

# INVERLEIGH PRIMARY SCHOOL BLUESTONE BULLETIN

High Street, Inverleigh 3321

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## “GAINING KNOWLEDGE AND FRIENDSHIP”

Principal: Ms. Sharon Baker.

Newsletter #01 27/01/2021



### 2021 School Captains and Vice School Captains

James B, Briony P, Grace L & Henry C

#### SCHOOL COUNCILLORS:

*Matthew Barnett (President); Kon Blersch; Scott Brown, Chris Kondos; Campbell Brumby; James Taylor; Tracy Cook (PFA Representative), Ben Erwin (Community Representative)*

*Inverleigh Primary School Community provides a safe and equitable environment, where individual students are supported and nurtured in their intellectual, emotional, social and physical development. By promoting the values of honesty, self-discipline and responsibility we endeavour to create independent learners for life. We value the role parents play as partners in the education of the students and the whole community is encouraged to interact positively.*

## **Dear Parents,**

A warm welcome back to all our returning students and their families and a special first time welcome to our Prep students and transferees into the school from other places. I trust that everyone has had a refreshing and enjoyable break and is ready for an exciting 2021. We anticipate a wonderful year for the school and especially our students and families.

The teachers have prepared thoroughly for 2021 and the children's arrival. This is a major factor in the smooth transition to school for the Preps and the smooth start to the year for the older children. The staff is to be commended and congratulated on their fine efforts.

This year we welcome a number of new staff.

Ms Tayla Donnan; Mrs Kate Chudoschnik; Mr Ross Fagan, Mrs Gail Pomfret; Miss Olivia Steen and Mrs Lisa Adriaans

This week's newsletter will contain information of a general nature relating to the school and some specific details too. Please complete all relevant paperwork and return it to the office by the date mentioned on each note.

The structure for 2021 is as follows:-

Number of Pupils – 189

**Principal** – Ms. Sharon Baker

**Prep** – Mr Jai Schmidt  
Ms Tayla Donnan

**1/2** – Mrs. Lynn Brumby  
Miss. Fiona Smart

**3/4** – Ms. Skyler Purser  
Mrs. Andrea Elliott

**4/5/6** – Mrs. Krystal Clarke  
Mrs. Kate Chudoschnik

**P.E./Sport/Health** – Mr. Ross Fagan

**Science** – Ms. Jess Stafford

**Italian** – Mrs. Kim Montagna

**Positive Ed/Resilience/Wellbeing** – Mrs. Jacinta Carr

**Academic support & Tutor P-2** – Ms Caitlin Condie

**Tutor 3-6** – Mr Ross Fagan  
Mrs Gail Pomfret

**Business Manager** – Mrs. Anne Cunningham

**Office Assistant** – Miss Olivia Steen

**Education Support Staff** – Mrs. Maribel Tomé - Chilcott  
Mrs. Val Thomas  
Mrs Lisa Adriaans

A special welcome to our new Preps:-

|                            |                         |
|----------------------------|-------------------------|
| <b>Thomas Ayres</b>        | <b>Harper Dean</b>      |
| <b>Brock Barlow</b>        | <b>Ella Doherty</b>     |
| <b>Monty Bonnici</b>       | <b>Winnie Hamilton</b>  |
| <b>Teddy Carr</b>          | <b>Georgie Hicks</b>    |
| <b>Dallas Coleman</b>      | <b>Nevie Hutchinson</b> |
| <b>Fletcher Edwards</b>    | <b>Scarlett Knaus</b>   |
| <b>Alex Gibbs</b>          | <b>Alice Lyster</b>     |
| <b>Kage Giles</b>          | <b>Amara Martin</b>     |
| <b>Max Hart</b>            | <b>Maggie McConachy</b> |
| <b>Ben Hawkes</b>          | <b>Estelle Redmond</b>  |
| <b>Jack Hildebrandt</b>    | <b>Aria Robertson</b>   |
| <b>William Hildson</b>     | <b>Amelia Symons</b>    |
| <b>Tyler Kuchenmeister</b> | <b>Ivy Turner</b>       |
| <b>Luca Nott</b>           |                         |
| <b>Patrick Peel</b>        |                         |
| <b>Joel Spiteri</b>        |                         |

We also welcome the following student who has transferred to Inverleigh Primary School this year: -

**Gemma Holmes-Wilkie, Josh Holmes-Wilkie & Anthony Wilson**

#### **INFORMATION IN THIS NEWSLETTER**

There is a lot of information contained in the newsletter this week. Please read it carefully and keep it so you can refer back to it at a later date if necessary. Please take careful note of the requests we have about driving along the Service Road at "drop-off" and "pick-up" times. Also make sure you let any relative or friend know what our expectations are if you ask them to collect your child / children after school.

