



Flemington Primary School

Information Handbook for New Parents

Flemington Primary School – General Information

School Address:	Cnr Padman Lane and Mt. Alexander Road Flemington, 3031
Telephone:	9376 7137
Web site:	www.flemingtonps.vic.edu.au
Email Address:	flemington.ps@education.vic.gov.au
Principal:	Ms Amanda Williams
Assistant Principal:	Ms Laura Boylan

2022 Term Dates

Term 1	28 Jan (teachers start) to 8 Apr
Term 2	26 Apr to 24 Jun
Term 3	11 Jul to 16 Sept
Term 4	3 Oct to 20 Dec

Public Holidays

- Labour Day - Monday 14th March 2022
- Anzac Day - Monday 25th April 2022
- Queen's Birthday - Monday 13th June 2022
- Melbourne Cup Day – Tuesday 1st November 2022

Curriculum Days

There are four days in the school calendar when teachers are in attendance but students do not come to school. Please see our website www.flemingtonps.vic.edu.au for dates. These days are used for curriculum planning, professional learning and assessment & reporting as determined by DET.

School hours

School hours are from **8.55am to 3.30pm**. School grounds are supervised from 8.45am until 3.45pm.

Administration Office

Administration Office hours are from **8.30am to 4.00pm**. The Flemington Primary School Administration has a friendly staff who are available to answer your general questions regarding our school and take payments. There are generally two administration staff and a business manager available to support our families and students.

Welcome Message from the Principal -Amanda Williams

Thank you for considering Flemington Primary School for your child's education. Starting school is an exciting and important milestone for every family. Flemington Primary School offers an engaging induction program where new children and their families are warmly welcomed into our school with a variety of opportunities for children and parents and carers to learn about our wonderful school. Our induction program not only makes the transition from kindergarten to school as seamless for you and your child as possible, but creates a connection with Flemington Primary School, its learning programs and community.

Flemington Primary School sets high academic standards and is committed to excellence in all areas. Every student at Flemington Primary School is encouraged to reach their potential and to "**be their best**" in a culture and community that fosters the skills of resilience, collaboration and team work and reflects our Flemington Primary School values – **Be kind, Be safe, Be respectful and Be ready to learn.**

Our school is guided by our mission and vision:

Mission

We will provide learning opportunities in supportive and collaborative learning environments.

Vision

Students will realise their full potential, contributing to our school, our community and our world.



You, the parents and carers are an important part of our learning community and a vital link in your child's education. A sense of community, belonging and connection develops when parents and staff work in partnership for your child's achievement and success. We encourage active parent and carer participation in our school through various avenues. You are welcome into the classroom as a classroom helper and to be involved in the myriad of various school community groups and activities at Flemington Primary School.

We look forward to the opportunity to become a part of your child's learning journey and warmly welcome you to the Flemington Primary School community.

Ms Amanda Williams
Principal

Your first day of school at Flemington Primary School

When you arrive at school, go to your child's classroom. Our friendly teachers will meet you and your child and settle your child with a game or activity. You are most welcome to join other new parents at our "Tears and Tissues" morning tea that our Parents and Carers committee organise.

Collecting your child at the end of the school day-3.30pm

A parent or carer, relative, designated friend or sibling must collect Foundation children at 3.30pm. For safety and convenience reasons, we ask that all parents and carers wait outside the school buildings for children.

If for any reason you are unable to collect your child on time, please contact the Administration Office as soon as possible on 9376 7137.

Foundation children who attend BIG Childcare, will be collected from their classroom by a BIG team member and accompanied to the BIG Childcare room.

School Times

Being ready to learn means being on time for school every day to make the most of learning time. Please help your child to arrive by **8.45am every day**.

8.55 am	Music (students enter their learning spaces)
9.00 am	Start of day bell/Classes commence
9:00 am - 10.50 am	Learning session
10.50 am - 11.00 am	Recess snack in classroom
11:00 am - 11:30 am	Recess play time
11:30 am - 1:25 pm	Learning session
1.25 pm - 1.40pm	Lunch in classroom
1:40 pm - 2:30 pm	Lunch play time
2:30 pm - 3:30 pm	Learning session

Early dismissal times on the last day of term are publicised in the In Touch newsletter.

