

2023

**Marri Grove Primary School
Parent Handbook**



Important Contacts

Front Office	08 9526 4060
School SMS Attendance	0417 929 551
Marri Grove School Email	MarriGrove.PS@education.wa.edu.au
Marri Grove Facebook	Marri Grove Primary
Marri Grove website	http://marrigroveps.wa.edu.au/
School Watch	1800 177 777
School Security	9264 4771

Instructional Hours

Monday to Friday	Recess
Doors open 8:30am	10:55-11:15am
Class start 8.45am – 3:00pm	Lunch
	1:15 - 2:00pm

Term Dates 2023

Semester 1

Term 1

Wednesday 1st Feb – Thursday 6th April

Term Break

Friday 7th April – Sunday 23rd April

Term 2

Monday 24th April – Friday 30th June

Term Break

Saturday 1st July – Sunday 16th July

School Development Days

Term 1

To be advised

Term 2

To be advised

Public Holidays

Labour Day

Good Friday

Easter Monday

Anzac Day

WA Day

Queen's Birthday

Semester 2

Term 3

Monday 17th July – Friday 22nd September

Term Break

Saturday 23rd September – Sunday 8th October

Term 4

Monday 9th October – Thursday 14th December

Term 3

To be advised

Term 4

To be advised

Monday 6th March

Friday 7th April

Monday 10th April

Tuesday 25th April

Monday 5th June

Monday 25th September

Welcome from the Principal

On behalf of the Marri Grove Primary School community, I would like to welcome you and your family to our school. A school where every child feels like they belong and supported to be their best.

Marri Grove Primary School is known for our warm community of learners. This shared responsibility for our students is reflected in our school motto of *Our Children I Our Future*. We nurture *Our Children* to find their spark through developing meaningful relationships, embracing their individuality and fostering an inclusive community. *Our Future* is focused on giving students a solid foundation, providing the skills, knowledge and values needed to be future ready innovators.

Our children are at the heart of everything we do at Marri Grove Primary School and the journey we take is one of preparing children for their future as leaders within our community and country.

At Marri Grove Primary School, we have high expectations for all children and we are focused on providing each child with every opportunity to succeed and develop the skills to become confident, lifelong learners. Our teaching staff deliver high quality education programs which are differentiated to meet individual learning needs. This includes the provision of appropriate intervention strategies for children requiring additional support, including remediation and extension.

We have a very clear focus on Literacy and Numeracy achievement as well as the development of our children's social emotional wellbeing. We provide a flexible whole school approach that is supported by our school chaplain and school psychologist. Part of our approach is the Zone of Regulation program and Positive Behaviours in Schools which aligns with our **SPARK** values:

- **Safe**
- **Perseverance**
- **Accountable**
- **Respect, and**
- **Kind**

From Pre-primary to Year Six, students have the opportunity to work with our wonderful specialist teachers in areas such as Science, Indonesian, Physical Education and The Arts: Music and Performing Art.

Community involvement is crucial to the success of any school. As a community we work to build strong connections between all stakeholders to accept a sense of shared responsibility through;

- Responsibility for the educational outcomes of the students shared between parents, staff and the wider educational community.
- Positive relationships between staff and community, and open channels of communication.
- Active parent involvement in whole school decision-making through the School Board and whole school surveys.
- An active and inclusive P&C and School Board that is accessible to all parents.

At Marri Grove Primary School, the education of your children is our highest priority. This school fosters happy, successful children to build tomorrow's leaders in partnership with parents and the community. Once again, I welcome you to our Marri Grove community.

Yours sincerely

David Paine
Principal



ABSENCES AND LATE TO SCHOOL

Punctuality and regular attendance are essential to a student's progress. However, if your child is sick it is best to keep them at home. A child who is not feeling well cannot learn properly and may infect other children.

Ways to notify the school are:

- Via our Website
- Phone the office
- Compass App.

If your child will be away for an extended period due to illness or holiday, please inform the school as soon as possible. If it is necessary for a child to be late or absent, a brief written explanation is required containing the following information:

- Date of absence
- Child's name
- Child's class
- Reason for absence
- Signature of parent or guardian

The school will generate reminder notes to parents when a reasonable explanation for absence is not received. All attendance data is recorded and reported on each semester report. The school is required to have attendance data targets and report to the School Board and the Department of Education on an annual basis.

