HINTS, TIPS & REQUESTS to HELP THE OFFICE

Our Office can be a very busy place and so we offer the following Hints & Tips AND make some requests …

Absences

If your child is going to be away for a day or so there is no need to phone in of a morning. If they are absent for 3 or more days then please let us know. On their return to school please send a note to the teacher explaining the absence.

Changes to Routine

Children quite often forget what their afternoon pick up arrangements are if there are often (or occasional) changes. We have found that laminating small reminder cards and putting them in your child’s lunch box or school bag helps them to remember and stops your child becoming upset. The cards can read “walk home today”; “catch the bus home”; or “Grandma is picking you up today”. These help to ease any uncertainty.

Mozzies

If mozzies like your child, please give them a quick aerogard spray before leaving home of a morning. As our school is surrounded by bush, mozzies can sometimes be a problem during the spring & summer months

Money / Payments

Unless paying by Eftpos, students should hand all payments and permission notes to class teachers when they first go into class at 9.00am. All payments are then placed in a class envelope and taken to the office for marking off and receipting. Parents are asked, if possible, to keep sibling payments separate.

Messages

Please try and confirm afternoon arrangements before your child leaves home of a morning. The school does not have a “runner” system so at busy times and/or change to classroom routines, it can sometimes be difficult to pass messages onto students.

Uniform Shop

During school terms, our Uniform Shop opens every Thursday afternoon, 2:30 to 3:00pm and Friday mornings 8:30 to 9:30am. Please do not ask office staff to open the shop for you outside these times.

Don’t Be Late!

School starts at 9:00am and all students should be at school before this time. If late, students can miss out on important messages at morning assembly or disrupt the smooth flow of lessons. If students are late, they must be signed in at the Office by a parent/carer and a late note taken to the teacher.

Thanks for your assistance
Sue, Trish & Janine