School Values

Our Flemington Primary School Values underpin all experiences and dialogues at our school. They guide how we learn, be, act and speak with and to each other. We aim to cultivate a love of learning, an interest in all subject areas, a positive attitude towards all experiences and guided by an understanding of our school values:

- Be kind
- Be safe
- Be respectful
- Be ready to learn

and our motto **Be Your Best**

Health and Wellbeing

Wellbeing is a priority at FPS and is facilitated by an extensive program and supports for children, parents and carers and staff. We have a full time Learning Specialist-Wellbeing/Engagement staff member inclusive of a wellbeing office and a dedicated wellbeing learning space for students and family meetings.

FPS offers planned and targeted wellbeing lessons plus the Relationships program. FPS explicitly teaches the language of emotions and uses the Zones of Regulation program to support our community with emotional regulation and resilience.

In addition, FPS offers specialised programs that include play therapy, art therapy, therapy dogs and social skills small groups. FPS is fortunate to be the host school for DET Moonee Valley network Student Support Service Officers (SSSO) and allied health practitioners -psychologists, occupational therapists, speech pathologists and social workers. Children and families requiring additional supports and involved with the Program for Students with Disabilities (PSD) are supported with regular Student Support Group (SSG) meetings with teachers and our Wellbeing/Engagement Learning Specialist. Any parent/carer with any concerns for their child's wellbeing should contact their child's teacher or request an appointment with our Wellbeing/Engagement Learning Specialist by contacting our administration office.

Absence – Every Day Counts!

It is really important that your child attend school regularly, however, if he/she is sick, then home is the best place. Any individual with COVID related symptoms must NOT enter our school.

ANY ABSENCE FOR ILLNESS OR SHORT TERM FAMILY REASON MUST HAVE A NOTE OR PHONE CALL TO THE SCHOOL GIVING THE REASON FOR THE ABSENCE.

Phone: 03 9376 7137

Dial 1 – student absence

Dial 2 – after school program

Hold – reception

Please note that FPS follows up on absences to ensure your children has access to all learning experiences.

COVID -19

The Principal will update the school community of any school closures and updates to restrictions. Flemington Primary School is guided by DET Operating Guidelines regarding COVID-19 which are updated regularly.

Attached is a link to DEECD information regarding Coronavirus.

<https://www.coronavirus.vic.gov.au/management-coronavirus-schools>

Illness and first aid

First Aid is given at school for small grazes, bumps and scratches. Contact is always made with home when anything more serious occurs. Medicines can be given at school with a signed medical form and the medication is to be supplied from home.

FPS is not equipped to look after sick children so if your child becomes ill during school then you or your contact person will be notified and expected to collect your unwell child as soon as possible.

Medication

If it is necessary for your child to bring medication to school a medical form needs be filled out, clearly stating the medication with your child's name, the correct dose and the time the medication must be given. A parent or carer should hand this directly to our administration office, as teachers are unable to administer any medication. All medicines will only be administered to students at 1.25 pm.

If your child suffers from **ASTHMA**, please ensure that your child's teacher is aware of this and an **asthma management plan** is completed.

Health Services

Like all State schools, Flemington is serviced by the Department of Human Services. We have a visiting school nurse whose main role is to assess the health of all Foundation students. The nurse will contact you if necessary and will also be available to respond to any enquires you may have. Forms for the nurse are provided to parents and carers of Foundation students.

Head Lice

It is important that parents and carers make regular checks for head lice. We recommend long hair to always be tied back. Lotion can be obtained through your local chemist and once the hair is treated, your child can return to school. Please also contact the school if your child has lice so a note can be distributed alerting parents of the situation and requesting parents to check their children's hair.

Wet Days/Hot Days

On very hot or wet days our children will remain inside under supervision during recess and lunchtime. All of our classrooms are equipped with heating and cooling systems. DET updates schools of any severe weather changes or Asthma storms.

Parental Involvement

At FPS we encourage positive involvement of parents, grandparents and caregivers. We offer many opportunities for you to connect with our school and be involved in your child's education.

How can you contribute to Flemington Primary School?

- Join our Parents and Carers Committee - meet other parents and help with special fund-raising activities.
- Attend school activities such as our "Welcome BBQ" and other advertised events.
- Attend assembly every Friday afternoon at 3.10pm to celebrate student achievements.
- Participate in working bees to help develop our grounds whilst working alongside other parents and staff.
- Volunteer to work in our fabulous FPS school library.
- Join our School Council and sub committees.
- Offer to help in any of the following classroom activities:
 - Parents and carers as helpers (Training as Classroom Helpers is offered each year. Volunteers also need the State Government – Working with Children accreditation.
 - PMP (Perceptual Motor Program)
 - Excursions
 - Swimming
 - Inter school sports

Visiting the School

All visitors to our school must report to the administration office and wear a Visitor's Badge whilst they are on school grounds. For safety reasons, you must also sign out when leaving the school.

