

## Oxley Senior School Parent Guide

### What to do if....

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

You will receive a notification via the Oxley Portal (and App if you have access to it) at the start of the day alerting you to the absence. If you know your child is away, at this stage, please don't do anything. If you were not aware of their absence, please contact Student Services at [studentservices@oxley.nsw.edu.au](mailto:studentservices@oxley.nsw.edu.au) or call 4861 1366. We will continue to mark the roll at each lesson throughout the day and at the end of the school day send you another notification, we ask that you please follow the prompts and fill out the details at that stage.

#### ***You can't access the Portal or the App***

The Oxley Portal and App is how we primarily communicate with families. The App is an on-the-go refined version of what is available in the Portal. If you are having trouble accessing either of these please access the bespoke login details that were sent to you via email, you will need to login into the Portal on a computer *first* and then update your password. From there you can download the App from the Google Play or Apple App store. If you are still having trouble logging in, please contact [office@oxley.nsw.edu.au](mailto:office@oxley.nsw.edu.au) or call 4861 1366 for assistance. Further Portal and App details are [here](#).

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

Use Flexischools (either the [website](#) or the app) and order online before 9.00am.

#### ***Your child forgot to order their lunch and/or doesn't have any credit on their FlexiSchools account.***

If your child is without lunch and doesn't have any credit on their Flexischools account we will provide them with a basic sandwich to ensure they don't go hungry and will issue an IOU, that we ask is paid that day. If this has not been paid by the end of the week the Canteen will send a follow-up email.

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

The Uniform shop on campus is open Tuesday – Thursday 8.30am to 4.00pm. Orders can also be made over the phone via EFTPOS, and collected by students. No items can be charged to school accounts.

#### ***You have just bought new school uniform for your child***

Put their name in 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 direct your child there to see if it has been handed in. Retracing steps around the school, checking locker areas and the changerooms are important steps as not everything is handed in – sometimes items are left in place. If items are left on the bus, contact Berrima Buses directly [4871 3211](tel:48713211).

***You are not sure about the needed specifications for your child's laptop for school***

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

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

You can use the 'Absentee' tab on the App or send an email with the details to [studentservices@oxley.nsw.edu.au](mailto:studentservices@oxley.nsw.edu.au) so the student is allowed to sign out or in and they will meet you on the 2<sup>nd</sup> driveway.

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

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](#), access the Oxley Portal and App, contact Reception 4861 1366 or your year group parent representative.

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

Contact your child's Mentor. Often email is the best form of contact. Calmly and 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 to resolve it or to redirect you as needed.

***You would like to arrange for your child to speak with the school Psychologist***

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

***You would like to see what extra academic support is available for your child as a result of a diagnosis established through testing***

Please contact your child's Mentor and they will guide you through the next steps.

***Your child needs to wear 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 as they feel sick and they ask you to pick them up***

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

***You are trying to help your child negotiate their way around Canvas but are not sure what to do***

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

***You want to request a leave of absence during term time 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 the [studentservices@oxley.nsw.edu.au](mailto:studentservices@oxley.nsw.edu.au)

***You would like to keep up to date with how your child is going day to day***

Each week sign their Student Diary. Check to see that they are writing down their homework, if there are any notes from teachers or any merit stickers.

***You need to contact your child during the day to pass on a message***

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 Student Services 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.

***You see a student/parent/teacher conferences date in the calendar and would like to book your appointment times***

Wait for an email from the school with your booking code. This will be sent in the preceding week, prior to the event.

***You would like to follow the school on social media to see updates and stories***

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