



ASHTONFIELD PUBLIC SCHOOL

PO Box 2540 Greenhills NSW 2323

Phone 4934 3584 Fax 4934 3510 Email ashtonfiel-p.school@det.nsw.edu.au



9 February 2022

ASHTONFIELD PUBLIC SCHOOL – 2022

VOLUNTARY CONTRIBUTIONS

Resource fees for your child will cost \$45 per student. These fees go directly to providing every day resources for all students in the classroom. Payment can be made online via the school website. Please enter "Resource Fee" under the payment description.

PERMISSION NOTES are sent home with students, sent via the skoolbag app, emailed to parents and posted on our school website. Go to ashtonfield-p.schools.nsw.edu.au. All whole school/class notes are posted but individual/sport team notes may not be posted online.

NEWSLETTERS are posted on our school website every second Monday and are sent via the Skoolbag app and emailed to parents.

SCHOOL USAGE AGREEMENT Please complete and submit this form as soon as possible. Students in Years 3-6 will not be able to use the back oval until this form is submitted.

CHANGE TO SPORT DAYS –Kindergarten will have sport every **Friday**. Year 1 and Year 2 will have sport every **Thursday**. Years 3 - 6 will have sport every **Friday**.

CANTEEN is open Mondays – Fridays. Orders are done online via Flexischools for first lunch (information is attached). Parent/carer volunteers are welcome. Please leave your details at the school office if you would like to volunteer.

SKOOLBAG APP Permission notes, newsletters and communication with parents are sent through the Skoolbag app. Please see attached details on how to download the app. For parents who already have the app, a reminder to update your groups to your child's current scholastic year so you are notified correctly.

PARENT ONLINE PAYMENTS can be made through our school website. Go to ashtonfield-p.schools.nsw.edu.au and click on "Make a Payment" in the menu bar. Follow the prompts to make a payment via Visa or MasterCard. Please ensure you enter the payment description as mentioned in your child's permission note. Detailed instructions are included on our website under Permission Notes.

SCHOOL BYTES Permission notes, newsletters, statement of accounts and payment reminders may also be emailed to parents using the School Bytes system. Statements may include a link to make secure payment online through Westpac Online Payment (POP).

STUDENT ABSENCES Parents may phone the school office to advise of their child's absence. Alternatively, an SMS will automatically be sent to parents each day if their child is marked absent. Parents are asked to reply to that SMS and their child's reason for absence will be recorded.

SCHOOL START/FINISH/LUNCH TIMES:

Kindergarten – Year 2:	8.45am – 2.45pm	Lunch 1: 10.30am – 11.05am	Lunch 2: 1.00pm – 1.35pm
Year 3 – Year 6:	8.55am – 2.55pm	Lunch 1: 11.00am – 11.35am	Lunch 2: 1.35pm – 2.10pm

Students who arrive after this time should be accompanied by a parent and are required to receive a late arrival slip from the front office. Students who arrive late on a regular basis may be referred to the Department's Home School Liaison Officer. **The playground will be supervised from 8.25am every morning.** If you require supervision for your child before this time please make arrangements for Before and After School Care by contacting 4939 1840.

BOOKCLUB orders and payments are made online through Scholastic Australia. Details on how to make an order and payment are included over the page.

Further information regarding our school is available in our Parent Handbook, available on our school website.

COVID UPDATE

<https://education.nsw.gov.au/covid-19/advice-for-families#School4>

Visiting NSW Schools

Parents and carers **are not allowed** on school sites or at off-site school events held during school hours except for the following purposes only:

- Essential parent and carer meetings with teachers and/or school executives, with a scheduled appointment. This includes scheduled meetings with parents and carers of prospective students.
- Parents and carers who attend a school administration building or another defined location for the purpose of picking up their child if they are unwell or where they have been asked to arrange for a COVID-19 test after their child has displayed flu-like symptoms while at school.
- Parents and carers who need to be on-site for canteen and uniform shop duties or to collect or purchase uniforms.
- Parent or carer volunteers required as educational support roles for activities essential to the delivery of the curriculum such as reading groups, music, dance and kitchen garden areas. Schools are required to have scheduled programs in place and remind parents and carers that they must not attend school unless it has been previously arranged.
- Parents and carers can attend parent orientation meetings and 'meet the teacher' meetings with school staff for all year/stage groups. Meetings should be limited to 1 hour where possible.

School attendance - Students should be at school unless:

- they have a medical certificate which states that they are unable to return to school due to an ongoing medical condition and the expected timeframe
- they are currently unwell.

In accordance with [advice from NSW Health](#)^{External link}, parents and carers are reminded **NOT** to send children to school if they are unwell, even if they have the mildest flu-like symptoms.

If your child is unwell, even with mild symptoms you must keep them home and get them tested. If they display any symptoms they should take a PCR test (nose and throat swab) or rapid antigen test (RAT).

If symptoms continue your child should stay home and take another RAT or PCR test in 24 hours. If that test is also negative your child may return to school if another diagnosis is confirmed.

Students who have seasonal allergic rhinitis or another condition that presents similarly to flu-like symptoms are still required to get tested for COVID-19 and return a negative test result. Students should provide documentation from their GP confirming their symptoms are typical for their condition. If the student develops new or changed symptoms, they should get tested for COVID-19. Find more information about [COVID-19 symptoms](#)^{External link}.

COVID-19 testing for students with complex health or disability may be challenging. In these situations, schools will ask the parent or carer to have their child assessed by their medical practitioner. Where a medical practitioner determines that a COVID-19 test is not required, documentation must be provided to the school to confirm that the student does not have symptoms that warrant a COVID-19 test. The certificate must also indicate that the student is able to return to school.