Students arriving at school after 8:45am must collect a late pass from the front office.

ACCIDENTS/SICKNESS

Accidents and sickness are inevitable, no matter how careful we are. In the case of minor accidents or illness during the day, parents will be contacted to take their child home. Please do not send your child to school if they are unwell.

Please ensure your contact details and your child's medical details are kept up to date via the front office.

In the case of a serious accident or apparent serious illness, immediate medical attention will be sought without approval of parents. *Parents will be notified of any action taken.*

ADMINISTRATION OF MEDICATION – POLICY & PROCEDURES

In line with Department of Education policy, staff are not able to administer medication or oversee students taking their medication without written parental permission.

If a child is under medication from a Doctor or has an ongoing medical condition which requires attention please complete the appropriate health care plan which can be obtained from the front office so that the appropriate procedures can be put in place. Students must hand any medications in to the school office for safe keeping.

ASSEMBLIES

At Marri Grove PS, assemblies occur 3-4 times a term and generally align with a whole school event. The student councillors assist in running the assembly and present reports to the school community. In addition, Out of School Achievement awards, Visits to the Office and other special awards may also be presented. Parents of award winning students, at special event assemblies, will be notified in advance to allow them to ensure they are present. All parents and friends are welcome to attend assemblies.

ARRIVAL TIME FOR STUDENTS

You are asked not to bring your child to school before 8.30am as staff are not available to provide an adequate level of supervision. Should you need to bring your child to school before 8.30am you can access the onsite out of school hours care service (OSH Club). Students and their families arriving from 8:15am must wait in the undercover area until the first siren sounds.

Classrooms will be open for families and children at 8.30 am. However, in the event a classroom is not open you are asked to wait outside the external classroom door until the class teacher arrives. Please also use this space when waiting to collect your child in the afternoon.

BICYCLES / SCOOTERS

The following rules apply to students riding bicycles to school: (Children under the age of 8 years **MUST** be accompanied by an adult)

- Bicycles / scooters are to be walked while on school grounds.
- Suitable safety helmets must be worn by all cyclists.
- Bicycles must be kept in the racks provided.
- Cyclists must provide a suitable locking device to secure bicycles or scooters.
- Students must walk their bicycles across the road.
- Bicycles should be fully equipped with bell, brakes, reflectors etc. and be maintained in good order.
- For easy identification, the engraving of an appropriate driver's license number on the frame is advised by the Police Department.

The school and the Department of Education is not responsible for loss or damage to any personal items.

BIRTHDAYS

We love to help you celebrate your child's day. If you would like to bring in cupcakes or a treat to share for this special occasion, please do so. Please check in with the classroom teacher to see if there are any allergies in the classroom.

CANTEEN

The Marri Grove Primary School Canteen is run by our P&C who employ our Canteen Manager. The Canteen relies on the support of parent volunteers to ensure that recess and lunch can be provided five days a week. The Canteen is compliant with the requirements of the Department of Education *Healthy Food and Drink* policy. The canteen menu meets the DoE *Healthy Food and Drink* policy by offering a 'green' menu. Menus are available from administration, the canteen or online. Canteen menu and how to order online is found on our school website marrigroveps.wa.edu.au. Our Canteen contact number is 0476 472 395.

CHILDREN'S PROPERTY

We strongly discourage the bringing of valuables, toys and sporting equipment to school and no responsibility is accepted for loss or damage to students' personal property. If an item is brought in for news, teachers, on request, may place it in a safe place for the day. Please also ensure that all property such as books, pencils, rulers etc. are **clearly labelled** so that lost or mislaid items can be returned to owners.

Money brought to the school may be handed to the front office for safekeeping.

CHILDREN TRANSFERRING

If you are leaving our school and transferring to another school, please advise us ahead of time so that all your child's schoolwork can be collected and Library books can be returned. This will also provide us with time to make sure that all records, books, medical cards, reports etc. have been completed or checked prior to the child's departure. Following the receipt of notification of enrolment in a new school, we will then transfer all records across to their new school.

