



MT KEMBLA PUBLIC SCHOOL

Raelene Redfern, Principal

mtkembla-p.school@det.nsw.edu.au

www.mtkembla-p.schools.nsw.edu.au

Phone 4271 2565

Office

The office and phones are attended from 8.45-3.15pm Monday to Friday.

Money collection

Money and notes need to be sent in envelopes, clearly marked with name, class and type of payment.

Payments can be made through our school website by clicking on the Make a Payment icon and then follow the prompt. Receipt numbers need to be written on the permission slip in the space provided, so it can be recorded on the student payment list.

Uniform Purchases

PLEASE DON'T PAY THROUGH THE SCHOOL WEBSITE

Mt Kembla's uniform co-ordinator is Adrian Davis. To contact Adrian directly please email mtkemblauniforms@gmail.com

To order uniforms:

Please complete the order form below and have your child submit this form to the office and the uniform co-ordinator will fill the order to your child's class. (Orders cannot be filled on the spot).

Please note *bank transfer* is the preferred payment method. You will need to pay into the following account:

BSB :641800

Account number: 200709034 - Referencing your child's last name.

This is a separate uniform account.

Change of Details

Please let the office know if there is a change of family details. We endeavour to keep our records up to date. It can be quite upsetting to a sick or hurt child who needs their mum or dad if we can't get in contact with you. Also parents requesting two copies of reports will be disappointed if we don't have their mailing address or we are unaware of separate addresses.

Please forward all changes in writing to the office.

Newsletters

Our Newsletter is sent out every Monday. This is an important communication tool as most excursions, events and other news are advertised through this. To keep costs down and to help with the environment we encourage families to receive this via email or to either check the school website or our Skoolbag app. Skoolbag is self-managed and you can subscribe or unsubscribe at any time.



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Medication

Only medication prescribed by a doctor and accompanied by a Prescribed Medication Note that is clearly labelled can be given by office staff during school hours. Panadol, Nurofen etc. is not able to be given unless accompanied with a doctor's prescription. Please contact the office if more information is required.

If children suffer with any condition and they are able to self-administer medication you are required to fill in a note with regards to self-administering, times and dosage. Medication should not be stored in bags that are accessible to other children.

Contacting Teachers

It is extremely important to your child's learning that classroom teaching is uninterrupted. Therefore, unless it is an absolute emergency the office will take a message to pass onto the teacher so they can contact you at a time suitable to give your enquiry the attention it deserves.

If a message needs to be passed onto a student please ring as early as possible. It can be difficult to pass messages on late in the afternoon if the class is not in their regular room or the bell has gone.

Absence Notes

If your child is away sick or on leave, please either fill in a Skoolbag absent note or send in a note on the child's first day back. For any anticipated absences longer than 7 school days an application for extended leave needs to be sought from the principal. Please contact the office for the appropriate forms.

Arriving late or leaving the Premises

As a duty of care if a child is late to school, a parent must bring the child to the office to sign in. This is recorded on our data base for the Department of Education records. Once a student arrives at school they are not allowed to leave the premises early unless they are signed out at the office. No student is allowed to leave with another parent without written permission. Please don't take offence but from time to time the office may ask for ID or ring you to receive verbal verification that your child is being picked up with someone who is not directly known to us. This is to ensure your child's safety which is our priority.

Transporting students

In the case of an offsite excursion where parents are transporting children we require copies of the parents' licence and car registration on file. You can do this at any time at the office.