

## Oxley Senior 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 [seniorstudentservices@oxley.nsw.edu.au](mailto:seniorstudentservices@oxley.nsw.edu.au) or through the Skoolbag App.

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

Order online through the Flexischools [website](#) or App before 9.30am.

***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 at Student Services, so please direct your child there to see if it has been handed in. Retracing steps around the school, checking locker areas the changerooms are important steps because not everything is handed in – some items are left in place. 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 Mentor 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 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 wears incorrect uniform due to unforeseen circumstances***

Write a note in their Student Diary so they are able to show it to any staff member who asks.

***Your child calls you and asks you to pick them up***

Please direct them to Student Services to be assessed. The person at Student Services will then call you if your child needs to be collected, so they are able to sign out. Please do not come and pick them up without being called or without sign out occurring.

***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, Oxley's online learning management system [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 Head of House 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, complete the extended leave form [here](#) and send it to [seniorstudentservices@oxley.nsw.edu.au](mailto:seniorstudentservices@oxley.nsw.edu.au)

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

Send an email with the details to [seniorstudentservices@oxley.nsw.edu.au](mailto:seniorstudentservices@oxley.nsw.edu.au) so your child is allowed to sign out or in and they will meet you in the 2<sup>nd</sup> driveway pick up zone.

***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 emails and Pin Oak, or contact Reception on 4861 1366.

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

Contact your child's Mentor. 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 either to help you resolve it or to redirect you as needed.

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

Each week sign your child's Student Diary. Check to see that they are writing down their homework, if there are any notes from teachers or any merits.

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

Your child may have a phone at school so will be able to check it at the end of the school day. The students also have access to their school email throughout the day. You can contact Senior Student Services before 3.10pm 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.

***You need to know laptop specifications***

The details are found on the school website [here](#)

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

Every Thursday, for special House days, and to School Sport on Saturdays.

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

Check the school website [here](#).

***Your child is injured or unable to take part in PE or Sport***

Either email their PE teacher directly or put a note in their diary. If for sport, contact the coach or [sport.admin@oxley.nsw.edu.au](mailto:sport.admin@oxley.nsw.edu.au)

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

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