School Wide Positive Behaviour-SWPB

Flemington Primary School is a School Wide Positive Behaviour (SWPB) school. SWPB is a framework that uses evidence-based practices to support ALL students. SWPB allows FPS to implement values and expectations that allow for all to have an understanding of what is expected. Students are taught the behaviours that we expect of them in a supportive environment.

Consider the following:

If a child doesn't know how to read, we teach.

If a child doesn't know how to swim, we teach.

If a child doesn't know how to multiply, we teach.

If a child doesn't know how to behave, we teach?....Punish?

Sometimes our children make poor choices, mistakes or simply do not understand the impact of their behaviour. When this happens, at FPS we teach the behaviours we expect to see in a safe and supportive environment. At FPS we also praise and encourage positive behaviours. One example of this is our Acts Of Kindness -AOK tree (a 2020 Year 6 Legacy Art piece) that actively rewards and encourages students who are demonstrating our school values. Please see our behaviour matrix for an outline of expected behaviours. Please see our website for an outline of our staff and parent/carer matrices. <https://www.flemingtonps.vic.edu.au/>



SCHOOL WIDE POSITIVE BEHAVIOUR

STUDENT MATRIX

	Learning Spaces	Inside Spaces	Outside Spaces	To and From School
<p>BE RESPECTFUL TINY</p>	<p>We</p> <ul style="list-style-type: none"> Use whole body Listening, acknowledging others ideas and thoughts are sensitive to all opinions, cultures and beliefs leave spaces tidy and as we found them 	<p>We</p> <ul style="list-style-type: none"> Give people space and privacy in the toilet Wait safely and patiently Care for school furniture, spaces, and equipment 	<p>We</p> <ul style="list-style-type: none"> Use our manners and are good sports when playing Look after our garden and walk on the footpaths 	<p>We</p> <ul style="list-style-type: none"> Use manners on public transport, in streets and in shops Give up seats for adults Use appropriate language, voice, tone, volume
<p>BE READY TO LEARN FLIPPERS</p>	<p>We</p> <ul style="list-style-type: none"> are organised and come prepared for learning show and develop resilience by continuing to have a go ask questions to improve our understanding use our best efforts in all tasks 	<p>We</p> <ul style="list-style-type: none"> arrive and return on time listen to and follow instructions move and walk quietly through corridors, foyers and toilets 	<p>We</p> <ul style="list-style-type: none"> return all equipment to the classroom or hall respond quickly when the music starts and bell rings: toilet, drink and line up on time listen to the yard duty teacher 	<p>We</p> <ul style="list-style-type: none"> Know who we are going home with Pack and carry our own bag, complete our homework Arrive at school and class on time
<p>BE SAFE BUZZO</p>	<p>We</p> <ul style="list-style-type: none"> Wait quietly in a line to enter spaces and walk inside Inform teachers/others when leaving the room Use materials and equipment appropriately and move around safely 	<p>We</p> <ul style="list-style-type: none"> Wait our turn Walk calmly, quietly and orderly on our left 	<p>We</p> <ul style="list-style-type: none"> Follow the agreed rules of games and use equipment correctly Support others and inform yard duty teachers when someone needs help Wear a broad brimmed hat during term 1 and term 4 	<p>We</p> <ul style="list-style-type: none"> Cross at the lights and follow road rules Walk our bikes, scooters etc across road and in the school grounds, and wear helmets Wait at the footpath for an adults before we cross a road
<p>BE KIND ROARY</p>	<p>We</p> <ul style="list-style-type: none"> Are good communicators, listen to others and think about how they feel Listen to all opinions accepting they may be different from our own Celebrate peoples achievements 	<p>We</p> <ul style="list-style-type: none"> Wait patiently Use out manners when we greet visitors and ask if they need help Listen to all staff and students 	<p>We</p> <ul style="list-style-type: none"> Take turns, speak nicely and encourage others Use kinds words to solve problems Look out for each other in the yard 	<p>We</p> <ul style="list-style-type: none"> Speak politely to others-please, thank-you, excuse me Say hello and good morning to people in our school community

