat is to be worn outdoors during terms one and four. Please be aware that due to safety issues students are only allowed to wear earring studs.

SUMMER – BOYS

- grey school shorts
- grey short sleeved shirts
- black shoes with grey socks
- school hat (compulsory in Terms 1 & 4)

SUMMER – GIRLS

- Green checked dress
- Green box pleat short with white shirt
- black shoes with white socks
- school hat (compulsory in terms 1 & 4)

WINTER – BOYS

- grey school trousers
- grey long-sleeved shirts
- school tie
- shoes with white socks
- St Michael's tracksuit jacket and track pant

- bottle green knit school jumper
- black shoes (or boots) and grey socks

WINTER – GIRLS

- green tunic with black tights
- green slacks with white socks
- white long-sleeved shirts
- school tie (with pants, not worn with tunic)
- bottle green knit school jumper (cotton or wool blend available)
- black shoes (or boots)

SPORT – BOYS AND GIRLS

- dark green St Michael's shorts
- St Michael's Sport Polo T-shirt or long-sleeved polo
- running



UNIFORM SHOP PRICE LIST 2025

Orders can be placed with the office at any time, to be collected once payment is made.

Payment is accepted by EFTPOS, QKR! App or cash.

WINTER UNIFORM	Sizes	Price
Boys Long Sleeve Grey shirt	4-16	\$30
Boys Grey long pants double knee	4-16	\$30
Girls Long Sleeve White Shirt	4-16	\$30
Girls bottle green long pants elastic waist	4-16	\$30
Girls princess line green tunic	4-16	\$60
V Neck bottle green wool jumper	4-16	\$65
V Neck bottle green cotton jumper	4-16	\$55
School Tie (with or without elastic loop)		\$20
SUMMER UNIFORM		
Boys Short Sleeve Grey Shirt	4-16	\$25
Boys Grey Shorts	4-16	\$25
Girls Summer Dress	4-16	\$55
Girls Summer White Short Sleeve Shirt	4-16	\$30
Girls Box Pleat Bottle Green Short	4-16	\$35
SPORTS UNIFORM		
Sports Hoodie	4-16	\$65
Sports Tracksuit Jacket with logo	4-16	\$52
Sports Tracksuit Pant double knee	4-16	\$35
Sports Polo Shirt Short Sleeve with logo	4-16	\$37
Sports Polo Shirt Long Sleeve with logo	4-16	\$45
Sports Shorts with logo	4-16	\$30
Girls Jockey Sports Brief – black	4-16	2 for \$15
Boys ankle grey socks (3 pair pkt)	9-12, 13-3, 2-8	\$15
Girls ankle white socks (3 pair pkt)	9-12, 13-3, 2-8	\$15
Girls black tights (1 pair)	4-6, 7-10, 11-14	\$15
Girls knee high black socks (1 pair)		\$10
Hats	S/M or M/L	\$20
Beanie St Michael's Knitted (old stock)	White on green	\$20
Beanie St Michael's Knitted with pom-pom	Green on green	\$25

All the above prices are subject to change in line with inflation.

JEWELLERY, LONG HAIR

It is requested that students with long hair have this tied back in some suitable way and that jewellery be kept to an absolute minimum. Hair should be neat and tidy and not extreme in cut or colour. All hair shoulder length or longer must be tied back. This applies to both male and female students. Boys and Girls with pierced ears can wear only sleepers and studs. Boys and girls may wear watches. Fingernail polish is not permitted.

COMPASS

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- ✓ Monitor your child's attendance, and enter an explanation for absence or lateness
- ✓ Communicate with your child's teachers
- ✓ Update your family contact information
- ✓ View your child's timetable and the school calendar
- ✓ Monitor your child's homework and assessment tasks
- ✓ Download and view your child's Semester Reports and Progress Reports
- ✓ Book Parent/Student/Teacher Conferences
- ✓ Pay and provide consent for events and school fees



Every family receives a separate login to our school's Compass site, which will be provided to you by the school.

ABSENCES

Student attendance is monitored and recorded on an Attendance Register daily using the Compass administration system, in line with CEDWW policy.

Parents/guardians are required to give an undertaking that they will support and work with the school and CEDWW regarding the policies and procedures concerning their children's attendance. Their responsibilities include ensuring their children attend school for the days and hours the school is open for instruction except under the circumstances of approved exemption or leave and that their children attend all classes on time.

Roll marking is completed by classroom teachers twice each day, within 15 minutes of the following times, to maintain this attendance register.

- At the beginning of the day after the morning bell at 9.00am
- At the commencement of the afternoon session when lunch concludes at 1.45pm

At these times students are either marked Present (P) or Not Present (NP). If a student is Not Present (NP) in any session of roll marking, parents are notified via text / email message through the School Compass System. Parents must then adequately explain their child's absence from school at the earliest opportunity and no later than 7 days from the first day of absence.

We understand that appointments sometimes occur during school hours. However, frequent late arrivals, early departures, or leaving for appointments can negatively impact your child's

attendance record. According to the Australian Government's STATS report, any combination of partial absences exceeding 120 minutes is counted as a full day's absence.

To ensure your child's safety, we require the following:

Arrivals:

Primary students must be signed in by their caregiver at the front office, not dropped off.