COLLECTING STUDENTS DURING SCHOOL HOURS

Parents, carers or an authorised person wishing to collect students during school hours must go to the Administration Office first where they will be issued with a Student Release card. This will ensure that appropriate adults are collecting children from the school. This release card is then handed to the child's teacher when picking them up from their classroom.

Teachers are not permitted to release students unless this procedure has been followed.

COMMUNICABLE DISEASES

The following diseases require exclusion from school:

Chicken pox, head lice, influenza, measles, mumps, ringworm, rubella, school sores and trachoma.

Please check with the Principal for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease, and for a measles outbreak if the school has no evidence of immunisation. Always notify the school immediately after a diagnosis is confirmed by a doctor.

COMMUNICATION WITH THE SCHOOL

We are very keen to work closely with families of Marri Grove Primary School. There will be many opportunities for you throughout the year to meet all staff of the school. We encourage you to join us on these occasions. **At the start of the year your child's class teacher/s will organise a class meeting during Week Three in the first term.**

Teachers are always happy to talk with you about your child's progress, however; should you wish to talk for an extended period, we request you make an appointment. This ensures teachers can provide you with their undivided attention, while enabling learning programs to continue without interruption.

If you have a concern to raise, please start with your child's teacher. If the issue has not been resolved, please feel free to speak to a deputy or the principal regarding your concern.

COMPASS

We are moving to Compass as our main communication tool for our families. Compass is an app that assists us with communicating attendance, behaviour, events, payments and achievements all through one place. We encourage all families to download Compass.

CONNECT

School news, events and classroom news will be sent out via Connect as another means of communicating with our families. You can access Connect via www.connect.det.wa.edu.au. If you have any issues accessing Connect please let the front office know.

DENTAL HEALTH

The Schools Dental Service operates from West Byford Primary School or Woodland Grove Primary School. There are no charges for inspection and simple level treatments. However, we must have a consent form from parents before children can participate. Parents must also arrange transport. For further information, please telephone the Dental Service on 9550 6006.

ENROLMENT REQUIREMENTS

Enrolment applications for Kindergarten, Pre Primary – Year 6 are not complete until an original Birth Certificate, Immunisation History Statement and current, relevant proof of address have been supplied.

Children must be enrolled under their legal surname. This is the name as stated on their Birth Certificate, if changed, the original Name Change Certificate, which must be sighted.

Immunisations must be up-to-date on entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

EXCURSIONS / IN-SCHOOL ACTIVITIES

Excursions and incursions provide vital support to classroom teaching programs. Classroom teachers will advise you of any forthcoming excursion/incursion well in advance via Connect or Compass. Whilst every care is taken to keep the cost to a minimum, these events require funding by parents. Charges are outlined in our Charges and Contributions schedule, which is ratified by the School Board and is available at the office.

FOOD ALLERGIES

We have several students who have severe food allergies. The most common food allergies are peanuts, tree nuts (walnuts, almonds, cashews etc.), cow's milk, soy, seafood and eggs. The symptoms of food allergy range from mild to life threatening, with anaphylaxis the most severe form of allergic reaction.

We need to make every reasonable effort to minimise the risk of exposure to known allergens within the school environment. School staff, the parents of the student with the allergy, parents of the student's classmates, the student themselves and their peers all have responsibilities to ensure the risk of an allergic reaction is minimised. We also need to make sure we manage this issue in a sensitive and appropriate way.

Firstly, we ask that parents do not provide food for their children at school that contain nuts. Whilst we cannot prohibit this we appeal to parents' sense of fairness and respect to those in this unenviable situation. Please remember that for some children this can be a matter of life or death.

As a school, we can minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible.

HEALTH AND WELLBEING OF STUDENTS

Children's health needs are supported in a number of ways. These can include:

- A registered nurse attached to the Health Department who makes regular visits to the school to conduct health checks.
- Our School Psychologist who provides a range of services to children, parents and teachers.
- Our Chaplain who works with individual students, groups and families.
- Aboriginal and Torres Strait Islander Education Officer



INTERNET

The Department of Education's mandatory policy – "Students Online", governs all computer usage on our school premises. This policy also incorporates the use of photographic and DVD materials.

