School Values:
Resilience Respect Honesty
Responsibility Learning

To develop confident and resilient students through the provision of a diverse range of learning experiences and challenges which encourage curiosity, excitement for learning, thirst for knowledge and connectedness to their community.
This is underpinned by a whole school community whose moral purpose is committed to promoting success for all students.

Calendar of Events

- **Friday 14th December**
  – Foundation—Year 2 Tabloid Sports
- **Monday 17th December**
  – Planning Day, **Student Free Day**
- **Tuesday 18th December**
  – Christmas Concert
- **Wednesday 19th December**
  – Meet the Teacher, Years 1-6
- **Thursday 20th December**
  – Year 6 Graduation
- **Friday 21st December**
  – Year 6 Breakfast

– **End Of Term 4, Finish at 1.30pm**

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Greenvale Primary School

Bradford Avenue
Greenvale 3059

Telephone 9333 2500
Facsimile 9333 3479
Email: info@greenvaleps.vic.edu.au

NEWSLETTER Thursday, 13th December 2018

Principal's Update

Angelika Ireland

STUDENT LEADERSHIP AT GREENVALE PRIMARY SCHOOL

2019 School Captains

I congratulate our newly elected School Captains and Vice Captains

School Captains:	**School Vice Captains**
Jessie Anderson	Amaiya Matuauto
Jarvis Saleh	Lincoln Driver

I look forward to working with our new School Captains in 2019. Being selected as a School Captain is a rigorous process- sometimes more rigorous than when we, as adults, apply for a job! The students who applied were required to write a speech as to why they thought they would make a good School Captain and present this to the Year 5 cohort, approximately 100 students and teachers. I know that our new School Leaders will make us proud!

MEET YOUR TEACHER

On Wednesday, 18th December, our students will spend some time with their new teacher and class for 2019 from 9.30-10.45am, Teachers have now been allocated which year level they will be teaching as follows:

Principal's Update Continued

Angelika Ireland

Foundation	Tara Franz, Michelle Pucar, Caitlin Maher, Michelle Dodd, Taylah Dickson, Robert Cann
Year 1	Michelle O'Connor, Anna Wuchatsch 0.5, Elicia Briggs 0.5, Sheridan Costa, Sophie Bertolini, Ryan Andrews
Year 1/2 & 2	Mareeka Papadopoulos, Chanelle Houston, Peta Law, Holly Wilson, Vicki Katis
Year 3	Erika Borinaga, Sue McLaren, Hannah Baker, Daniel Wardan
Year 3/4 & 4	Antoinette D'Angelo, Heather Stevenson, Robyn White 0.5 / Elisa Mirenda 0.5, Mark Mura
Year 5	Alana Steff, Linda Doig, Jessica Wynd, Brett McGinniskin,
Year 5/6 & 6	Robert Rovetto, Joyce Hickling, Wendy Rowe, John Scollo, Amanda Dawson
Specialists	Art - Jane Keogh / Sarah Lord / Heather Foletta PA - Heather Foletta / Erin Ranieri Italian - Eleonora Schembri / Erin Ranieri Phys Ed - Shannon Carroll / Felicia Lalor Science Specialist – Sujata Symons EAL – Marge Lang / Sarah Lord PSD /Special Needs - Gwen Hutcheson Literacy Intervention – Kylie Coker Literacy Coach– Gabby Tigafua ELearning Coach – Lauren Black
	Literacy Coach– Gabby Tigafua ELearning Coach – Lauren Black

Please remember that requests for certain teachers for your child/ren will not be entertained, therefore no appointments to discuss this with me will be made.

FAREWELLS!

Over the next two weeks, you might like to say goodbye to the following staff who are either retiring, moving on or finishing up a contract - Diane Cuffe, Michelle Parris, Janine Hoffman, Debbie Tilley, Dianne Barresi (Continuing in the Uniform Shop) Lesley Yallouz, Michelle Barton and Ninwa Gorgis.

We also have Vicki Bottomley and Georgia Kroger who are currently on leave but have both decided to retire, so are coming back to school on the last day to say goodbye.

