

## Oxley Junior 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 are aware of your child being away at this stage, please don't do anything. If you were not aware of their absence, please contact Student Services. 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 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 lunch***

Order online through the Flexischools [website](#) or App before 9.00am. K-5 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 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 contact your child's teacher to arrange a discussion.

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

All phones should be handed to the classroom teachers by 8.45am and collected at the end of the school day. Junior School students must ask permission from their teacher to use their mobile phone between 3.15pm-3.30pm.

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

Students who are unwell will be sent to The Clinic 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 Nurse Bec in The Clinic.

#### ***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, this will then be sent to the Deputy Head of Junior School, Peter Ayling for approval.

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

Please contact Student Services 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 [studentservices@oxley.nsw.edu.au](mailto:studentservices@oxley.nsw.edu.au)

***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 near the Junior School playground, so please direct your child there to look for it.

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

You can use the 'Absentee' tab on the App, send an email with the details to the class teacher and [studentservices@oxley.nsw.edu.au](mailto:studentservices@oxley.nsw.edu.au), or call 4861 1366 to advise leaving time. Please collect your child from Student Services at the back of the Elvo building, in the Senior School 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](#), access the Oxley Portal and App, contact Reception 4861 1366 or contact your year group parent representative.

***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 your best contact number. 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.

***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***

The Sports draw will be shared via Broadcast in the Portal/App and posted [here](#) on the school website. If training or games are cancelled this will be advised via Broadcast to the Portal/App.

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

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