This means that through the Department of Education, Marri Grove Primary School will make every reasonable effort to provide safe and secure online learning experiences for students when using the Department's online services. Parents will be provided with, and are required to complete, with their child, a consent form each year to ensure that our students understand the importance and privilege of using the on-line services available to them at school. This form needs to be returned to our school at the commencement of the school year so that the teaching and learning programs can incorporate the use of many interactive technologies.

THIRD PARTY APPS

We are active in ensuring our students and their private information is safe while online at school. On enrolment and at the start of each year we provide permission forms for parents/ carers to allow students to access appropriate apps at school that has been screened by the Department of Education for their privacy guidelines.

IN-TERM SWIMMING

The school tries each year to offer swimming lessons during term time. No tuition fees are charged for these lessons although bus transport and pool admission charges must be met by parents.

Department of Education swimming classes are available to all children from Pre Primary – Year 6 during the year.

The school takes the view that all students should attend unless medically unfit to do so as we regard in-term swimming as an important part of our Physical Education program.

JEWELLERY

For safety reasons the only items of jewellery considered appropriate while at school are ear studs, sleepers, watches, or medical alert bracelets. Family support in relation to this would be greatly appreciated.

Hair longer than shoulder length should be plaited or tied back. This is expected of all students.

LIBRARY

Children wishing to borrow a book must provide a suitable library bag. Books and resources are borrowed for up to seven days and may be renewed after that time. Parents are asked to pay the replacement cost for any damaged or lost items.

LOTE (LANGUAGE OTHER THAN ENGLISH)

Children from Year 3 to Year 6 are taught Indonesian as our Language Other Than English (LOTE).

Our specialist Indonesian teacher focuses on the learning of the Indonesian language and an understanding of the culture. Students will take part in one class of 60 minutes each week.

MONEY COLLECTION

If money is sent to school for any purpose, please place the money in an envelope, write your child's name, classroom number and the purpose, and hand it into the front office staff. Money collected on behalf of the P&C follows the same procedure, but is placed directly in the letterbox labelled 'P & C' in the front office.

MOBILE PHONE – STUDENTS

We accept that there may be some situations where parents require students to have mobile phones on the way to and home from school. The Department of Education's policy for mobile devices is they should be off and away all day. All phones and tablets must be signed into the Admin Office on arrival to school for safe-keeping. These devices will be returned as students depart for the day.

PARENTING PLANS AND FAMILY COURT ORDERS

Parents and carers are reminded that the School Education Act 1999 obliges parents to inform schools of any parenting plans, Family Court Orders or other orders that are applicable to their children. All details are treated in the strictest confidence.

All new Family Court Orders, or amendments, are important information for us. Please arrange to make an appointment with the Principal to talk through them.

PARENTS AND CITIZENS ASSOCIATION

P&C meetings are held on Tuesday evening in Week 3 and Week 7. They take place at 7.00 pm in the Staff Room or at the Byford Country Club. The P&C have a Facebook page that provides information for members of the school community and is available to answer questions. The P&C run our school canteen and a uniform shop. They also provide invaluable support to the school through fundraising additional funds which has recently been used for playground improvements

PARENT PARKING

Parking can be a problem for families given the numbers of families who need to drive to school. Please exercise caution when parking around the school and do not park in front of driveways or illegally on verges or footpaths.

PERFORMING ARTS: Music and Dance

Performing Arts classes will be provided to all Pre-Primary to Year Six students by our specialist teachers. Students will take part in one class each week and will be eligible to participate in the School's Choirs as well as in festival and community events.

Students in Years 5 and 6 will be eligible to try out for the instrumental program conducted by teachers from the School of Instrumental Music (SIM). Students are usually assessed for their suitability for the SIM program towards the end of Year 4.

PHYSICAL EDUCATION

At Marri Grove Primary School, we have a high quality Physical Education program that provides all students from Pre-Primary to Year 6 with a comprehensive program.

In line with Federal and State Government policy, all students will receive a minimum of 120 minutes of physical activity comprising of fitness sessions, physical education lessons and weekly sport as well as Fundamental Movement Skills sessions for children in the early years. Children are encouraged to be suitably dressed for all Physical Education activities including the wearing of suitable footwear.