Principal's Update Continued

Angelika Ireland

YEAR 6 GRADUATION

I am looking forward to seeing our Year 6 students graduate next week. This event is a celebration of their time at Greenvale Primary School and a farewell to the next stage of their schooling.

In advance, I would like to say goodbye to our wonderful Year 6 students who have made us so proud. They have been an amazing group and have really demonstrated that "Greenvale Kids are Great Kids"! We wish them all the best for their secondary schooling and hope that they come back and visit us when they can.

SAD NEWS

We are all very saddened by the recent passing of one of our parents, Luke Anderson. Our heartfelt sympathy goes to his wife Stacey, his children Jessie and Judd, his extended family and to his friends. He will be missed by many. Should you or your child/ren feel that you need professional counselling there are a few contactable services such as Kids Help Line 1800 551 800, Griefline 9596 7799 and Orygen 1800 888 320.

REMINDERS…….

- Our end of year Christmas Concert has been rescheduled for Tuesday, 18 December starting at 4.30pm and ending at 6.30pm. Sausages and drinks will be on sale. Performances will take place between 5pm and 6pm. The photo pit will again be located in front of the performers for parents to take their photos. Look forward to seeing you there!

- CURRICULUM DAY – Monday, 17 December. No students are required at school on this day. Teachers will spend the day planning the curriculum for 2019. We have invited all new staff to be part of this process to ensure that they are prepared for 2019. TheirCare will provide an all day program for families that need childcare. Please contact them on 0438 975 813.
- **School Finishes at 1.30pm on Friday 21 December. Please make sure your child is picked up in time**

As this is our last Newsletter for the year, I would like to take the opportunity to wish all our families a joyful Christmas and hope that you enjoy the holiday break. Look forward to seeing you all back safely in 2019!

Students in Year 1 – Year 6 return to school on Wednesday 30 January, 2019.

Foundation students return on Wednesday 6 Feb 2019. During the first week of school, every Foundation student will, however, have an interview time with their teacher.

From all the staff at Greenvale Primary School

Assistant Principal's Update

Meredith Clegg

Attendance Data

STUDENT ABSENCE DETAILS 30/01/2018 – 09/11/2018					
	Number of students	Absent without note	Absent with note	TOTAL STUDENTS ABSENT	Average absence rate per student
FOUNDATION		14	1607	1621	12.66
YEAR 1	107	40	1591	1631	15.24
YEAR 2	120	51	1324	1375	11.46
YEAR 3	118	30	1416	1446	12.25
YEAR 4	116	30	1495	1525	13.15
YEAR 5	118	50	1898	1948	16.51
YEAR 6	106	22	1292	1314	12.40
Total	813	237	10623	10860	13.36

The attendance data above is the last for this year. The average of 13.36 days absence per student is an improvement on last year's average of 17.1. Family holidays taken during school term account for 30% of our school absences, so please consider other options before taking children on holiday during school term.

Assistant Principal's Update

Rosemary Agnew

I would like to take this opportunity to thank all the parents who have attended our **Parents as Partners** program this term. This program was presented to parents of new Foundation students in 2019. It focused on preparing and informing parents about school processes and ways to become involved in their child's schooling. Our mantra of **'Enrolling your family and not just your child'** was evident in every session of the program. We worked together with our parents to provide an extensive program which covered the following areas:

Session 1: A day in the life of my child's school day. Uniform ordering
Session 2: High Expectations of Students, Parents and School
Session 3: Communication with the school
Session 4: How can I become involved in my child's schooling?
Session 5: Meet the teacher and uniform distribution

Feedback about the program was extremely positive with the majority of parents commenting on how valuable each session was. I have also been approached by many who enjoyed reading the article about parenting written by an Occupational Therapist from the University of Toronto explaining how our modern lifestyle can contribute to the difficulties which many of our students encounter when starting school. I am very heartened by the fact that so many parents take their responsibility seriously and endeavour to provide their children with a sound and respectful upbringing.

I would personally like to wish each and every family in our school community a very happy Christmas and safe holiday. I look forward to working together with our student, staff and parents to ensure that each and every one of our children experiences the best outcomes and education possible.

