



## Corrimal East Public School Administration Procedures

*Welcome to Corrimal East Public School.*

*We hope to provide you with as much information as possible so that the school year begins smoothly.*

*Please do not hesitate to phone the office if you have any questions about information regarding the school.*

### PERMISSION NOTES AND MONEY

- Please check your child's bag **every day** for notes. Notes will be sent home on **Wednesdays** and **Fridays**.
- All permission notes and payments should be enclosed in an envelope or zip lock bag, clearly labelled with your child's name and class and placed in your child's class slot in the 'money box' which is located in the school foyer. No money or notes are to be taken to the classroom.

Please ensure you use a separate envelope or zip lock bag for each of your children (this really helps!)



Online Payments (POP); parents have the option to pay for school events using WESPAC online.

(See instructions on the following page).

## Parent Online Payment (POP)

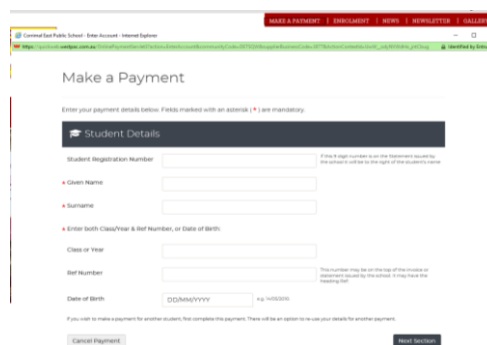
Parents may make online payments to the school for amounts owed by students for items such as excursions, sport, sales to students and school contributions.

Payments are made via a secure payments page hosted by Westpac. They can be made either using a Visa or MasterCard or debit card.

The payment page is accessed from the front page of the school website:

<http://www.corrimal-p.schools@det.nsw.edu.au/> by selecting

**Make a Payment.**



When you access **Make a payment** you must enter the student's name and date of birth.

These details are entered each time you make a payment as student information is not held within the payment system. *(You are not required to enter anything in the Student Registration number or Invoice number boxes).* **Please fill in all sections marked with an asterisk.**

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child's account.

When you receive a permission slip you will notice there will be a section where you must write in either the enclosed amount of cash OR the online receipt number issued and the date the online payment was made:

*I/We have made an online payment for this event on (date) \_\_\_\_\_. My receipt number is \_\_\_\_\_.*

*I/We enclose \$\_\_\_\_\_ as cash payment for my child/ren.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

If you have any questions about this system or need help along the way, please contact the front office on 42 844582.

- Receipts will be issued for all CEPS transactions in the student's name. Electronic receipts will be sent to the nominated email for all POP payments.
- When requesting a refund, parents are required to complete a Refund Form from the office. There will be an allocated cut-off date for every event, after this date no refunds will be given.
- Please keep notes and money for P&C organised events and CEPS events separate when sending into the office. Notes will state if it is P&C or CEPS related.
- If at any time you are having difficulty paying for any school event please come and make an appointment to see Mrs Gammone. We can discuss alternate payment arrangements. Please be assured that all requests for assistance are strictly confidential.

## **MEDICATIONS & SICK BAY**

- If your child has an illness that requires the administration of any medication (including asthma puffers), a form will need to be completed before the medication can be given to the child. This includes medication such as antibiotics, drops etc.
- ONLY prescribed medications can be administered at school. All medications should be in the original packaging (ie bottle/foil seal) with the prescription label attached.
- Over-the-counter medications, such as Phenergan or Zyrtec for allergies; Panadol; cough medicine etc. can be administered by staff ONLY if they are prescribed by a doctor. The prescription, or a letter from your doctor must be presented. You are welcome to come to school and administer the medication to your child yourself if necessary.
- A register is kept detailing when medication has been taken, the dosage given and by whom the medication was administered.
- If students become ill at school they will be offered a rest period in sick bay. If they show no improvement within a reasonable time

frame, the parent or emergency contact (if the parents are not available) will be contacted.

- We will also contact you if your child has had any accident that has involved a head injury. With head injuries we like you to be aware so you can be on the lookout for symptoms of possible concussion at home (vomiting, dizziness etc).

## **ABSENCES**

- Please fill out an absence slip if your child has been absent and return it to school upon their return the next day (absence booklets will be supplied to you in week 1).
- Please include your child's full name and class.
- The slip must explain why your child was absent from school.
- Include the date(s) of the absence(s).
- Notes are to be placed in your child's class slot in the money box located in the school foyer.
- Parents can complete an absence notification online using our Skoolbag app (please see later under Skoolbag app information).
- Please contact the office if you would like to fill out an *Application for Leave* form if you are planning a holiday longer than 3 days.
- It is important to let the school know when your child will be away and why your child is absent. A quick phone call to the school in the morning to advise us of your child's absence is appreciated.  
**A written or online notification is still required upon their return to school.**

## LATE ARRIVAL/EARLY DEPARTURE

*Please note: The following information is currently varied due to COVID-19 guidelines in place. 2022 should see a return to the following procedures:*