Bullying and Harassment

FPS is committed to providing a safe and caring learning environment for students and staff that fosters positive relationships and encourages positive self-esteem, courtesy and respect for others. Everyone at Flemington Primary School is expected to treat others respectfully and to feel safe themselves. Every child and staff member has the right to feel safe and secure at school. Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. Bullying is different from an "incident" that occurs once but all the same can still be an unpleasant experience. Bullying or harassment of any form will not be tolerated at Flemington Primary School. If you have any concerns please contact your child's teacher and our [BULLYING AND HARASSMENT POLICY](#)

Parent/Carers Code of Conduct

Consistent with our School Values of Be safe, Be kind, Be respectful and Be ready to learn; all members of our community are encouraged to recognise and appreciate diversity, to value the contributions of others and to cooperate with and care for others. We want our FPS community to be friendly, good natured and considerate to others and themselves. All FPS school staff and students are entitled to a safe and happy work and learning environment and only courteous and respectful forms of communication and behaviour will be accepted. **Parents and carers must NEVER, EVER approach a child that is not their own!** If you have concerns, please contact a staff member. Please see our [PARENT/CARERS CODE OF CONDUCT POLICY](#)

Communications at Flemington Primary School

The purpose of communications:

At Flemington Primary School we aim to provide timely, clear, effective and professional communications to students, parents and carers, and the wider school community. We believe that positive and thoughtful communications can support educational outcomes by involving parents and carers in school life and the educational journey of the student. Consistent and appropriate communications also inspire a sense of pride and confidence in the school's ability to provide excellent educational outcomes for all students.

Parents, guardians and the wider school community can expect that all communications with Flemington Primary School staff are respectful, and school staff have the expectation they will be communicated with in a reciprocal manner.

In support of the above, FPS has a Communications Framework that aims to:

- help parents know what communications they can expect from the school
- help parents understand their responsibilities when communicating with the school
- provide examples of appropriate communications for common situations.

How Flemington Primary School communicates with you

Flemington Primary School communicates with parents and carers about student wellbeing and school news in a number of different ways. Depending on what needs to be said and how time sensitive it is, the school will use one of the following methods:

- Compass (online app)
- Class Dojo (online app)
- In person
- Newsletters
- Fliers/ notes in schoolbags
- Telephone

Accurate contact information

It is important that the school has accurate contact details for parents/ carers and emergency contacts. This includes your address, landline, mobile and preferred email addresses. If you change your contact details during the year or become aware that you have not received correspondence, please contact the school office to update your details.

How you can communicate with our school

As a parent or carer of a student at Flemington Primary School your first point of contact for a student's academic progress and wellbeing is your child's teacher. For other matters, there are a number of ways you can communicate with the school, including:

- Class Dojo (online app)
- In person - teacher or leadership team
- In person - school office
- Email - flemington.ps@education.vic.gov.au
- Telephone

In addition to the modes of communication listed above, you can learn more about the school and the curriculum in the following ways:

- Flemington Primary School website
- Department of Education and Training website

Ways of communicating: In more detail COMPASS (online app and website)

Compass is an app that sends notifications about school news and events to your smart phone, tablet or email. The website version also contains information about your child such as school reports and attendance records. Compass is free for parents and carers to use.

CLASS DOJO (online app)

The school uses another app called Class Dojo for securely sharing student information with parents, such as learning stories. There is a messaging function on Class Dojo, which you can use to send a message to class teachers, and which class teachers may use to reach out to you. Teachers will endeavour to reply to all enquiries and requests within 24 hours (during the school week). Your child's teacher will invite you to join Class Dojo.

In person - Teacher and Leadership Team

Class teachers are the first point of contact for parents and carers in relation to a student's academic progress and wellbeing. Should parents have any questions, concerns or information to share about their child throughout the year, we encourage them to arrange a meeting with their class teacher. This can be done via a message on Class Dojo, in person or phone.

It may not always be possible or appropriate to discuss issues immediately before or after school for our teachers. Teachers will arrange a mutually convenient time with you.