Administration News

BOOK PACK COLLECTION DAYS

Date: **Tuesday 18 December and Wednesday 19 December**
Where: **Library**
Times: **Between 8.30am – 11.00am and 2.30pm – 4.00pm**

Payment of the Essential Student Learning Resources per child must be paid beforehand to enable you to collect your child's Book Pack this year.

If you are experiencing financial difficulties, please contact the Business Manager, Ann Moritis to discuss the matter.

Uniform Shop News

Dianne Barresi

The Uniform Shop has closed for over the counter sales this year.

Qkr orders placed up to 5.30pm on Monday 17th December 2018 will be processed on Tuesday 18th December 2018 and sent home with your child. These are the only orders that will be processed on Tuesday 18th December 2018.

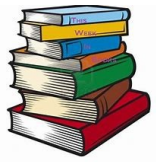
The Uniform Shop will re-open on **Tuesday 29th January 2019** between **11.30am and 12.30pm**. After this, it will be open every Tuesday in Term 1 between 8.45am and 11am.

Qkr orders will remain open over the school holidays for your convenience. All orders placed up to **5.30pm on Monday 28th January 2019** will be available for pick-up on Tuesday 29th 2019 from 11.30am in the Uniform Shop.

Please ensure that your child's 2019 details are correct, otherwise, orders not picked up may be sent to the incorrect classroom.

Library News

Loretta Kelly



"Remember the Library is a fun, cool place where your imagination is allowed to run free and be wild, where you can explore and discover the impossible just by sitting down reading"

Wondering who came up with that great quote? It was none other than two of our own enthusiastic Year 6 Library Assistants, Jasmine and Yusra.

Year 6 Library Assistants

Our Year 6 Library Assistants assist with shelving, book processing and displays. They also provide input into book choices, library design and event planning. This year's Library Assistants helped rearrange shelving, create new shelf labels and define new areas of the library. They assisted with contacting some of our guided reading sets and their storage boxes, entered reservations on the system, assisted in judging competitions and helped promote the program to the Year 5's so that the position of Year 6 Library Assistant has become a very coveted Leadership role. I have loved watching our Year 6 Library Assistants mature and grow in confidence and wish them all the best for their Secondary Schooling. I hope they will look back on their time as Library Assistants with great pride. I would like to thank all our Library Assistants this year, in particular those who continued to attend regularly throughout the year: Irem, Ritahj, Stella, Maryann, Yusra, and Jasmine. Also our assistants who weren't so regular but still contributed to keeping our library running smoothly: Chahinda, Hazal and Gabriella.

Out of 32 applications, our Year 6 Library Assistants for 2019 have now been selected. I have been impressed with the level of interest and passion for reading, books and our library displayed by our Year 5 students. We have now have a team of 14 Library Assistants and 5 Reserve Library Assistants. I look forward to working with them all next year (and have appreciated their help over the past few weeks). Congratulations to the following students:

Library Assistants

5AS Christopher, Norah, Roxanne, Jeyda
5EB Arith, Kaan, Verity, Raneem, Emilia, Cristian
5LD Adith, Billy, Maryam, Pierre

Reserve Library Assistants

5AS Asli, Eda, Sienna
5EB Evelyn,
5LD – Nathan

Lost Library Books

A reminder that there are still many students with outstanding Library books. These books will need to be paid for if they can not be located. If you pay to replace a library book and the book is later found, the payment will be refunded to you. Please make sure that your child's library books are returned or paid for before the end of the year or they will not be able to borrow next year.

Summer Reading

Remember to keep reading during your summer holiday. Why not sign up to the Hume Libraries Summer Reading Club. https://www.humelibraries.vic.gov.au/Whats_On/Latest_News/Summer_Reading_Club_2018-19_%E2%80%93_Curious_Creatures

Did you know that research has shown reading actually helps our children to become smarter. "reading creates new neural connections in a child's brain, by stimulating the growth of new neurons as they imagine the world the writer has put on paper. If you want your kids to be more intelligent, give them more books." – Jackie French

Sports News

Shannon Carroll

School Sport Victoria
Team Vic Registration Process
12 Years and Under

Registration to trial for most SSV 12 Years and Under Team Vic teams to compete in School Sport Australia Championships is done through an online process managed by the School Sport Unit.

