

GUNDAROO 'HOW TO' GUIDE

HOW TO: Make a payment

There are a number of ways to make payments for excursions and other school-based events, including:

- Cash, either in person or by sending it to school with your child in a sealed envelope/zip-lock bag, clearly marked with your name and what the payment is for.
- Eftpos, in person at the Office. Liz and Jenna's Office hours are 8:30am – 3:30pm.
- Online payment, via the school website <https://gundaroo-p.schools.nsw.gov.au/> Click the 'Make a Payment' button at the top of the page and fill in the relevant details. NOTE: You only need your child's name, class and date of birth for the first section.



HOW TO: Purchase Uniforms

We have a stock of brand new uniforms at school for purchase. Additionally, we also have a second-hand clothing pool located in the Library.

- Purchasing from the Office: Please see Liz or Jenna during office hours (8:30am – 3:30pm) to arrange this.
- Second-hand clothing pool: This is located in the Library storeroom, just to the left as you enter. Please help yourself and take any items you wish to purchase to the Office for payment. Items are a few dollars each.

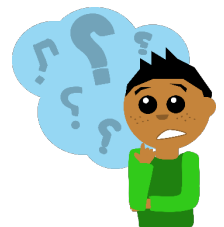


HOW TO: Ask a question, raise a concern or issue

From time to time, questions or issues will come up or you will be concerned about something that has happened. Please raise any issues with us first as they arise, so that they can be addressed promptly. No question or issue is too small/trivial when it comes to your children's education, and we can't solve an issue if we are unaware of it. There are a number of ways you can ask a question, raise an issue or concern:

- Speak directly to your child's teacher. Your child's teacher is your first port of call when there is an issue affecting your child. They will deal with the issue and inform other staff members where appropriate. Teachers can be contacted directly, via email or through the Office. Please make a time to speak with your child's teacher if you need to have a longer chat. Our teachers are more than willing to make time for you, but are busy and often preparing their next lesson in the mornings and during breaks.
- If you feel the issue requires further attention or it is a school-based matter, you can speak directly to the principal. You can contact me via Liz in the Office, or email me directly at Nigel.W.Trethowan@det.nsw.edu.au . If I am unavailable, Rebecca Harris is our Assistant Principal and will be able to assist you.

Remember, it is important to always deal with teachers and school staff in a respectful and polite way. Please also never approach students directly if there is a problem.



HOW TO: Access the School Counsellor

Your child's wellbeing and academic progress is our highest priority. We are fortunate that we have a School Counsellor who comes to Gundaroo once per fortnight. The school counselling service can:

- help parents and carers make decisions about your child's education
- assess a student's learning and behaviour.
- help teachers and students identify and address disabilities that may affect learning.
- liaise with other agencies regarding student wellbeing.
- support students to develop strategies to cope with stress, anxiety or social issues.

If you would like your child to see the school counsellor, please speak to your child's teacher or the principal who will arrange for a referral form to be sent home. Once this is completed and sent back to school, the counsellor will be in touch to inform you of the next steps.

HOW TO: Order lunch

Lunch orders can be purchased from the Gundaroo Grocer each day. Menus are available at the shop or via Liz in the Office. You can place a lunch order by:

- Making the order directly with the shop by 9:30am each morning.
- Placing a lunch order (with money) in the mailbox at the Office. NOTE: Make sure that these are in the mailbox by 9am to avoid missing out!



HOW TO: Report absences/lateness

Class rolls are marked each day at 9am. Any late arrivals must report to the Office to be signed in. Absences must also be reported to the Office, within 7 days. A letter will be sent home if no explanation has been recorded. Absences can be reported in the following ways:

- Email to Gundaroo-p.school@det.nsw.edu.au
- Text to 0436 608 754 (school mobile)
- Phone call to 02 62368115
- Written note
- Reporting directly to the Office (orange absence slips are on the counter)
- Via the Skool Loop app



Don't forget – if you are taking your child early, you must also go via the Office to sign them out.

Please see Liz for any planned extended absences as these require special permission.

HOW TO: Return permission notes

Notes can be 'posted' in the mailbox at the Office door. Alternatively, you can scan and email your permission to Liz at Gundaroo-p.school@det.nsw.edu.au

If you need a second copy of a note, spares are located at the counter in the Office.

If you have any further questions, please don't hesitate to get in touch.

Rebecca Harris

Principal