Members of the Flemington Primary School Leadership Team are also happy to arrange a time to talk to you or should a concern not be addressed after first talking to the class teacher. If this is required, please contact the school office to arrange a meeting with a member of the team:

Principal: Amanda Williams

Assistant Principal: Laura Boylan

Wellbeing/Engagement Learning Specialist: Agata Gervasi

If you have continuing concerns or grievances, please refer to our [ISSUES RESOLUTION POLICY](#) on the school website <https://www.flemingtonps.vic.edu.au/>

Newsletters

Newsletters provide students, parents, carers and the wider community an insight into what is happening in the school. They are intended to share information, stories, events, extra-curricular activities and community notices. Newsletter alerts are made via Compass and Class Dojo and are also available on the school's website.

In Touch newsletter

The In Touch newsletter is published every fortnight and includes news and information about the whole school. It includes updates of events and activities, a report from the Principal and can include reports from School Council, Instrumental Music, Parents and Carers and Office News.

Curriculum newsletters

Class newsletters are published by the teaching team for the year level and sent home in hard copy once per term. A copy can also be found on the school's website.

Fliers/ Notes in your child's schoolbag

From time to time and for key events in the school calendar, teachers or staff may send a flier home with students in their school bag. Please check your child's bag - including their satchel - at the end of each day to ensure you are receiving these. As Flemington Primary School strives to be a more sustainable and environmentally responsible school, paper versions of newsletters and fliers are increasingly less.

NOTE: All fliers, posters and notices (digital or print) are to be approved by the Principal or a member of the leadership team before being distributed to the school community.

Staff members and volunteers are to provide the text and/ or digital copy of the proposed communication by email to the principal or designated member of the leadership team for approval. Approval will be given with any changes required or another draft may be requested. This allows for oversight and consistency with all school communications.

Administration Office / Telephone

The school administration office is the primary point of contact to make administrative queries and report student absences. The school office is open from 8.30am until 4pm.

You may call the front office and leave a message for your child's teacher. Teachers are usually unable to talk during school hours, however, if a call back is required, teachers will endeavour to return the call as soon as practicably possible.

In the event of sickness, injury or incident, the school will contact the student's parent / carer, or designated emergency contact should the first and second preferred contacts not be contactable by phone.

Flemington Primary School Website

The Flemington Primary School website provides a range of information and is the public face of the school to the greater community.

You can find past editions of In Touch newsletter, a calendar of upcoming events and information about the curriculum. <https://www.flemingtonps.vic.edu.au/>

Department of Education and Training website

As a state government school, Flemington Primary is operated by the Department of Education and Training. Their website provides information and policies on public schooling in Victoria. <https://education.vic.gov.au/Pages/default.aspx>

Annual Report

The Victorian Government's Department of Education and Training produces an Annual Report every February. An Annual General Meeting is held at the beginning of the year where the Annual Report is presented and it is also available on the website.

Reasons To Communicate

REASON	WAYS OF COMMUNICATING
All School Events	Compass, Class Dojo, In Touch newsletter, school assembly, fliers in school bags and on noticeboards Class Dojo, fliers in school bags
Class Specific Events	Class Dojo, fliers in school bags
Curriculum Days	Compass, In Touch newsletter , Website, Reminders on Class Dojo
School Reports	Compass, In person meetings with your teacher
Sickness, Injury or Incident	Telephone
Emergencies	In the unlikely event of a more serious incident, the response will depend on the circumstances. The first and greatest priority will always be to look after student safety and wellbeing. The second priority will be to give parents the fullest possible account of events as soon as possible.

Emergencies, Safety and Consent

Emergency Forms

No matter how good the care and supervision at home or school, children can suffer serious illnesses or accidents.

When a child enrolls at school, an emergency form is completed, showing home and work phone numbers, emergency contact and emergency medical contact. ***If this information changes, please let the school know immediately.***

If you cannot be contacted during the day, nominate a friend, relative or neighbour who will be able to provide the link between school and child. Should you wish to contact your child in an emergency, please call the school on **9376 7137**.

Custody of Children

Where a parent has sole custody of a child, this should be made clear to the school with appropriate documentation.

Playground Supervision

Teachers are on duty in the grounds before school 8.45 am – 9.00 am, during morning recess 11.00 am – 11.30 am, at lunchtime 1.40 pm – 2.30 pm and after school 3.30 pm – 3.45 pm.

Supervision of grounds commences at 8.45am. Any children who are unattended in the grounds after 3.45 pm will be taken to the administration office and staff will contact parents and carers regarding pickup of their child. **The office closes at 4.00pm.** We ask that all families enrol their child with BIG Childcare in the event that a parent or carer is held up or unable to collect their child on time.