Australian Football, Netball, Boys Football (Soccer), Boys Basketball and Girls Basketball differ due to the large number of students that register for this trial process. These sports start with nominations through their schools to enable attendance at Division trials as the first step. If selected at Division level a student will move through to Region trials except for basketball where a conference trial is held; and finally a State trial for possible selection in a Team Vic team.

To be eligible children registering to trial must be turning 10, 11 or 12 years of age in 2019.

SSV implements an online registration process for the five teams mentioned above across the State. This is done for the following reasons;

- It ensures all 12 Years and Under registrations to trial are done the same way.
- It ensures that regardless of where a child is and in what sector, primary or secondary, the process will be fair and equitable.
- It ensures the trial process attracts only students capable of performing at a high standard and is for emerging athletes who have reached a certain standard.

The Online Registration process will open on December 1, 2018 and close on March 1, 2019
Please be aware of the following;

1. On the SSV website it has been made clear that students need to consult with their Principal at school to ensure they have the skill level to trial and represent their school at a state level.
2. It is imperative that teachers will decide on your child's capability of representing their school at a state level trial.
3. This discussion with the school Principal is necessary as all students MUST get the Principal signature and School Stamp on their registration form prior to attending a trial.
4. Registration is a NON-REFUNDABLE $25 fee. This fee will be for the cost of hosting the trial and subsequent expenses as well as an administration fee.
5. This Registration is a registration for a Division trial. Confirmation to attend a trial will occur after registration closes and before the end of Term 1, 2019.
6. Once registered, you will receive an email confirming payment and a form which will require the Principal's signature. This form must be handed in to the Division Trial Coordinator on the day. NO FORM, NO TRIAL. If you do not receive this email contact School Sport Victoria immediately. School.sport.victoria@edumail.vic.gov.au
7. Once registration for Division trials close on March 1, 2019, Division Coordinators will email the registered participants and inform them of the time, date and venue for their trial before the end of Term 1, 2019.

Please go to the respective sports - Australian Football, Basketball, Football (Soccer) & Netball – via the Team Vic page of the SSV website for more information on State trial dates.

If you require any further information about this process, please contact your school Sport Coordinator / Teacher.

Regards

Nick Mooney
Acting Chief Executive Officer
School Sport Victoria
29/11/18

Year 6 News

Antoinette D'Angelo

YEAR 6 GRADUATION

As the year is coming to an end, the Year 6 graduation festivities have begun. Yesterday, the students enjoyed a warm day out at Funfields.

Next week the celebrations continue as we have our dress up/ disco day on Tuesday 18th December, followed by the graduation ceremony on Thursday 20th December. We will finalise our good byes with the Year 6's at our BIG breakfast on Friday morning, as well as everyone else being able to wish them well at our final assembly, Friday afternoon at 1pm.

We wish our Year 6's all the very best for next year and all of their future endeavours.

Italian News

Signora Eleonora Schembri

Signora Elisa Mirenda

Ciao a tutti,

We will be finishing off Italian classes learning about how Italy celebrates Christmas. The Foundation to Year 6 students have listened to a story about 'La Befana', the Italian version of Santa Claus. An old lady that delivers presents on the night of January the 5th to all the good children and gives coal to the naughty children. There is a public holiday on January 6th in Italy for this celebration.

Students will revise what has been learnt this year. They will have the opportunity to lead the class with the recital of the months of the year, days of the week, colours and counting to 20.

I would like to take this opportunity to thank you all for your support this year and look forward to working with you and your children in 2019. Please encourage your children to access Languages on line, a free program to revise the Italian language. Wishing all the families a safe and Happy New Year. Buon Natale e Felice Anno Nuovo (Merry Christmas and a Happy New Year).

