



# Galilee Regional Catholic Primary School

*Live, Love & Learn*

## Useful Information

<b>School Contact</b>	<b>Office Phone:</b> (03) 9699 2928
<b>Absences</b>	Phone the school PRIOR to 8:50am on (03) 9699 2928 and dial #1, leaving a message to report your child's absence, with their full name, class, and reason.  Please do not email or dojo your class teacher, or email administration, as this message will not get to the office.
<b>School Schedule</b>	<b>8:35am:</b> Gate Opens <b>8:50am:</b> Gate Closes (if your child arrives late, please proceed to the school office) <b>10:50-11:30am:</b> Recess <b>1:30-1:40pm:</b> Lunch Eating Time <b>1:40-2:20pm:</b> Lunch Play Time <b>3:25pm:</b> Dismissal (on grass area)
<b>Operoo</b>	Operoo is the platform Galilee uses to send out permission forms. Your alert to sign an Operoo form will come to you via email. Please ensure you promptly review and sign any relevant permission forms for your child.
<b>Whatsapp Groups (Year Level)</b>	The Year Level Chat will be for the nominated Year Level Representatives to pass on relevant class and school-wide communications. This will include things like events, schedule changes and year level specific items.  In terms of Group etiquette, we politely ask the following: <ul style="list-style-type: none"><li>• Please keep "thank you" replies to an emoji on the post, instead of everyone sharing individual thank you messages, so that key messages don't get lost in the thread.</li><li>• Please refer to lost property for missing or misplaced uniform items and also mention it to your class teacher. Messages asking to look for "xx lost hat in your child's school bag" only clog up the thread.</li><li>• Any school relevant class specific information will be addressed by your Year Level Rep as, for example, "attention 1M or 1G families" to help with clear Comms. Although we expect this to be minimal.</li><li>• Please keep all comms respectful, relevant and kind!</li></ul>



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<b>Dojo</b>	Class Dojo is the App that Galilee uses to communicate with Parents on a daily basis - there are whole school updates, class updates and the ability to message your child's teacher. Please download the app ( <a href="https://www.classdojo.com/download/">https://www.classdojo.com/download/</a> ) and ask your teacher if you are in need of a code to connect. (Please note, the free version of the app works just fine, you do not need to pay for the full version of the app if you do not wish to).
<b>School Calendar</b>	The official school calendar is the best resource to keep on track of schedules and events. This can be found online here: <a href="https://www.gsmelbournesth.catholic.edu.au/page/179/Calendar">https://www.gsmelbournesth.catholic.edu.au/page/179/Calendar</a>  You can import this calendar into whichever web-based calendar you live by- google, outlook, ical etc. The calendar will show you excursions, incursions, sports carnivals, student free days, school holidays and is updated regularly - and if you import it in to your own platform, yours will update automatically as well.
<b>School Newsletter</b>	The School Newsletter is emailed out to Parents on Fridays - this will provide a summary of recent goings on and upcoming events. It is important to read it to keep track of everything going on at Galilee.
<b>Lost Property</b>	Lost Property is kept in some bins in the hallway to the right of Maguire Hall - if in doubt, please ask at the office. Your child will inevitably lose their hat and drink bottle, etc. at some point, so please look here and ask your child to check their classroom as well. It sometimes takes a few days for items to turn up at Lost Property.
<b>GOSH (Galilee Out of School Hours care)</b>	GOSH is run by Their Care and is the out of school hours and holiday care program for children. You will need to register your child, prior to making any bookings online here: <a href="https://theircare.fullybookedccms.com.au/family/login">https://theircare.fullybookedccms.com.au/family/login</a>  More information can be found here: <a href="https://theircare.com.au/families/">https://theircare.com.au/families/</a>
<b>School Uniform</b>	Full school uniform is to be worn on 3 out of 5 days.  Sports Uniform is to be worn on the day your child has sport (to be informed by the school at the start of the school year), and EVERY FRIDAY.  The school uniform policy can be found here: <a href="https://www.gsmelbournesth.catholic.edu.au/uploaded_files/media/uniform_policy.pdf">https://www.gsmelbournesth.catholic.edu.au/uploaded_files/media/uniform_policy.pdf</a>  Uniforms can be purchased from PSW in Port Melbourne or online here: <a href="https://www.psw.com.au/schools/galilee-regional-catholic-primary-school.html">https://www.psw.com.au/schools/galilee-regional-catholic-primary-school.html</a>
<b>Lunch Orders</b>	School24 is the online ordering platform for school lunches. You can access the platform here <a href="https://www.school24.net.au/">https://www.school24.net.au/</a> and the Galilee school code is <b>25475963</b>  More information on how to register and order can be found here: <a href="https://www.renattaschoollunches.com.au/how-to-order">https://www.renattaschoollunches.com.au/how-to-order</a>