

ST MARY'S CATHOLIC PRIMARY SCHOOL

MANLY



Parent Information Handbook

Denison Street, Manly 2095

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Website: www.smmdbb.catholic.edu.au

ST MARY'S CATHOLIC SCHOOL MANLY

PARENT HANDBOOK

We are proud to be part of an integrated system of forty-four schools that offer high quality learning opportunities in a thoroughly professional setting. Our teachers and staff are focused on their students, and they take a “whole person” approach to ensure that all students not only achieve their academic best but also that their wellbeing and advancement in faith are nurtured. At St Mary's there is a focus on hospitality, enthusiasm and genuine endeavour, and we would be very pleased to share these qualities with you as we welcome you into our community.

History

St Mary's School opened in 1881, five years after the establishment of the St Mary Immaculate Parish.

In the initial four years it had a lay Principal, before the 'Sisters of the Good Samaritan' took over teaching and administration in 1885. It taught boys and girls up to an intermediate level. At one stage there was even an industrial orphanage on site.

Both Stella Maris Secondary College and the Christian Brothers High School were once located here but have since relocated. The buildings on either side of our St. Mary's Church are now both occupied by our Primary School.

Over the years, the building interiors have undergone extensive renovations. The old Christian Brothers High School in particular, is now home to four senior classrooms, an exciting new media room and modern library. However, if you look around and up, you will still see signs of the original school, additions made at different stages and the beautiful, old church building at its centre. St Mary's has certainly combined the old and new, accommodating the growing need to educate children through the last century and into this one.

COMPASS

Compass is a student information system that we use for communication, permission notes, attendance, reporting and other school and student information.

ALLERGIES

Several children at St Mary's are allergic to various allergens. Some children are anaphylactic, so we ask that any foods containing nuts or sesame seeds are NOT used for morning tea/lunch for all children from K-6. An Anaphylaxis Action Plan must be completed by a doctor and given to the school with an EpiPen or relevant medication.

APPS

Compass (School Admin) and QKR! (Payments for Canteen, P&F, Clothing Pool)

ARRIVAL

Children are to arrive each morning from Mon-Fri between 8:10-8:35am. Entry is via the Denison Street gate, Hall gates or Churchyard. Children place their bags near the wall of the Middle playground. Children are to sit and wait until a teacher is on duty at 8:10am before play can commence. Entry after 9am is via Denison Street only, if your child is late, they must be signed in by a parent/carer at the office at the Compass Kiosk.

ASSEMBLIES

Morning: Mon-Fri 8:35-8:40am - Welcome/Prayer/Messages - Middle Playground

Fortnightly: Fri 2:30-2:55pm (fortnightly) - Merit/Values Awards (Wks 4/8)- School Hall, 2.30pm

ASSESSMENT BEFORE START OF TERM 1

All kindergarten children will be assessed using the 'Best Start' program. These are one to one child/teacher assessments and are conducted via a pre booked online appointment schedule. Parents will need to book a time leading up to starting school as per Compass communication.

ASSESSMENT & REPORTING EACH SEMESTER

A report is prepared by all K-6 class teachers at the end of Semester 1 [Term 1 & 2] and then again at the end of Semester 2 [Terms 3 & 4]. Interviews are held soon after families receive these reports. Families may choose between a 2-way meeting involving a parent/teacher or a 3-way meeting involving the child as well. Interview times are booked via Compass.

ATTENDANCE

Regular school attendance is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. It is a parent's legal responsibility to ensure that their children of compulsory school age are enrolled in a government or registered non- government school or are registered with NESAs for home schooling. Parents must also ensure that their children attend school regularly and that they explain to the school, the reasons for the absence(s) of their children promptly and within seven days, taking measures to resolve attendance issues involving their children.

Daily Absences: Students attend school on all days open for instruction from 8:40am through till 3pm. If a student is absent from school, parents can communicate the reason for this absence via Compass. All explanations must be provided to the school within **7 calendar days** of the absence, or they are recorded as "unexplained". Please note that "they are away today" is not a sufficient reason; please indicate the clear reason so that this explanation can be entered into the roll. We ask for your understanding that it is the school's legal responsibility to keep clear and accurate records of attendance for students.