Buone vacanze (Happy Holidays)

Performing Arts News

Heather Foletta

Updated Date due to weather

You are invited to our

Greenvale Primary School

2018 Christmas Concert

Tuesday 18th December

Assembly Area 4:30pm to 6:30pm

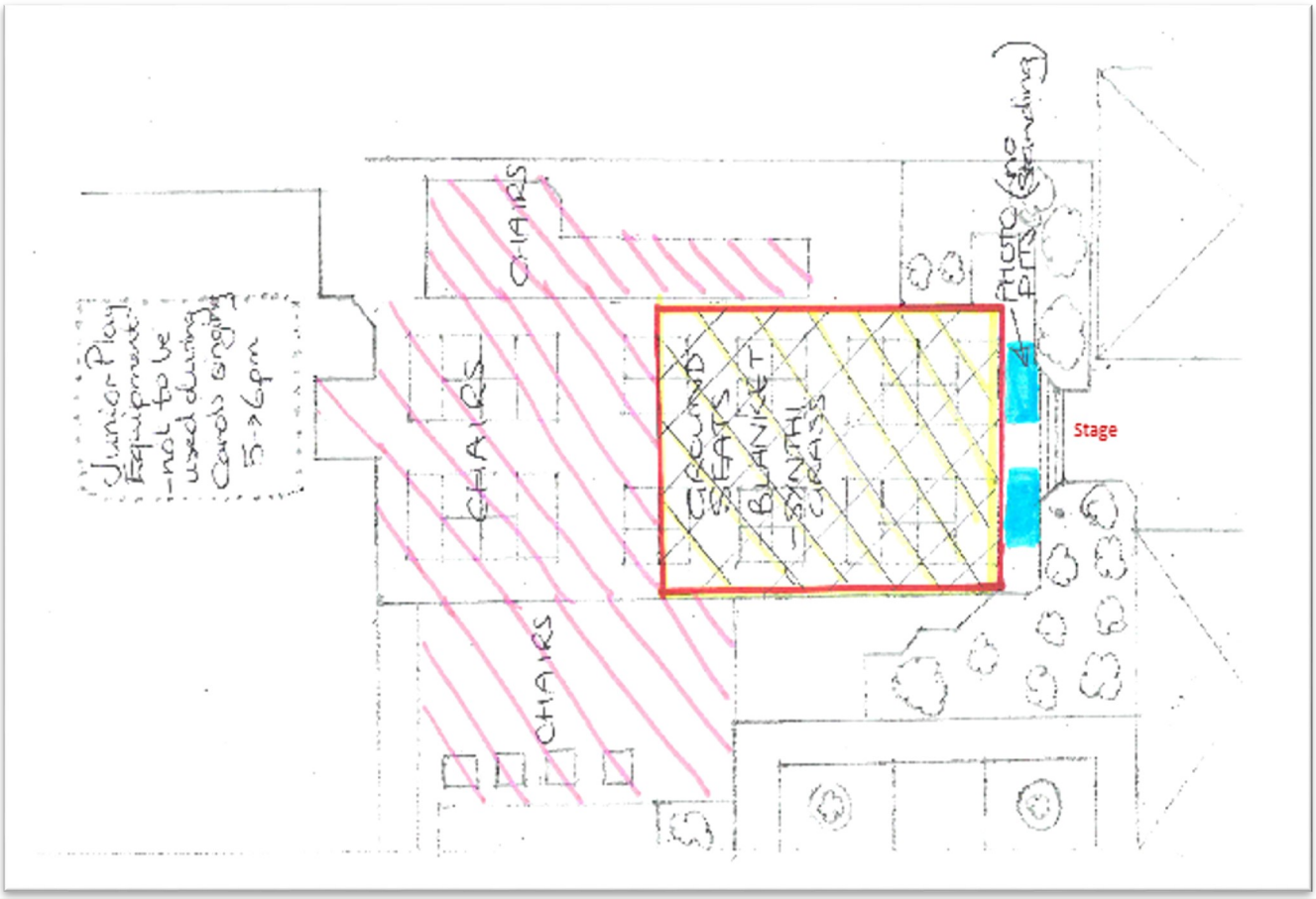
Each year level will perform between 5.00pm and 6.00pm

Students to come in casual or Christmas theme clothes, or dressed for their class performance

A **Sausage Sizzle** with drinks and icy poles will operate from 4.30pm until sold out

Don't forget your chairs or a rug

Please note there are designated areas for rugs, chairs and Photo Pits (see map on back)



TheirCare
Where Kids love to be!