If you cannot sign your child in personally due to unforeseen circumstances, please inform the school beforehand via the Compass App, phone, or email with the reason for their late arrival. The student must attend the front office and advise the staff of their arrival.

Departures:

Students must be signed out by their caregiver when leaving school grounds. Students cannot leave without a caregiver present.

By following these simple procedures, we can work together to maximize your child's learning and ensure their well-being.

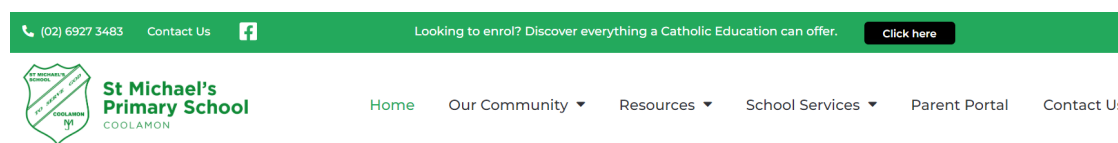
NEWSLETTER

The weekly newsletter will be distributed to all families each fortnight on Monday via the Compass portal. The newsletter can also be accessed via the school's website.

The school also maintains a Facebook page which can be found at <https://www.facebook.com/stmichaelscoolamon?ref=hl>

WEBSITE

To view the Website and all of its features, go to <http://web.smcww.catholic.edu.au/>



ACADEMIC REPORTS

The staff prepares and distributes reports on each child's progress at the conclusion of Term Two and Four each year. These reports are an indication as to the performance of the individual child in regard to their achievement and efforts.

At the conclusion of Term Two, parent-child-teacher interviews are held. This short interview is an opportunity to discuss any matters, particularly considering the reports that each family would have received. These meetings are important and should not be missed. The option for meetings between parents and teachers is also given at the end of the year if necessary.

Staff are also available to speak to parents out of class time whenever a need arises. These alternative meetings may be either parent initiated, or teacher initiated.

MEDICATION

Staff are prepared to administer medication to students if requested by the Parent provided the medicine and dosage instructions are given. No other medication, such as paracetamol etc., will be given to the students without the parents requesting it.

APPENDIX: Medication Authorisation Form

BUS TRAVEL

To be eligible for free school travel, students may need to live a minimum distance from their school: Years K-2 There is no minimum distance; Years 3-6 More than 1.6km straight line distance or at least 2.3km walking. Once you have enrolled your child at school, apply online at <https://transportnsw.info/school-travel-apply>. Tell them which bus company the student needs to travel with between home and school. You can contact Allen's Coaches (02) 6927 3022 or Milne's Buses 0427 276 286 if you require further information.

KINDERGARTEN

Our aim is to enable your child to enjoy a sense of warmth and support from the entire school community.

Our Kindergarten school entrants come with a variety of skills, attitudes and expectations. These will always be recognised and respected.

It is both an exciting and daunting experience as they meet new challenges and routines, develop and maintain friendships and "ease" into school-life.

To assist your child's entrance and on-going participation it would be greatly appreciated if he/she could manage:

- to bring
 - a library bag (provided by the school at the Orientation Day)
 - a box of tissues
 - well-labelled items of clothing, school bag, lunch box, drink bottle etc.
 - a pencil case containing pencils and markers
- to be reasonably independent in
 - dressing themselves
 - tying shoelaces,
 - recognising and writing their name
 - counting to 10
 - saying the alphabet
 - knowing their colours

It would be reasonable to expect that your child has an awareness of God, our loving Father and is already able to make the sign of the Cross.

Again, we emphasise that all the children bring with them a variety of skills, experiences and abilities and the extent of these will be fully respected.



BEST START

Early Assessment Tool designed to meet students' needs from their point of entry into Kindergarten. Feedback is provided to teachers and parents.

FIRST WEEKS

The first term of the school year is the time of very hot weather. We have permission to allow a variation for the kindergarten children to be 'eased' into school-life.

Consequently, for all of February, the children stay home on Wednesdays, as this will allow a day's recovery mid-week during the very hot weather.

IMMUNISATION

Children enrolling for Kindergarten are required, under the NSW Public Health Act 1991, to provide an Immunisation Certificate to the school.

This Certificate will indicate whether your child has been immunised for the Vaccine Preventable Diseases. If your child has not been immunised and there is an outbreak of that disease at the school, your child must remain at home for the appropriate period.

NSW TERM DATES AND SCHOOL HOLIDAYS

Term 1 – Thursday 30th January to Thursday 2nd April 2026

Term 2 – Monday 20th April to Friday 3rd July 2026

Term 3 – Monday 20th July to Friday 25th September 2026

Term 4 – Monday 12th October to Tuesday 15th December 2026

(Please note Year 1 – Year 6 students return Thursday, 29th January and Kindergarten students begin Monday, 2nd February 2026 TBC)

Please Note: Staff Development Days and Pupil Free Days have not yet been determined.

APPENDIX – Medication Authorisation Form



Medication Authorisation Form

Student Name:

Student Class/Year:

All Medication provided must be provided in original packaging or webster pack from the chemist with script clearly visible. Preference for long term medication is webster pack from the chemist

Condition Name	Medication Name	Dosage	Time/s of Administration	Special Instructions

Parent Name:

Parent Signature:

**I give permission for a staff member to give medication to my child following the instructions on this form*

Date:

NOTES