



St Andrew's Parish

CORPUS CHRISTI PRIMARY SCHOOL

29 RUSSELL STREET, WERRIBEE VIC. 3030

Telephone: (03) 9741 8440 – Facsimile: (03) 9741 8038

www.ccwerribe.catholic.edu.au

2nd April, 2020

Dear Parent / Carer,

STUDENT ADMINISTRATION – NEW 2021 ENROLMENTS

MEDICATION

For children with known Allergy, Anaphylaxis and Asthma please find enclosed the relevant Action / Management Plan which we require Parents / Carers to have completed and signed by the family Doctor.

All Action/Management Plans are to be submitted to the School Office on or before the child's first day of school, along with his/her medication in a clip lock bag clearly marked with your child's name and home group.

School policy states, **no medication is to be kept in a student's schoolbag**. Occasionally during the school year your child may require medication to be administered during school hours. Please contact the School Office for further instructions.

STUDENT & FAMILY DETAILS

Parents / Carers will be asked to confirm Student and Family Details and Emergency Contacts at the beginning of the school year. Parents are expected to inform the office, in writing, **immediately** if there are any changes to this vital information (eg: new telephone numbers, change of address, custody arrangements, medical details, email address).

SCHOOL FEE ACCOUNTS

The fees and levies have been set for 2021 and all families will receive their invoice at the beginning of Term 1, 2021. We have a number of options available for the payment of fees and families will be required to elect their payment option by completing the **payment arrangement form** enclosed with their invoice.

If you are the holder of a Valid Health Care Card / Pension Card holders please bring your card to the School Office for CSEF eligibility.

Curriculum Fees (per child)	\$320.00
Excursion / Incursion Levy (per child) Sacrament, Camps, Sports & Graduation costs <u>are not included</u> in this fee	\$80.00
School Fees (per Family)	\$1,670.00

END OF DAY DISMISSAL

At the beginning of the school year a form will be sent home regarding end of day dismissal arrangements. Please ensure you complete this information as it will be provided to the Teacher and used for the end of day pick up arrangements. Please circle the options accordingly and alongside make a notation of the name of those people who you give permission to collect your child (including contact phone number) from the learning community at the end of the school day. This information can be updated with the School Office at any time.

STUDENT ATTENDANCE

If your child is going to be absent from school Parents must notify the School of the absence by 9:30am that morning. This can be done via email to: ccschooloffice@ccwerribee.catholic.edu.au **OR** contacting the School Office by Telephone on **9741 8440**.

For further information please feel free to contact the school office any time or the Parent Information Handbook available on our school website: ccwerribee.catholic.edu.au.

Yours faithfully,

Corpus Christi Primary School

ADMINISTRATION