- All medical and/or other appointments should be made **outside of school hours**. If you need to take your child out of school or are late arriving to school, **you must** sign your child in or out at the office. This is a legal requirement.
- To take your child early or for an appointment you must sign them out first and then take the early leaver slip given to you by the office staff to your child's teacher. You are not permitted to collect your child until the early leaver slip has been sighted by the teacher.
- If your child is arriving late to school or returning from an appointment, **you must** accompany them to the school office to sign them in and receive a late arrival slip to give to your child's teacher.
- We will not allow your child to be signed out by someone who is not known to the school. If someone different is collecting your child (ie not on contacts list) please let the office staff know by contacting us prior to departure. Photo ID will be required before we allow that person to take your child. Please let Mrs Gammone and your child's teacher know if there is anyone who IS NOT permitted to collect your child from school.

## EVERY DAY COUNTS....

**A day here or there doesn't seem like much, but...**

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

*Give your child every chance to succeed...*

**Every day counts!**



## STUDENT BANKING

- CEPS participates in the Commonwealth Bank School Banking program. The School Banking program provides students with an opportunity to make deposits into their Youthsaver account at school each week. The program rewards how often students deposit, not how much they deposit.
- At CEPS our **school banking day is Tuesday**.
- Children are to place their bank book in the money box located in the school foyer for processing. The book will be returned after processing every Tuesday.
- Tokens are collected and can be redeemed by the student for reward items.

## COMPASS APP

- We encourage ALL parents to download our Compass app. The newsletter and other important information is uploaded to the app every week.



**Compass is a web-based system, which allows you to access up-to-date and meaningful information about our school and your child's progress.**

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

*Our school will advise parents when each of these features becomes available for parent use.*



### 1. Download the app

Download the [Compass app](#) from Google Play or the App Store on a compatible phone or tablet. Then enter your school name and select it from the results. Enter your login details provided by your school to finish set up.

App Store is a service mark of Apple Inc, registered in the U.S. and other countries.



### 2. Access the Compass Parent guide

Visit [compass.education/guide](https://compass.education/guide) to access our online parent guide with step-by-step instructions on how to use Compass and the Compass app.

For any support inquiries, like password resetting, visit [compass.education/parent-support](https://compass.education/parent-support)

- Please read the newsletter carefully as this is our main form of communication with parents. The newsletter is also uploaded to the school website.

## FACEBOOK

- We have a school Facebook page which is updated as regularly as possible (along with the app). Please 'like' us. Please type in Corrimal East Public School.



## CANTEEN

- The CEPS canteen is operated by Corrimal East P&C.
- The canteen operates on Monday, Wednesday and Friday for recess and lunch.
- Please write your child's lunch order on a paper bag and place the money in the bag.
- Children place their order directly into the slot in the canteen window before the 9:00am bell.
- Price lists and volunteer forms will be sent home at the beginning of the year and are included on our school website.

## CONTACT DETAILS

- If you change any of your details, please inform the office immediately.

*If you have any questions or concerns, please speak with Mrs Gammone or the Office Staff. It is better to get the correct information from the appropriate people than to receive second hand information from other people.*



## Scholastic Book Club

Parents complete **all Book Club Orders online**. **There is no cash or forms taken at the school office**. Below are the instructions for the LOOP platform for parents to process their book club purchases. Ordered books will be returned to the school and distributed to the students by the office staff. For any further enquiries, please see Mrs Murphy in the office.

Introducing

 **SCHOLASTIC**

# Book Clubs **LOOP** for Parents

AVAILABLE  
AS AN APP!



**LOOP** is Scholastic Book Clubs **Linked Online**  
**Ordering & Payment** platform for Parents.

If you want to pay by credit card for your online Book Club order, **LOOP** makes it easy! It eliminates the need for paper order forms plus your online order is submitted to the school safe and sound.

Log-in to [www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP) or download our iPhone and iPad app from the App Store or get it on Google Play for Android.

- For a quick start, just click on **ORDER** in the top menu or **REGISTER** first to save your details for next time
- Select your school and your child's class
- Add your child's first name and last initial (so the school knows who the book is for)
- Enter the item number from the Book Club catalogue
- You can order for multiple children at once if they attend the same school
- All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child's classroom if you order by the close date
- There's no need to return paper order forms or payment receipt details to your school!



# Corrimal East Public School Contact Details

## **Address**

Corrimal East Public School  
Duff Parade  
Corrimal East NSW 2518

## **Postal Address**

Corrimal East Public School  
PO Box 73  
Corrimal NSW 2518

## **Telephone**

(02) 4284 4582

## **Email**

corrimal-e-p.school@det.nsw.edu.au

## **Website**

[www.corrimal-e-p.schools.nsw.edu.au](http://www.corrimal-e-p.schools.nsw.edu.au)

## **Facebook**

<https://www.facebook.com/corrimaleastps/>

## **Principal**

Mrs Jemima Gammone

## **School Administrative Manager**

Mrs Brenda Gregory

## **School Administrative Officer**

Mrs Lynda Murphy

