

Daily Start & Finish Times

8.45am	Gates Open
9.00am	School Begins
11.00am – 11.30am	Recess playtime
12.45pm – 1.00pm	Lunch eating time
1.00pm – 2.00pm	Lunch playtime
3.30pm	School Ends
3.50pm	Gates Closed

Keep Up-to-Date

- We use Compass as our [School Portal](#) — it is the way we communicate with families and how we accept payments & parent permissions. The Administration team are happy to help you get started with the website and app if you need assistance.
- The [weekly newsletter](#), The Banksia Bulletin, is published on Thursdays via a Compass Newsfeed/email alert and is also available for viewing on our website.



Attendance

- Children must be accounted for every school day. If your child is not present in class and we have no explanation, then we will automatically send all family members an SMS via Compass at 10.15am.
- If your child is going to be away, please notify the school by entering the absence on Compass. You can do this easily in the Compass app (Add Attendance Note) or on the website, please use Compass instead of calling the school on the phone.

Email

- It is *essential* that we have an email address for each parent registered with the school. You will receive an email from Compass to notify you of new updates, as well as unexplained absences notifications. If you are not receiving emails, please check to make sure we have your email recorded correctly.

Reports

- Reports are available at the end of Term 2 and Term 4 through Compass. They can be downloaded as PDFs for printing and sharing.

Meet the Teacher Evening & Student Led Conferences

- A 'Meet the Teacher Evening' is held early in the year to enable each teacher to meet the parents of their students. Student-Led Conferences are held in Term 2. You book a time with your child's teachers through Compass Conferences.

Staff Car Parks

- The Staff Carparks are not available for parents to drop off and pick up children; please use the council-provided parking facilities around the school and across the road. Feedback on parking options should be directed to the Mornington Peninsula Shire Council.
- **Please do not walk children through the Staff Car Parks.**

Excursions, Incursions & Camps

- You will receive notifications of upcoming events through Compass – payment and permissions should be done electronically through Compass.
- **Parent consent in Compass is mandatory or your child cannot attend.**
- Documents (e.g: packing lists & itineraries) are available through Compass/Resources

CSEF: Camps, Sports & Excursions Funding

- Parents/Guardians with a current Healthcare Card may be eligible to claim CSEF - \$125 of funding is available per child per year. Please collect an application form from the office. Applications close at the end of Term 2 each year.



CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

First Aid & Medication

- All medication administered at school needs to be brought to First Aid and a Medication Authorisation Form completed by the parent/guardian.
- All asthma/allergy/diabetes/Medical Plans need to be updated every 12 months by your Doctor and delivered to the school.
- If a child is diagnosed with a medical condition from a Doctor please contact the First Aid Officer so we can best support your child.
- If your child is unwell it is recommended that they should stay at home.

Student Collection

- If you need to collect your child early for an appointment, please come to the office to sign them out via the Compass Kiosk. Please allow time to collect your child from their classroom. Please pass the Departure Slip to the classroom teacher for audit purposes.
- Please collect your child before or after recess and lunch times as they may not hear the announcements during recess and lunchtime.
- If your child arrives at school after 9.00am (after the morning bell has finished) they must come to the office for a late pass.

Please do not send students straight to their classroom after 9.00am as they will be marked by the teacher late without reason which will generate an Unexplained Absence against your child's attendance record.

Uniform

- Please note that it is important to refer to the current uniform expectations that can be found on the [school website](#). Here you can view uniform options and our Dress Code Policy.
- Please ensure all uniform, lunch boxes, drink bottles, etc. are clearly named so they can be returned to their owner.

Out of School Hours Care Program (OSHCP)

- We run a fully accredited program and we aim to provide a safe, caring and fun environment for your children.
- To register and/or book please phone **Gillian Reid**, OSHCP Coordinator on **0407 438 858**.

Friday Lunch Orders

- Jon from **Bakerymade** Mornington is our Lunch Order provider. Please note Lunch Orders are available on Fridays only. Please visit www.bakerymade.com.au (Note there is **no Bakerymade app**). Orders should be submitted by 8.30am. **Late orders call or text Jon 0400 082 035 to confirm.**
- Make sure you enter from the school lunches area.
- At checkout select "pick up" then choose your school. Double check your order before finalizing.
- You will receive a confirmation email of your order, if not please phone **Jon 0400 082 035**.