#### **OFFICE HOURS**

The school office hours are from 8.30am to 3.30pm Monday to Friday. Phone calls and emails will be answered during this time.

Personal/phone/email contact with teaching staff is between 8.30am and 4.00pm.

#### **ATTENDANCE / ABSENCES**

If your child is to be late or absent **you are required to notify the office by 9.00am**. We recommend you advise us of this via the Sentral App, or email the school at [inverleigh.ps@edumail.vic.gov.au](mailto:inverleigh.ps@edumail.vic.gov.au). If necessary, contact the office via phone call.

The staff will record the class rolls by 9.05am each morning.

After this time any child that is absent and who we have not as yet been advised is away, we will be contacting you – the parent, either by phone or text to ask where your child / children are.

The Office will be keeping a daily log of all absent students so absent notes will no longer be required.

**To reiterate:**

Notify the Office either by the Sentral App or email before 9.00am - if your child is going to be absent. When you contact the Office please advise who is absent and why they are absent.

The only time you will need to forward a note to school regarding any absence is if you are taking an extended break for a holiday or surgery etc. and this should be done in advance of the absence.

**SIGN IN – SIGN OUT**

As part of the First Aid Policy children leaving the school for any reason before the official finish time of 3.25pm need to be **signed out**. This is done electronically through the Office. Please contact the Office to advise of a child needing to leave early and a call will be made over the loud speaker for them to come to the Office.

If someone other than the parent is to collect a student during the day a written explanation of this must be forwarded to the office first thing in the morning so that we know who is collecting the child / children. If we have no confirmation from the parent/s that someone other than themselves will be collecting the child we will be unable to allow them to leave the school premises.

**SIGN IN LATE**

Currently the first bell goes at 8.55am and work begins in the classroom at 9.00am. After 8.55am children arriving at the classroom will be considered late.

Any late children **MUST** attend the office where they will be marked as Late on the Sentral Roll before making their way to the classroom.

**TRAFFIC FLOW**

Parents are reminded that traffic **must flow only towards Geelong in the service road between the hours:-**

**8.30am - 9.15am and  
3.00p.m. - 3.45pm.**

This ensures that the safety of children is kept to an optimum. Parents are also asked to refrain from dropping off children in the bus area. **Please pull up only in the designated parking bays.**

Children/parents are requested to cross the service road only at the crossing marked. It is important that we train the children to follow this pattern in order to maximise the safety for all concerned.

**PARALLEL PARKING AT THE FRONT OF THE SCHOOL**

The Shire have altered the Parking Zone immediately in front of the school property to a specific time limit only to improve the flow of traffic at peak times and so the parking spaces are available at all times for people calling in to the school for a few moments only or to pick up / drop off children. It basically means that if you are coming into the school grounds for any length of time more than 5 minutes you need to park somewhere else other than at the front of the school

grounds. **This includes arriving at the school at 3.00pm and sitting in the car waiting for the children to dismiss, you will need to park elsewhere.**

This does not apply to:-

- west of the Bus Zone Stop
- east of the School Crossing
- opposite side of the Service Road
- or any other parking areas around the school.

### SCHOOL ASSEMBLY

Once again this year we will be holding assemblies on Monday morning and the bell will go at 8.50am so that children can be inside and instruction begin at 9.00am.

**The first assembly for 2021 will be held next Monday 1<sup>st</sup> February.** Parents are welcome to attend assembly!

Please adhere to social distancing while on the school grounds – 1 person per 2 square metres, or wear a mask if you are unable to keep your distance.

At this assembly parents will be given the opportunity to take photos.

After the assembly morning tea will be supplied in the P.K Building (BER) for anyone who would like to catch up and an opportunity to meet new people. You will need to sign in using the QR Code (that can be found on the front door of the Office) if you are planning on staying for Morning Tea

### STUDENT OF THE WEEK

The Student of the Week is awarded to one or more students from each grade. The award is given for any reason that the teacher believes is significant to the grade. If there is nothing of note then no award is given. It is not given on a rotational basis but must be earned by each child. Some children may receive it more than once in a given year, others may not receive one at all. The teachers look carefully at each child in order to find something that they can give the award to them for. The Student of the Week Award is something special and must be earned.

### PREP PARENT REMINDER

**Preps will attend Monday / Tuesday / Thursday / Friday and have each Wednesday off throughout February and first week of March.**

This is a Victorian Education Department approved format and we will stick with the Department's regulations on this.