Late Arrivals or Early Leavers If your child is late for school (past 8:40am) you must accompany them to the office so you can sign them in via the Compass kiosk. The students will then be sent to class by the office staff, we kindly ask parents to follow this procedure so that learning is not interrupted. If your child needs to leave early for an appointment. An adult must collect your child from the office and be signed out via the Compass kiosk.

Leave greater than 10 days We strongly encourage all families to travel within the allocated breaks from school, however from time to time we understand that this is not possible. If your child's leave is greater than 10 days, parents must contact the School Principal via Office Administration before leave can be granted. This can be in the form of an email or written letter. Office Administration will then inform the family of the necessary next steps, which includes filling in a leave form and providing travel documentation including flight details.

If a non-parent is collecting your child early or dropping them off late, please provide an email with the name and phone number of the person.

For any other details or queries about attendance at St Mary's Manly please contact the school office on smm@dbb.catholic.edu.au or 7256 2135.

BEFORE/AFTER SCHOOL CARE/VACATION CARE

Before and after school care is operated by Catholic Care from 7-8:25am & 3:00-6:00pm Mon-Fri. Vacation care is also available during the school holidays from 7:30am-6pm. [More information can be found here.](#)

BEHAVIOUR

Our school has high expectations for student behaviour and follows the Positive Behaviours for Learning Framework. School and class rules reflect our school motto LISTEN, LOVE AND LEARN. Parents are encouraged to report any incident as soon as possible to class teachers via the school email and vice versa, so appropriate action can be taken. smm@dbb.catholic.edu.au

BUDDIES

Year 5 students and Kindy students are partnered up to form a buddy system for their time in kindergarten. The school runs the 'Better Buddies' program and this helps Kindy students to settle into school life and adapt to routines with support from their "Big Buddy".

CANTEEN

The canteen operates each Mon/Thurs/Fri at lunchtime and over the counter sales at morning tea. Lunches can be ordered online via Qkr including all menu options. Register for Qkr! on a web-enabled device or via the app. Please ensure you have placed your online order by 9am for same day orders.

CLOTHING POOL

Several times throughout the year, the school operates a clothing pool sale for second-hand uniforms in the hall, usually close to change over to Summer (Terms 1 & 4) or Winter (Terms 2 & 3) uniforms. Donated items your child has outgrown are sold, with all proceeds going the P&F. The school newsletter will notify you of upcoming clothing pool days.

COUNSELLING

Our school has access to a counsellor when/if children experience emotional, social and/or related behavioural issues. Parents and/or teachers may initiate a referral at any time in consultation with the class teacher and principal. Referral forms must be completed as an early step in this process. Counselling sessions are held at school and family meetings are an important part of this process.

CRUNCH AND SIP

Every class has "Crunch and Sip" at approximately 9:45am each day. This helps to re-energise the children for learning halfway through the morning block. Children can snack on fruit or vegetables at this point, which are supplied by parents each day in lunchboxes.

DATES

All term calendars are available on Compass and our school website and are updated throughout the year. This calendar will include class, school, social, fundraising, parish and other events.

DEPARTURE

Each afternoon Mon-Fri a final bell rings at 3pm. Children who walk home with a parent or carer can be collected from walkers, at the school Hall gates.

Children being collected by car from either the Churchyard or Denison Street gate will be supervised by teachers in both locations until they are collected. Parents are to remain in their cars in the queues in either Whistler/Denison Streets or the Churchyard. Teachers will call children's names and/or accompany children to their cars. Please drive safely at all times. Guidelines of pick up/drop off procedures are provided at the end of this handbook.

DUTY OF CARE

Please contact the office by email if there are any changes to normal arrangements for student travel, special appointments, illness or other absences from school, changes to after school care and/or any late arrival/collection.

Please note that all external doors are closed after 9am to provide children with a safe internal route to/from classrooms, toilets and the office. We ask that parents access the school via the office (Denison Street entrance) after 8:40am.

EXCURSIONS

Each year children will participate in excursions/special events. Information will be emailed via Compass.