SCHOOL BOARD

Marri Grove Primary School Board consists of parent representatives, a member of the P&C, staff representatives and the Principal. Members of the community may also be co-opted by the Board for specific duties as need arises. The Board meets regularly during the year. Both the P&C and School Board are vital components of our school and we strongly encourage you to become involved and play an active role in your school community.

The Board is responsible for:

- Determining priorities and objectives for the next planning cycle
- Endorsing the school's Business Plan and the Delivery and Performance Agreement
- Endorsing the Budget associated with the Business Plan to see that it is consistent with the priorities set
- Reviewing the Business Plan based on the analysis of student outcomes
- Reviewing the Annual School Report
- Reviewing the Schedule of Fees and Charges

SCHOOL FACTIONS

Upon enrolment, students will be allocated to one of four School Factions: Gold, Red, Green, and Blue. Siblings will be allocated to the same faction. The Front Office and/or class teacher are able to advise you of the faction your child has been allocated.

SCHOOL NEWSLETTER

In keeping with our commitment to be environmentally responsible, it is our preference, when sending newsletters home, to send them via Compass. Not only does this save paper it will also greatly reduce costs, which we can redirect toward the purchase of other valuable resources.

SMOKING

The school grounds are a smoke free zone and we prohibit smoking anywhere in the school, including the playground and oval. As a health promoting school, we believe adults have a role in modelling responsible behaviour and, as such, we request that you also not smoke in the area immediately around the school.

STUDENT RECORDS/INFORMATION

During your child's time at Marri Grove Primary School there will be changes to the information originally provided on their enrolment forms. You must advise the school as soon as possible as to any changes of address, telephone number, email address, emergency contacts or medical details.

Having this information ensures that, should we need to contact you regarding your child's welfare, we will be able to do so in a timely manner. It will also ensure that you do not miss receiving important information from the school.

STUDENT REQUIREMENTS LIST (BOOKLIST)

Parents need to provide all personal items used by their child at the commencement of the school year. These articles are used continually and will need to be replenished as the year progresses. Please look regularly in your child's tray, bag and pencil case or speak to your child's teacher to determine their needs. Personal Item Lists are available from the office and our website for each year level as required. We recommend the use of Champion Education for your children's personal items. Please try to purchase the exact items listed, as other brands or products may not meet the teacher's needs/requirements.

UNIFORMS

The school strongly encourages children to wear uniforms to school. These items can be purchased from the school Uniform Shop that is run by the P&C. The uniform shop is open Fridays 8.45 am to 9.15 am

A school dress code:

- Fosters and enhances the public image of the school; and in building class, school and team spirit.
- Ensures students are dressed for specific school activities and encourages equity among students.
- Clearly identifies students when they represent the school, participate in excursions or attend school social functions.

Our Dress Code;

Shirts – School polo shirt or faction shirt on sport days.

Jackets – School jacket or school wet weather jacket

Pants / Skirts / Skorts – School Dress, black shorts, pants, track pants or skorts.

Footwear – sturdy enclosed footwear at all times, suitable for sport activities

VOLUNTARY CONTRIBUTIONS

While the Department of Education provides the basic school essentials, it is necessary for all schools to ask parents/carers to contribute towards their child's educational costs to assist the school in providing resources. The amount that a school sets for its Voluntary Contribution is decided annually by the School Board and cannot exceed \$60 for primary schools.

Information regarding these charges is communicated to families towards the end of each year or will be provided to parents/carers at the time of enrolment of their child.

Items purchased from this contribution purchase vital resources and enhance the quality of educational programs for all children at our school. We encourage you to support your children's education by making this contribution as early in the school year as possible.

Voluntary contributions are \$60.00 per child for 2023.

P&C contributions are \$20 per family.

WEARING OF SUN HATS

Wearing of hats whilst involved in outside activities is compulsory throughout the entire year. We have provided sun safe hats for all students to wear as part of the uniforms provided in the Uniform shop. We encourage students to wear the school hats.

Please ensure all items of removable clothing (e.g. jackets, hats) are clearly labelled, as they are often mislaid.

Children not wearing hats during school breaks or outside activities will be asked to play/work in the shade.



INFORMATION FOR KINDERGARTEN

Play Based Learning

Marri Grove PS is a fantastic place for children to learn through play. Dedicated play spaces assist children to learn how to solve problems, persevere, compromise and cooperate with others. Through play they practise and apply the skills they are taught in the classroom.