### PREP ENGLISH / NUMERACY INTERVIEWS

Parents of the Prep children will receive information regarding this testing today. Please ensure that you arrange a time for your child's Interview on the dates available. The Interview Sheet can be found in the office or you can call the office on 5265 1340 and a time can be arranged for you.

### SCHOOL WEBSITE & SENTRAL APP

Our school has undertaken some technological advancements in recent years as we aim to keep up with a fast paced modern society. As such, we are continually updating the schools website in

order to give better access to information and improve the ease of navigation for current and prospective families. As well as this, the school communicates with home via Sentral. This is an easy to use platform that allows for an instant, up to the minute communication method between home and the school. The school also uses this platform to complete school reports and make them available to parents in Term 2 and Term 4.

**To register for Sentral, you will find a letter from the school with a link to access Sentral and a 'Family Access Key' in the envelope that is going home today. This access key will link your children to your account. The 'Sentral' App can be downloaded via Google Play or the App Store. Sentral can also be accessed via an internet browser. When you've downloaded the app onto your phone you will be able to login using the same credentials you registered with.**

If you allow notifications from the app, you will receive alerts when the newsletter has been uploaded and also special reminders or notifications from school.

All Permission Slips and Newsletters will be sent out via Sentral. You will also be able to advise the office of absences and of any variations to bus travel via this platform. The Sentral Parent Portal also has the function for parents to be able to send a message to their child's teacher, this is the preferred method for contacting teachers.

A separate document will be provided with the registration letter that includes hints and tips for using the Sentral Parent Portal.

The school website can be viewed at [inverleighps.vic.edu.au](http://inverleighps.vic.edu.au).

The school also has a Facebook page where you may see news and important reminders.

### 2021 SCHOOL FEES

The fees for this year are:-

|                      |                 |
|----------------------|-----------------|
| <b>Grade Prep /2</b> | <b>\$210.00</b> |
| <b>Grade 3 / 4</b>   | <b>\$245.00</b> |
| <b>Grade 5 / 6</b>   | <b>\$255.00</b> |

This includes **ALL** your child's basic school needs. It does not include the cost of excursions, camps, special activities etc. This also includes the Tech Levy.

Please remember that **EFTPOS** facilities are available. Parents will be able to pay for all outstanding charges. The minimum amount will be \$10.00 and the maximum \$750.00. There is no cash withdrawal available.

### CARD ONLINE PAYMENT SERVICE (COPS)

C.O.P.S. is a method of payment to cover school costs ranging from fees to swimming - from excursions to camps. It is a manual debit authority given to the Office Manager to deduct a certain amount weekly / fortnightly or monthly that over the year will cover **all** expenses associated with your child's / children's schooling. The idea is that it will take out the high one off costs that come up from time to time. Each family received an explanation of this type of payment late last year. If you are interested in taking advantage of this please complete the paperwork that was forwarded home late last year or see Anne for another and forward it to the Office ASAP.

**Current COPS families who haven't returned their paperwork for this year will find another form in the envelope that is coming home today.**

### START OF YEAR PAPERWORK

An envelope will be sent home with the eldest child today. A family statement has been enclosed for those families. Families who are participating in C.O.P.S. do not have to do anything with the account – it is for your information only.

If you would like to start C.O.P.S. or do regular bank transfers, please contact Anne.

### MULTIPLE PERMISSION FORM

The Multiple Permission form has been forwarded home with the eldest child today. This permission form includes – Walking Permission, School Photographs and Head Lice Checks.

The Walking Permission only covers impromptu activities within walking distance of the school. It has always been the policy of the school to inform parents of any excursion or activity in advance and ask for specific approval for that activity or excursion.

**School Promotion and Photographs** - With recent changes to privacy legislation and the law it is important that parents have input as to whether photo images of their children are published in various school publications including our website and Facebook page. The school seeks your approval by completing the permission.

All families to the school will receive a '**Consent to Conduct Head Lice Inspections**' form.

Please complete the form and return it to the office by **Friday 5<sup>th</sup> February**.

Thank you for your co-operation.

### CSEF – CAMPS, SPORTS & EXCURSION FUND

If you (the parent) **hold a valid means-tested concession card** or temporary foster parents may be eligible for CSEF – Camps, Sports & Excursion Fund.

Please attend the office with your **current Concession Card** and complete the CSEF form. \$125.00 will be paid for eligible primary school students. Payments will go directly to the school and be tied to the student. This money can be used towards camps, sports, and excursions – **it is NOT able to be used towards fees or uniform.**

### FAMILY CONTACT DETAILS

In the envelope sent home with the eldest child, you will find Family Contact details relating to each student. Can you please check all the relevant details – phone / mobile numbers; addresses; work details; emergency numbers; email address etc. and amend where necessary. It is essential that the school has all your correct information.