FAMILY CONTACT DETAILS

Please contact the school immediately via email if there are any changes to the family address, phone, email or other contact details. This is essential so that the school can contact parent/carers in case of an emergency or otherwise.

FAMILY MASS

Family Masses are held regularly throughout the year on the 4th Sunday of each month at the 6:00pm Mass during term. Each grade has an opportunity to lead these Masses throughout the year. A BBQ is held after Mass and all families from K-6 are most welcome.

FEES

Statements are issued at the beginning of each month from Catholic Schools Broken Bay. Fees can be paid in full or monthly via BPay. A discount can be given if/when siblings are also enrolled at St Mary's or other diocesan schools. If you have any fee enquiries, please contact – 02 7256 2888 or schoolfees@dbb.org.au

FIRE/EMERGENCY

Main exit gates during school times are in Denison/Whistler Streets and Francis Lane [behind Manly Pacific Hotel] depending on location of class/staff/parents/visitors in the school site at the time of the fire/emergency.

The main assembly point is Manly Beach opposite the Denison Street crossing.

Fire and Lockdown drills are a regular part of school life, so we encourage parents to discuss this experience with children and to report any concerns/questions to class teachers as soon as possible.

GRADE PARENT REPRESENTATIVES

Each grade from K-6 has designated Grade Parent Representatives who will liaise with all the families with children in a particular grade. The grade parent representatives play a vital role in helping communication to flow smoothly between home and school. They support the efforts of Class Teachers to ensure that the pastoral, social and informational needs of all families are considered during the school year. Contact is usually made via a WhatsApp group or email.

LIBRARY & LIBRARY BAGS

All children will participate in a Library lesson each week. Library bags are to be used to help the children care for any books borrowed each week.

MEDICATION

Members of staff are only allowed to give medication including Panadol if parents have completed [a request to administer form](#). Doctor's approval is required as part of this process. Medications are stored in the office. Please inform the office of any allergies, asthma etc as soon as possible so our class medical lists can be updated. An Asthma/Allergy Action Plan must also be completed by your doctor and sent into the school office.

NEWSLETTER

The school newsletter will be sent home via Compass each week on Wednesdays. Any items to be included must be received by Tuesday.

PARISH BULLETIN

A copy will be distributed via Compass generally on a Friday. We encourage all our families to read the bulletin which includes details about forthcoming events.

PARENT EDUCATION

We anticipate that there will be courses or workshops available for parents each year. These will focus on such areas as Literacy, Numeracy or Pastoral Care/Well-being.

PARENTS & FRIENDS MEETINGS

Meetings are usually held once each term and it's a great way to make new friends and to become involved in school life. See the newsletter for regular P&F news.

PARENTS & FRIENDS EVENTS

There are several set events throughout the year. Specific dates will be advised, but the following is guide of events:

Term 1:

Welcome Night

BYO drinks/glassware to welcome Kindy and new parents throughout the school in the Denison St playground. You'll get to meet new parents, old parents and teachers. Get a babysitter and don't expect to be home early this is a parent only event.

Walkathon/ Colour Run

This is a whole school event to promote a healthy, active lifestyle, as well as your chance to spend some quality time with the kids walking along the Manly promenade. Everybody arrives back at school afterwards for a special morning tea!

Term 2:

Trivia night

A parent-only event organised by the year 5 parents where teams test their knowledge in a fun community building way!

Term 3:

Disco

Organised by Year 2 parents in the middle playground, this is a very popular event for all students. Teachers, students and parents all have a great night, bopping along to the music!

Movie Night

Organised by the Kindergarten parents in the middle playground, this is a great night for all families, under the stars with a huge screen and yummy food!

Term 4:

EOY Summer Party

Held at a venue such as the Steyne, Manly Pacific or Manly Golf Club, the night has a theme that you should throw yourself into. Donated items and artworks from each class are auctioned off providing funding for St Mary's P&F including student stationery and extra excursions for the students. A great evening to finish the school year!

SCHOOL ADVISORY GROUP

The School Advisory Group (SAG) meets each term and is a group of parents who meet to assist the principal and leadership team with strategic decision making and supporting the school's management and improvement plans. Reports are tabled at the term P&F Meetings.