Play-based learning is an important part of a balanced approach. When combined with explicit teaching and instruction, it helps to keep every child productive and engaged.

A play-based learning environment encourages talking, reading, thinking and writing. Through this, your child sees literacy and numeracy as part of their everyday experience. They see themselves as communicators, readers, writers and thinkers. They make predictions and generalisations about their world, use patterns and symbols, and experiment to find out why things happen. They make connections between experiences, concepts and processes.

Play-based learning involves careful decisions and support from teachers, so your child grows to accept responsibility for their learning while still receiving purposeful guidance and feedback. It promotes important opportunities for your child to understand how to learn, develop critical thinking skills, adapt to change, and work independently as well as with others.

Teachers use the WA Kindergarten Curriculum Guidelines and Early Years Learning Framework (EYLF) to create engaging and relevant programs to inspire learning.

For more information on play-based learning visit: - www.education.wa.edu.au/play-based-learning

Attendance

Kindergarten students attend school for five days per fortnight. Wednesday is a cross-over day. If your child attends school on a Wednesday one week, they will not attend Wednesday the following week. The timetable is available from the office or in the library section in Connect.

If you arrive before 8.30am you are asked to wait in the undercover area with the duty teacher. When the 8.30am siren is sounded you make your way to the classrooms. Classrooms are opened at 8.30am to allow children to prepare for the day. Lessons begin at 8.45am and end at 3.00pm. Please be prompt to collect your child at this time to avoid them becoming too anxious. Kindergarten students are able to attend full days from the start of the year.

Drop off and Pick up

It is a requirement of the Department of Education that kindergarten age children are released to an adult caregiver with permission to take them. If you have family or friends that will be picking up your child, please include them on the list of contacts for your child in the school office, or let us know in writing with a parent/legal guardian signature beforehand. Students will wait on the classroom mat until their name is called by a staff member before they can go outside to yourself or a caregiver.

What to bring

- A **large bag** – big enough for art work and all items. Please make sure your child can fasten and unfasten their bag.
- A school **hat** or other wide brimmed hat.
- **Clothing** – school uniform and a spare set in a plastic bag in case of accidents.
- **Lunch** and a fruit snack for recess. Heating and cooling facilities are not available for children's lunches. We recommend the use of ice blocks in the warmer months.
- **Shoes** should be easy for children to put on and off by themselves such as Velcro straps.
- **Water bottle** is to be left in class during the day for easy access.

All personal items including lunch boxes, bags, clothes, bottles and hats should be clearly labelled with your child's name.

Recess and Lunch ideas

Please provide a piece of fruit each day for your child to have for recess. If you have no fruit at home, some other alternatives are: celery, capsicum, carrots, sultanas, cherry tomatoes, cucumber or cheese.

Healthy nutrition is a major focus of the school and we therefore request that you pack a healthy lunchbox for your child. **Please note** that we are a nut aware school and appreciate them staying out of school lunches.

Please only put water in your child's drink bottle. Your child will have regular access to water throughout the day to ensure that they are drinking an adequate amount.

Parent rosters

Occasionally classrooms may require the help of a parent or family member. Parent help starts in the morning after the first bell and usually involves assisting children with an activity. Please write your name on the help roster in classrooms.

Toys / lollies

Please encourage your child to keep their toys or lollies at home. Children's toys are precious and we would hate for anything to occur. The school cannot assume responsibility for any loss or damage.

Kindergarten Transition Days

Students and their parents are invited to attend three transition sessions during Term 4. These sessions are designed to introduce children to the classroom environment prior to starting school in 2023. The current kindergarten teachers run activities for you and your child to participate in.

Attending all three sessions is preferred; however, if you can only manage one or two that is fine. Session dates are as follows: -

Wednesday 23rd November

Wednesday 30th November

Wednesday 7th December

Sessions will run in Early Childhood between 9.15am to 10.30am. If you plan to attend, please notify the office so that we can adequately prepare for the anticipated number of children. You may head straight to the Early Childhood area on arrival at school for these sessions.

Children with Additional Needs

If you have a child with additional needs, please contact our Administration Team via the front office, prior to December 1st 2022 to discuss. Please provide medical reports where possible.

