

## Oxley Junior School Parent Guide

### What to do if....

***Your child is unwell on a school day***

Let the school know the reason for their absence by calling the College on 4861 1366, emailing [juniorstudentservices@oxley.nsw.edu.au](mailto:juniorstudentservices@oxley.nsw.edu.au) or through the Skoolbag App.

***Your child would like to order lunch***

Order online through the Flexischools [website](#) or App before 9.30am. Junior School students are currently not able to purchase directly from the Canteen.

***Your child forgot their lunch and you receive an IOU***

If you have set up a Flexischools account this can be paid on the spot. If not, please set one up and select the 'Pay IOU' option.

***You need to purchase clothing from the Uniform Shop***

The Uniform Shop on campus is open Tuesday – Thursday 8.30am – 4.00pm. Orders can also be made over the phone via EFTPOS and collected by students. Items cannot be charged to school accounts.

***You have just purchased a new school uniform for your child***

Put their name on every single item of clothing. Lost items are returned when they are named. This includes lunchboxes and water bottles.

***Your child has lost an item at school or on a Berrima Bus***

Lost property is kept in a tub in the Junior School playground, so please direct your child there to look for it. Check locker areas and classrooms as well. If items are left on the bus, contact Berrima Buses directly on 4871 3211.

***You want to contact the school psychologist for your child***

You can either arrange this through your child's teacher or contact Rani Ritchie directly at [rani.ritchie@oxley.nsw.edu.au](mailto:rani.ritchie@oxley.nsw.edu.au)

***Your child needs extra academic support***

Please arrange this through your child's teacher or contact the Head of Diverse Learning, Linda Maher at [linda.maher@oxley.nsw.edu.au](mailto:linda.maher@oxley.nsw.edu.au) to arrange a discussion.

***Your child is bringing a mobile phone to school***

All phones should be handed in to the Junior School office by 8.45am and collected at the end of the school day.

***Your child becomes unwell at school or requires medication***

Students who are unwell will be sent to the Junior School office and if necessary, a phone call will be made to parents. If your child is bringing medication to school, please ensure it is clearly labelled and handed to Kirrily Hope in the Junior School Office.

***You are not sure how to use Canvas***

Go to the school website and watch the video helping parents to sign in and use Canvas [here](#)

***You would like to request leave for your child***

If it is up to three days and not at the beginning or end of a term, send an email to your child's teacher outlining the reasons for the request as well as the exact dates. If it is more than three days or at the beginning or end of a term, please contact the office to request an extended leave form.

***Your child has an appointment and needs to leave early or arrive late***

Send an email with the details to the class teacher and [juniorstudentservices@oxley.nsw.edu.au](mailto:juniorstudentservices@oxley.nsw.edu.au), or call 4861 1366 to advise leaving time. Please collect your child from the office at the nominated time.

***Your child leaves something at home and asks you to bring it***

Please don't. Use this as a learning experience to work on their organisation and the need to pack and plan in advance.

***You have a general question about something at the school***

Check the school website, read the fortnightly Junior School Bulletin and Pin Oak, contact your child's teacher or contact the Junior School reception on 4861 1366.

***You have a specific question relating to your child***

Contact your child's teacher. Often email is the best form of contact. Clearly outline the issue or concern and let them know the best contact number for you. They will be in touch within 24 hours to help you resolve any problems.

***You want to know more about what happens each day***

Check your child's diary for their timetable and any communication and reminders. In Years 3-6 check to see that they are writing down their homework.

***You need to get a message to your child***

Please contact Kirrily Hope on 4861 1366 before 2.30pm and the message will be passed on. If it is later than this, we cannot guarantee it will reach the student before they leave for the day. Alternatively, email your child's class teacher and [juniorstudentservices@oxley.nsw.edu.au](mailto:juniorstudentservices@oxley.nsw.edu.au)

***Your child doesn't have a hat at school***

For hygiene reasons, we do not have spare hats available at school. Our policy is 'no hat, no play' so students will be asked to play undercover.

***You are not sure when sports uniform can be worn***

Students will be advised in Week 1 of the day Sports Uniform should be worn. Alternatively, please check your child's timetable in their diary.

***You need to check if training or Saturday sport is on***

If sport training is cancelled due to wet weather, parents will be advised via SMS by 12.30pm where possible. For Saturday sports draw, please check the school website [here](#)

***You want to follow the school on social media***

Please do! Oxley College has profiles on Facebook, Instagram and LinkedIn.