Where the school has been advised that your child has a medical condition, it has been attached to this paperwork – please ensure all details are correct. If your child has a medical condition and no additional paperwork is attached, please let the office know as soon as possible.

Please return the form regardless of whether there are any alterations or not to the office by **Friday 5<sup>th</sup> February**.

### INTERNET USAGE FORM

All children will receive an Internet Usage Code of Practice Policy. We require both the **student and the parent to read this form and sign it**. Please return the forms to the office **ASAP**. Students will not be able to use iPads in class until this signed form has been returned.

### ASTHMA MANAGEMENT PLAN

With the paperwork sent home today, each child will receive a School Asthma Management Plan. The form will only need to be completed by those families that have a child / children who suffer from asthma. Please return the completed form back to the office **by Friday 5<sup>th</sup> February**. Until we receive an Asthma Management Plan **SIGNED** by the doctor the school will follow the standard Asthma Foundation recommendations for an asthma attack.

### ALLERGIES AND ANAPHYLAXIS

Any students who have a specific allergy that the school needs to be aware of or if any known allergies may cause anaphylaxis it is important that the school is aware of this as soon as possible. Please arrange an Anaphylaxis Plan to be completed by your child's doctor so that we can best manage your child's condition.

### MEDICATIONS AT SCHOOL

From time to time students who have been unwell may require medication to be given to them during school hours. Please do not give the medication to your child's teacher and please do not send it with your child with a note. Before any medication can be distributed a 'Medication Authority' must be completed and the medication handed into the office. This Medication Authority outlines the exact dosage etc. that is required and has the parent sign off on its administration.

### SCHOOL TIMES

Please take note of the school times.

|                          |                                    |
|--------------------------|------------------------------------|
| <b>Morning Session</b>   | <b>8.55am – 11.00am</b>            |
| <b>Morning Recess</b>    | <b>11.00am – 11.30am</b>           |
| <b>Morning Session</b>   | <b>11.30am – 1.30pm</b>            |
| <b>Lunch Recess</b>      | <b>1.30pm – 1.40pm (Eat Lunch)</b> |
| <b>Lunch Recess</b>      | <b>1.40pm – 2.15pm</b>             |
| <b>Afternoon Session</b> | <b>2.20pm – 3.25pm</b>             |
| <b>Dismissal</b>         | <b>3.25pm</b>                      |

### MORNING ORGANISATION

It is crucial that we lose as little concentrated learning time for the children as possible right from the start of each school day.

The organisation each morning operates as follows -



- 8.55am. The bell will ring and children will make their way into the classroom. All teachers will be in rooms from 8.50am and may let children in.
- Children will organise themselves for the day as soon as they arrive in the room.
- eg. Put bags away.
- Give notes to the teacher.
- Get important things out of bags.
- Organise their table for work.
- They will not be allowed out after entering the room after the bell.
- 9.00am. The day's instruction will begin.

For this arrangement to work effectively it is vital that **ALL** children arrive prior to 8.55am. Please make every effort to do this each day, as late-comers will be a significant disruption to the proceedings in the classroom as work will already be under-way and instructions already given.

**In the interests of your child's continuing educational development to the highest level we ask your co-operation in having them here earlier than 8.55am.**

### BEFORE SCHOOL CARE

The Before School Care Program will continue until the end of Term 1. At this time a decision will be made as to whether it is a viable program for Camp Australia to continue with. In order for Inverleigh to continue having a Before School Care Program the numbers of students attending each morning will need to increase. If the numbers are still low by the end of March then the program will cease.

The Before School Care program will commence at 6.45am each day and run until 8.45am. If you would like to utilise this program, please see the information flyer from Camp Australia in this newsletter. The school does not run this program and therefore any booking enquiries must be directed to Camp Australia on 1300 105 343 or through the following link:

<https://www.campaustralia.com.au/Schools/inverleighprimaryschool/3321/5177>.

**Please note that the Before School Care program needs to see numbers increase and consistent use in order for it to remain viable after Term 1.**

### SCHOOL BUS

The school bus is provided for children who reside 4.8km or more from the school. People who live closer than this are given permission to use the bus only if there is space available. The 2021 School Bus Co-ordinator is Mrs. Anne Cunningham.

All 2020 travellers will receive a new Bus Travel Permission Application plus a Travel Intention form today. Both forms must be returned to the office by this Friday 29<sup>th</sup> January making sure that the kilometres from home to school and home to bus stop is accurate.