END OF TERM UPDATES

Greenvale Primary's last day of care is 21/12/18 and commences care a little earlier due to school finishing earlier at 1:30. A pro-rated fee is displayed on the booking calendar for ASC. Should you not require care please review your bookings online and amend.

2019 Bookings + Holiday Program

Bookings for 2019 are open and able to be booked in. This includes fees for 2019 which are displayed at the top of the calendar booking page for each care type. Our summer holiday program will start from the 14th January from 7:00AM - 6:00PM. For more information please visit our website
www.theircare.com.au. What to bring: Hat, morning tea , drink bottle, lunch.

Christmas Billing

This year Christmas falls on a Tuesday which is when we usually send out statements and invoices. Due to the Elves at TheirCare enjoying a day off we will be sending out invoices and statements on Monday the 24th. Payments are scheduled for the usual day we direct debit (Thursday afternoon) for EZIDebit.

Statements / Invoices

At the beginning of 2019, TheirCare will be moving to invoices rather than statements. Many of our services are already on invoices. There is no action required by yourself. You will notice a line item in the first invoice you receive detailing any outstanding or credits from 2018. The day in which the invoice is sent (Tuesdays) and the direct debit is processed (Thursdays) all stay the same.

Electronic sign in / out

From January 14 2019 approved child care services need to lodge the times which the children attend the service to Centrelink. You will notice a tablet device appear at the service where you can electronically sign in and out your children with a signature on the tablet device. If you get stuck a team member can assist and complete this on your behalf and note there is no PINs required.

Our team at TheirCare would like to wish everyone a happy and safe break, a big goodbye and good luck to our year 6's and we are looking forward to see the rest of you all next year!

Student Free Day

Greenvale Primary School is having a pupil free day on **Monday the 17th of December and we will be running a full day program!** We have removed any bookings for this day to allow you to book in should you require a full day of care at the service.

TheirCare will be open between 7am and 6pm with the expected out of pocket charges to be applied based on the new CCS percentage on your MyGov account (Full fee $51).

To book in, please select "ASC" as the care type and then select the date (17th December) which will default to the Pupil Free Day.

Breakfast and afternoon tea will be provided but lunch will need to be brought along to the session.

If you have any questions, please feel free to see a member of the team or give us a call.

Greenvale contact: Luisa **0438 975 813**
Head office: **1300 072 410**

TheirCare
Where kids love to be!

Holiday Program

GREENVALE
PRIMARY SCHOOL
12-24 BRADFORD AVE
GREENVALE VIC 3212
1300 072 410

Greenvale Primary school

Date	Activity	Time	Description	Price
14 Jan 2019 MON	Bouncing Bubbles	7am-6pm	Lets get bubbly with our bubble bonanza	$52.50 (Out of pocket minimum $7.88 Suburb Avg. $14.70)
15 Jan 2019 TUE	Creative Flair at TheirCare	7am-6pm	Design your Own Beach-ball	$68.25 (Out of pocket minimum $10.24 Suburb Avg. $19.11)
16 Jan 2019 WED	Excursion to Inflatable world	10am-12pm Arrive by 8:45am Return Approx 3:30pm	Lets jump and bounce at Inflatable world	$98.24 (Out of pocket minimum $14.74 Suburb Avg. $27.51)
17 Jan 2019 THUR	In house Pool Party	7am-6pm	We will be making Lemonade	$52.50 (Out of pocket minimum $8.88 Suburb Avg. 14.70)
18 Jan 2019 FRI	Seaweed Sally Incursion	7am-6pm	Rock pool and live sea creatures	$78.25 (Out of pocket minimum $11.74 Suburb Avg. $21.91)

Service Number
0438 975 813

We encourage children to stay hydrated and be sun-smart

TheirCare
Where Kids love to be!