Statements of Account - Online Payment Guide

Ashtonfield Public School will be sending student statements of account & payment reminders directly to parents via email using a system called School Bytes. These statements include a link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

To make an online payment for your child(ren)'s school contributions, please follow the steps below:

1. You will receive an email from the school's email address (ashtonfield-p.school@det.nsw.edu.au) with the subject 'Student Statement of Account' or 'Payment Reminder'.

Dear Parent,

Please find attached the statement of account for your child - **John Citizen**.

Payment can be made online via our Westpac Parent Payment System. Use the link(s) below to pay using a debit or credit card (MasterCard/Visa):

[Make a payment for John Citizen](#)

2. To make an online credit card payment, click the secure payment button in the email.

[Make a payment for John Citizen](#)

3. Once this button is clicked, you will be taken to a webpage on www.parentpayments.com.au. On this page, you will see a list of all currently outstanding items for your child. By default, all items are selected/ticked for payment.

Parent Online Payment Portal

Sample High School

Student Details

Name: CITIZEN, John

Number: 4444444444

Family Details

Opening Balance: \$0.00

Unallocated Credit: \$0.00

School Details

Downloads

Invoice Letter

Online Payment Instructions

Grand Total: \$463.00

Statement of Account for John Citizen

Listed in the table below are the items currently owing on the statement of account for your child. Use the checkboxes to select what items you wish to pay at this time.

Once completed, fill out the 'Payer Details' and press 'Next' at the bottom of the page.

N.B. Payments made online can take up to 48 hours to be processed by the school and reflected on this payment page.

<input checked="" type="checkbox"/>	Date	Due	Fee Name	Amount	Paid	Balance Owing (\$)
<input checked="" type="checkbox"/>	05/04/2017		Gymnastics for Gymnastics	\$40.00	\$0.00	40.00
<input checked="" type="checkbox"/>	05/04/2017		Japanese Drum for Japanese Drumming	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		LiteratLevy for Yr 6 Literature levy Not OC	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Paper for Paper Levy 2017	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Science-Levy for Science Levy	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		TecLevy for Technology	\$22.50	\$0.00	22.50

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the number field under the 'Balance Owing' column.

To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the item you wish to remove.

<input checked="" type="checkbox"/>	27/01/2017	Yr10 Technology Support	\$30.00	\$0.00	30.00
<input checked="" type="checkbox"/>	01/02/2017	Yr10 Maths - online programs	\$24.00	\$0.00	24.00

5. Once you have selected what items you wish to pay, enter your name, phone number and email address under 'Payer Details'. This allows the school to identify which parent/caregiver is making the payment.

Now, press the 'Next' button to be redirected to a secure Westpac site to finalise your online payment.

The screenshot shows a payment summary table with columns for checkboxes, dates, item names, and amounts. Below the table are buttons for 'Add Tax Deductible Item' and 'Add Other Fee'. The 'Grand Total' is \$1028.00. The 'Payer Details' section includes fields for 'Your Name', 'Contact Phone Number', and 'Contact Email'. A 'Next >' button is highlighted with a red box.

6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once completed, press the 'Proceed to Confirmation' button.

Make a Payment

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

The screenshot shows the 'Card Details' section with four mandatory fields: Cardholder Name, Credit Card Number, Expiry Date, and Card Verification Number (CVN). There is a link 'What is the CVN?' next to the CVN field. At the bottom, there are two buttons: 'Cancel Payment' and 'Proceed to Confirmation'.

IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE 'Cancel Payment' BUTTON.

7. You will then see a payment summary screen where you can confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

NOTE: To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

The payment button/link located within the email remains active for 12 months. This means that at any point within this time period you can use this link to see what items are currently owing for your family.

For information relating to the security & privacy of this service, please refer to the following webpage:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/media/all-files/School-Bytes-Student-Privacy-Information.pdf>



Book Club LOOP

for Parents



AVAILABLE
AS AN APP!

LOOP is the Scholastic Book Club 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.

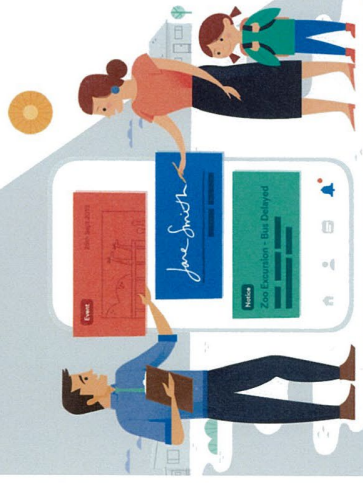
Log-in to www.scholastic.com.au/LOOP or download our iPhone and iPad app from the App Store or get it on Google Play for Android.

- 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 catalogues
- 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!

For a quick how-to-order video, log-in to **www.scholastic.com.au/LOOP** and click on **HELP** in the top menu.



Stay informed with the SkoolBag App



The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.



1

Download the app

Search for the free SkoolBag app in the Apple App or Google Play Store

2

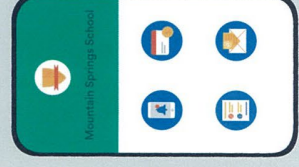
Create an account

Sign up in seconds with your email address

3

Add your school

Search for your school and add your subscription groups



SkoolBag

REGISTER



1 Go to www.flexischools.com.au and select the **REGISTER** option and enter your email address.



2 You will be sent a registration email. Click on the link in the email to complete the registration.



3 Fill in your details on the Registration Form and click "submit".



4 Add your students, select their school and class.

ORDER

flexischools.com.au



1 Go to www.flexischools.com.au and select the **LOGIN** option. Click on "Start an order" for your student.



2 Select the service you wish to purchase from. You can also set up orders in advance.



3 Add each of your items. Extras and options will appear where relevant to the item.



4 Select your payment option. Pay for the one order or "top up" your account. Complete payment to place order.