PARISH CARPARK

This area is only to be used when visiting the parish centre or church after 9:00am from Monday - Friday. It is not to be used for parent/carer parking when visiting the Manly CBD or for long stay parking. School/parish staff park is in the section adjacent to Raglan Street. Parishioners may park in the section adjacent to the Church for Morning Mass but are expected to move their cars by 10:00am so this area used as a children's playground from 10:15am-2:45pm and then as a collection area for cars in 2 queues facing the Whistler Street gate from 2:30-3:15pm.

PARISH CONTACT DETAILS

Please contact the Parish Secretary about any parish activities with Fr Chima Ofor, our parish priest on 02 9977 5822.

STATIONERY

P&F will be providing stationery for all students in 2025 and will be coordinated by the school. If parents are required to purchase any additional information, this will be provided by their classroom teacher or in the newsletter.

TERM OVERVIEW

Each term a new outline will be sent via Compass for all classes. This gives an overview of what students are learning each term. If you can assist in any way, please don't hesitate to contact the teacher, eg if your work/hobbies/experiences may add to student learning.

TIMETABLE & BELLS

The following school timetable operates Mon-Fri:

	BELL
Morning Session	8:35am
Recess	10:40am
Middle Session	11:20am
Lunch	12.50pm
Afternoon Session	1.30pm
End of day	3:00pm

UNIFORM

Uniforms can be ordered online via our supplier, Cowan & Lewis, <http://cowanlewis.com.au> locate St Marys School, Manly, then place your order. If unsure of sizes, please call the office to arrange a time to visit to try on sample sizes before ordering. Deliveries and returns occur each Tuesday and Thursday.

SPORTS UNIFORM

Sports uniform will be worn two days a week, one for PE (Physical Education) with our specialist teachers and one for sport during class time. These days will be confirmed at the beginning of the year by your class teacher.

VOLUNTEERS/VISITORS

When arriving at school all visitors must sign in and out of the school site via the Kiosk at the front office. Every visitor entering the school (canteen, literacy groups etc) will need to complete a [working with children engagement form which can be found here.](#)

SAFEGUARDING

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal

obligation under the NSW Children and Young Person (care and protection) Act 1998

PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children, and we strive to uphold NSW Child Safe Standard 3: families and communities are informed and involved and National Catholic Safeguarding Standard 3: partnering with families, carers and communities.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office and get a visitors' badge from the office as per school procedure. · [Complete the CSBB Contractor and Volunteer Engagement form](#)
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.
- All parents must comply with the parent code of conduct.

RESPONDING TO CONCERNS - We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

APPENDIX 1:

SAFEGUARDING INFORMATION

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

[The NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline). School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

APPENDIX 2:

WORKING WITH CHILDREN CHECKS

Working With Children Checks are required by staff, and certain volunteers and contractors in our school, as outlined in Child Protection (Working With Children) Act 2012.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#).

APPENDIX 3:

MAINTAINING PROFESSIONALISM

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided. It is a staff members responsibility to be familiar with these expectations outlined in both the CSBB Code of Conduct and the Professional Expectations Policy.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing complaints of inappropriate behaviour of adults towards children and young people
We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors. If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

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St Mary's Drop off and Pick up Guidelines

At St Mary's supervision of the students begins at 8:10am. There is no official supervision before this time, unless your child is at Before School Care. Students are supervised in the middle playground by a teacher from 8:10am until 8:40am, when our school day promptly begins.

The safety of people within our Parish and School community is a responsibility we **ALL** share and this note highlights the procedures and guidelines for Pick Up and Drop Off of all students.

MORNING DROP OFF

When dropping off your child there are several options: Denison Street, Churchyard or Middle Playground.

Denison Street- In front of the main school entrance there is a "Kiss and Drop" zone where parents can "drop" off their children and watch them walk into school. We ask that you **do not leave** your vehicle so that all parents can benefit from this drop off option. *A reminder there is no official supervision of the children until 8:10am when using this option.*

Churchyard- Parking is only available in the Churchyard before school if you are attending morning assembly but cars must be moved straight after as this is reserved for members of our community attending Mass and Parish/ School Staff parking.