Consent for Excursions

From time to time the classes will undertake local and more distant excursions. Plenty of warning will be given of these events. Essentially, excursions are tied in with curriculum and may be used as the initial stimulus or as a development aspect of learning. These excursions are an integral part of your child's education and as such we would expect that you would allow your child to participate.

Any parent with concerns should contact the office and speak with the Business Manager. Our aim is to have all children participate.

On enrolment and at the beginning of each school year, parents/carers are requested to sign a local excursion form and this gives the school permission for your child to attend an excursion within walking distance of the school.

Other excursions will require parent's permission and on each occasion a notice with details will be sent home requesting your permission.

Teachers are not permitted to take a child on an excursion without a written permission note from a parent/carer.

School uniform

The Flemington Primary School uniform provides students with a sense of pride and that they are part of our school. We have **compulsory school uniform**. If you wish to check uniform sizing this can be done on site at our uniform shop on **Monday afternoon between 3.15pm to 3.45pm** and **Friday morning between 8.45am to 9.15am**. Uniform can also be purchased by leaving an order at the office or emailing the order form to the school's email. Office staff will pick the order as soon as time permits. If payment is included the order will be sent home via the classroom. If payment is not included you will be called to make payment. Limited second hand uniform is also available at a heavily discounted price generally around \$2 per item.

A wide brimmed or legionnaire hat (not a surf hat) must be worn in Terms 1 and 4. Black school shoes are to be worn

We ask that your child does not wear:

- open toed sandals or shoes with a high or wedge heels which can cause ankle injuries in an energetic school situation
- dangling earrings or sleepers

As a Sunsmart school, any child wearing inappropriate clothing or without a broad brimmed hat in Terms 1 and 4 will not be permitted to play in the open but will be required to sit in the shade in the courtyard during recess and lunch times.

Travelling to and from our school: Bikes, Skateboards and Scooters

We encourage our school community to walk or wheel their way to school if possible. All children can ride the above items to our school. Bicycle helmets are mandatory and must be worn for safety reasons. Please bring a lock for your bike, skateboard or scooter. Our bike shed is located near the basketball court.

Please walk your bicycles, skateboards and scooters in the school grounds at all times.

Traffic and Parking

There is no parking available at the school for parents, it is for staff only so please refrain from parking in a staff allocated car park.

In the morning and afternoon parents and carers:

- Park in surrounding streets and walk back with children.
- Drive carefully in the streets surrounding the school.

At no time can parents park in the driveway off Flemington Street, emergency exits or disabled carparks! Flemington Primary School has students and parents/carers who really need these spaces, so please be respectful and do NOT park in them!

School Crossing

The local council provides our school-crossing supervisors to support our students getting to school safely.

Leaving our School

Children are not to leave our schoolyard between 9.00 am and 3.30 pm unless a note is sent to school and the child is collected by an adult. All adults must visit the office to sign out their child. The school will organise for your child to then come to the administration office. Please note that parents and carers are not to visit their child's classroom or learning area to collect a child.

Outside of School Hours Care Program-BIG Childcare

Before, after school care and holiday care is available at Flemington Primary School. Before school care runs from 7.00 am until 8.45 am, while after school operates from 3.30 pm until 6.00 pm. BIG Childcare is an outstanding and highly accredited childcare provider endorsed by our School Council.

For further information, please visit the Big Childcare website www.bigchildcare.com or phone 0481 954 792.

Booklist, Essential Learning Items & Voluntary Contributions

Booklist, Essential Learning Items and Tax Deductible Trust Funds

Parents and carers will receive a booklist and break down of charges and contributions in Term 4 for the following year. This will include the following:

- a) Fees
 - Essential Learning Items
 - Excursion Levy

- b) Voluntary Contributions
 - Building Fund (tax deductible)
 - Library Fund (tax deductible)

- c) Grounds Levy

- d) Bookpack – based on grade level requirements

These booklist forms must be completed by parents and returned to the school by the stated date. **We accept eftpos and BPAY for these payments.**

Sending Payments to School

All payments sent to school should be sent in a clearly marked sealed envelope with the following details on the front:

- Child's name
- Child's grade
- What the money is for
- All credit card details are completed including card number, expiry date and 3 digit verification code

BPAY details can be obtained from the office.

Special envelopes for payment of money are available from outside the administration office. All money must go to the class teacher or deposited into the office mail box located at the administration office. The administration office will not accept payment over the counter.