Greenvale Primary school

Date	Activity	Time	Description	Price
21 Jan 2019 MON	Handprint Skeleton Painting	7am-6pm	Creative arts and the Human body	$52.50 (Out of pocket minimum $7.88 Suburb Avg. $14.70)
22 Jan 2019 TUE	DIY Moon Rocks	7am-6pm	Out of this World	$52.50 (Out of pocket minimum $7.88 Suburb Avg. $14.70)
23 Jan 2019 WED	Excursion to the Melbourne Zoo	10am-2pm Arrive by 8:45am Return Approx 3:30pm	Escape, explore and discover at Melbourne Zoo	$98.24 (Out of pocket minimum $14.74.Suburb Avg. $27.51)
24 Jan 2019 THUR	Little woodworkers Bird feeder	1:30pm-2:30pm	Build your own Birdhouse Make a crazy Grasshead	$78.25 (Out of pocket minimum $11.74 Suburb Avg. $21.91)
25 Jan 2019 WED	Creative Flair at TheirCare	7am-6pm	Make your very own Tie Dye Pencil case	$68.25 (Out of pocket minimum $10.24 Suburb Avg. $19.11)

Service Number
0438 975 813

We encourage children to stay hydrated and be sun-smart

TheirCare
Where Kids love to be!

Things to bring

- Hat
- Morning tea
- Lunch
- Water bottle

We encourage children to stay hydrated and be sun-smart

Service Number
0438 975 813

TheirCare
Where Kids love to be!

Community News

We are proud to announce Hip Hop will be back at Greenvale Primary in 2019

3.45pm-4.45pm Prep - Year 2

4.45pm - 5.45pm Year 3 - Year 6

email: info@IPAStudios.com.au

Phone: 9338 5395

ENROL NOW for 2019

School Holiday's Tennis Programs

School Holidays Tennis Clinic 1

Wednesday 28th, Thursday 29th and Friday 28th December 2018

School Holidays Tennis Clinic 2

Tuesday 8th, Wednesday 9th and Thursday 10th January 2019

9.30am to 11am $35 per day or $90 for the 3 days

9.30am to 12.30pm $60 per day or $170 for the 3 days at:

North Park Tennis Club, Flemington Road Parkville.

For further information contact Gabriel 0418178328

- Master Blasters is a NEW super fun, social and safe cricket program for boys and girls 7-10
- Played at the same venue each week
- Runs for 90 minutes over 8 weeks
- Play fast-paced cricket games
- Equipment supplied
- Need basic cricket skills
- Everyone gets to bat, bowl and field each week
- Receive a pack which includes a players cap in your choice of Big Bash team colour and a Master Blasters Skills scorecard

Commences from Wednesday 30th of January 2019 5.00pm-6.30pm for 8 weeks

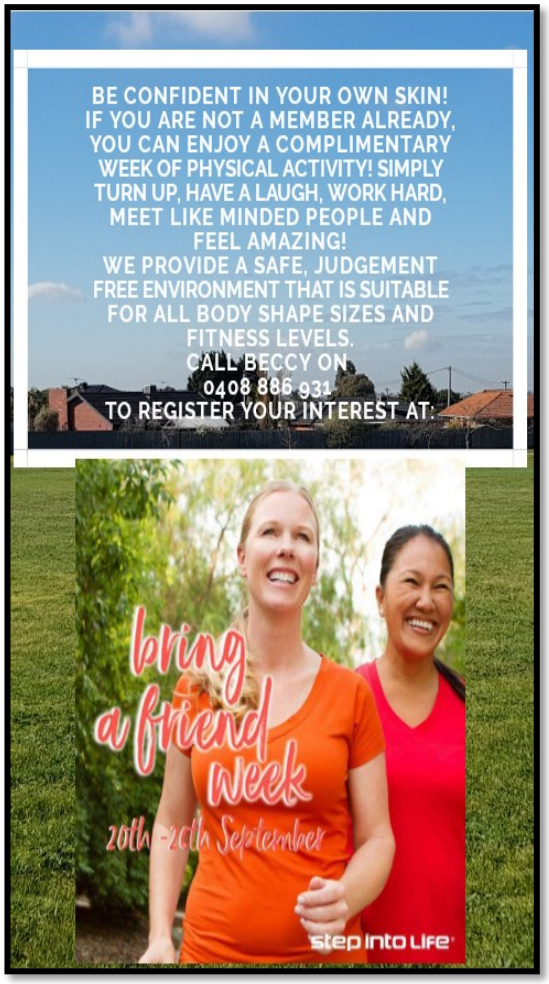
Greenvale Recreational Reserve, Section Road, Greenvale