Middle Playground- Parents can walk with their children to the middle playground where they are supervised by school staff from 8:10am. There are parking options offsite at the beachfront, local streets or at one of the local public carparks which offer 2-hour free parking.

AFTERNOON PICK UP

When picking up your child there are several options; Denison Street, Churchyard or Middle Playground. We encourage all parents to take advantage of the drive through options at Denison Street and Churchyard.

Denison Street- Denison Street pick up is a drive through service, where **parents are required to remain in their cars** so that all parents can benefit from this quick and easy pick up and so that traffic in the local community is not affected. This pick-up point should be accessed by entering Whistler Street and joining the queue on the right-hand side of the street. This queue starts at the Blue Sign at the defunct driveway near the school hall- **not the beginning of Whistler Street or the driveway that enters the carpark or the stretch of road between the pedestrian crossing and defunct driveway**- this stretch of Whistler St is a "No Stopping Zone", the Presbytery driveway is also a "No Stopping Zone". Rangers regularly patrol this area, and the current fines are \$330 and 2 demerit points, for being in a "No Stopping" zone.

<http://www.rms.nsw.gov.au/documents/roads/safety-rules/demerits-school.pdf>

The queue then travels along Whistler Street and turns right into Denison Street exiting at Manly Beachfront. We ask that all parents using this service have their **Surname written clearly on a piece of paper/cardboard and displayed in your front windscreen**, so that school staff can call names and have your children promptly ready for you.

We ask that if the queue is not moving, please drive around the block and re-join the queue, alternatively you may wish to park on the beachfront or at one of the local carparks which offer 2-hour free parking. Please do not block traffic on Whistler or Denison Street.

Please note school staff cannot be expected to recognise the numerous cars that families own or see through tinted windows. We also ask all parents abide by the NSW Road Rules, including not using your mobile phones and adhering to No Stopping zones and the school zone speed limit. The school cannot assist families who are issued with fines if they violate NSW Road Rules.

Churchyard- Churchyard pick up is a drive through service, where **parents are required to remain in their cars** so that all parents can benefit from this quick and easy pick up and so that traffic in the local community is not affected. Churchyard pick up begins by entering via the green gate on Raglan Street (please do not block the carpark entrance) and lining up in a car line that exits via the Whistler Street gate. Two lanes form when entering the Church side of the carpark where students will be delivered to the cars, we ask parents do not exit their cars and come to their children, so that the staff can monitor the safety of the children. **We ask that all parents using this service have their Surname written clearly on a piece of paper/cardboard and displayed in your front windscreen**, so that school staff can call names and have your children promptly ready for you. *Please note school staff cannot be expected to recognise the numerous cars that families own or see through tinted windows. We also ask all parents abide by the NSW Road Rules, including not using your mobile phones and adhering to No Stopping zones and the school zone speed limit. The school cannot assist families who are issued with fines if they violate NSW Road Rules.*

We ask that if the queue is not moving, please drive around the block and re-join the queue, alternatively you may wish to park on the beachfront or one of the local carparks which offer 2-hour free parking. Please do not block traffic on Whistler or Denison Street.

From time to time this pick-up option will be closed due to Funerals, Weddings or other events beyond St Mary's School control. Parents will be notified in the event of this occurring. If Churchyard is closed, alternate pick up will be Francis Lane- located between the Manly Pacific and St Mary's.

School Hall gates: Parents can also pick up their children from the gates at the school Hall on foot. If parents are using this pick-up option, they are asked to park in the local surrounding areas and **not the Churchyard carpark** as this creates a safety issue for the students and staff on Churchyard pick up as reversing cars interfere with the drive through and creates extra traffic stress on the local community.

There is no parking ON the Church side of the car park between 10:30am-3:30pm as this will be converted to a playground during school hours.

We thank you for supporting us in following these procedures and guidelines to help create a safe and respectful school environment for all our community.

SCHOOL CONTACT DETAILS

Principal	Paul McGuire
Senior Administrative Officer	Alison Keen
Postal Address:	PO Box 307 Manly NSW 1655
Phone	02 7256 2135
Web Site	www.smmdbb.catholic.edu.au
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Updated: DECEMBER 2024