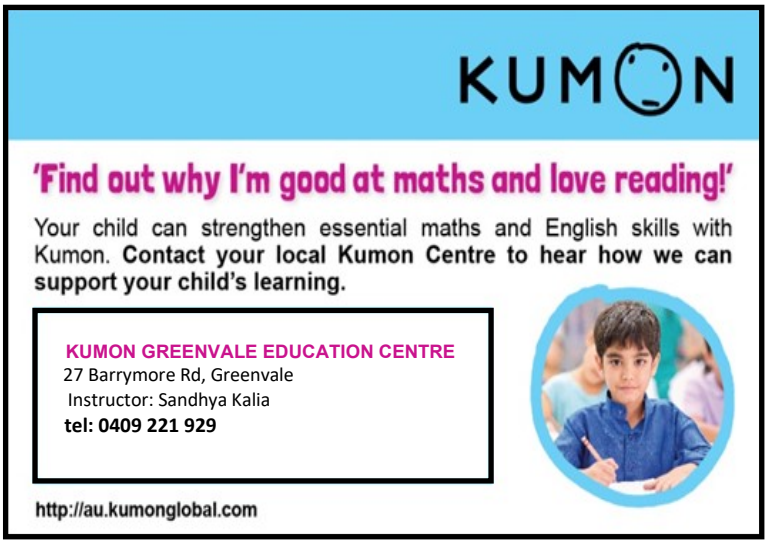
Register at playcricket.com.au Enter Greenvale or 3059 when asked "where can I play"

Program cost is $99, BUT register before 31st of December and you will receive $10 back at your first session!

Please contact Jill on 0418525481
if you would like to know more about this program.

Community Advertising





The above sponsors are not endorsed by Greenvale Primary School

Office Hours

Monday to Friday

8:30am to 4:00pm

Last day of each Term the Office will close at 2pm

Recess 11.00am to 11.30am
Lunch 1.40pm to 2.30pm

Students are unable to be picked up during these times or between **3.15pm to 3.30pm**, except in an emergency.
Please ensure you pick up your child outside these hours.

The office is closed during all public and school holiday periods

Uniform Shop

Qkr payments must be placed by **5.30pm Monday** to receive your uniform order on Tuesdays.

Days / Hours

Tuesdays

8:45am to 11:00am

Term 1 and 4 weekly

Term 2 and 3 fortnightly

The Uniform Shop will re-open on Tuesday 29th January 2019 between 11.30am and 12.30pm.

School Attendance

Same-Day notification of unexplained student absences

If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence** using our school app: **FlexiBuzz**

It is important that **late arrival** students **MUST** be signed in at the school office by the parent/guardian. If you do not sign in your child, you may receive an **SMS.**

Please do not send your child to school if they are unwell

School Payments

When sending payments / forms to school **PLEASE** clearly mark your child's **first name**, **surname** and **class**.

Payments / forms without these details, make it hard to determine which child it relates to once it arrives in the School Office.

FlexiBuzz

FlexiBuzz is our main form of communication with all families.
All year level notices regarding excursions/incursions, sporting events, Parent/Teacher Interviews, newsletters plus other notices or alerts will be on the **FlexiBuzz** App.

The App is free and can be downloaded from the iTunes Store or Google Play Store onto your iPhone, Pad, iPod or any Android mobile phones or tablets.

Qkr! masterpass

Qkr! is our preferred payment method – It is secure, provides you with a receipt and saves you time.
You can pay for **School booklists, excursions and other school payment items** along with the **Canteen** and **Uniform shop.**
Payment notification is received in the Office immediately.
Download the app, register and search for our school.

If you do not have access to a smart phone, a web-based version of Qkr! is available at:
https://qkr.mastercard.com/store

Does your child need medication?

If your child requires **prescription** medication, please ensure that you fill out the correct 'Medication Form' that is available in the school office or on-line.

Have you changed your details?

Please immediately notify the Office of any changes to your address or contact details. It is important that these records are kept up to date so we can contact you in case of an emergency.