**If forms are not received by Friday afternoon, your child will not be permitted to travel until forms have been returned.**

### CONVEYANCE ALLOWANCE

Families in rural and regional Victoria can get help with the cost of transporting their children to their nearest school or campus. This is known as the Conveyance Allowance.

The Conveyance Allowance is available to students travelling by:

- Public transport
- Private car
- Private bus
- or to students whose nearest school is not serviced by a free school bus.

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school.

The conveyance allowance is available to families who meet certain criteria. They must:-

- attend their nearest government or non-government school/campus appropriate to their year level at which admission is permissible
- be enrolled at a school/campus outside Melbourne's metropolitan conveyance boundary
- reside 4.8km or more by the shortest practicable route from that school/campus attended
- be of school age (5 to 18 years old at time of application) and reside in Victoria.

If you are a bus traveler in order to be eligible you must reside more than 4.8kms from your front gate to your nearest bus stop.

If you believe you are eligible please contact the office for relevant paperwork. (If you have received this allowance in previous years the paperwork will be forwarded home today).

### SUNSMART

A reminder for all children to wear their broad-brimmed hat as detailed in our School Sun Smart Policy. Sunscreen is available in all rooms but it is often valuable for your own child to carry a small tube with them for their use.

School hats are available to purchase through the school at a cost of \$12.00 each. Please see Mrs. Cunningham or Miss Steen in the office if you wish to buy a hat.

### LUNCH BOXES

Just a reminder to all parents that each child must bring a lunch box to school. We are a no 'rubbish bin' school which means all wrapping and leftovers from your child's snack / lunch is placed back into the lunch box and returned home. Just placing a few items to eat in their school bag is not appropriate as they don't take these out to recess or lunch – only lunch boxes.

### WATER BOTTLES IN CLASS

A number of children have a water bottle on their table during class time. This is quite O.K. and children are able to do this. The only stipulations are that the receptacle **MUST BE** a proper pop-top water bottle and that the fluid in the container is water. Pure water is the only fluid acceptable in drinking bottles at tables.

### SANDALS AT SCHOOL

You are probably aware that thongs or open slip on shoes are not appropriate to be worn at school for safety reasons. Open sandals fall into the same category as thongs as the likelihood of

damage to the foot, particularly toes, is greater with these from sticks, stones and asphalt. As well as these dangers they are not suitable footwear for Physical Education and Sport. Footwear worn to school should always be the fully enclosed type.

# Birthday Greetings



We would like to wish a very happy birthday to the following children who are celebrating their birthday during the coming week.

| January          |                    |
|------------------|--------------------|
| 28 <sup>th</sup> | Reeve Freeman      |
| 30 <sup>th</sup> | Jaxx Allen         |
| February         |                    |
| 1 <sup>st</sup>  | Stevie Hildebrandt |



## Dates to Remember!

| January   |  |
|---|--|
| <b>Thursday 28<sup>th</sup> January</b>                           | First Day 2021 for all students              |
| February  |  |
| <b>Monday 1<sup>st</sup> February</b>                             | First Assembly & Parent Morning Tea          |
| <b>Wednesday 3<sup>rd</sup> February</b>                          | No Preps to School                           |
| <b>Wednesday 10<sup>th</sup> February</b>                         | No Preps to School                           |
| <b>Wednesday 17<sup>th</sup> February</b>                         | No Preps to School                           |
| <b>Wednesday 24<sup>th</sup> February</b>                         | No Preps to School                           |
| Upcoming Dates  |  |
| <b>Wednesday 3<sup>rd</sup> March</b>                             | <b>No Preps to School</b>                    |
| <b>Monday 8<sup>th</sup> March</b>                                | <b>Labour Day Public Holiday – No School</b> |
| <b>Thursday 25<sup>th</sup> March</b>                             | <b>Grade 3-6 MVA Athletics</b>               |
| <b>Monday 7<sup>th</sup> – Thursday 10<sup>th</sup> June</b>      | <b>Grade 5/6 Camp</b>                        |
| <b>Monday 18<sup>th</sup> - Wednesday 20<sup>th</sup> October</b> | <b>Grade 3/4 Camp</b>                        |
| <b>Thursday 25<sup>th</sup> November</b>                          | <b>School Concert</b>                        |

### SCHOLASTIC BOOK CLUB

Your child will bring home Scholastic Book Club catalogues 8 times over the year and if you choose to order anything please return the *completed* order form with the *correct* amount of money in a sealed envelope with "Book Club" and your child's name written on the front. Please look to the Bluestone Bulletin for notification of when the orders are due in by. Your order will be sent home with your child, usually within a week or two of the due date. Any purchases you make earn bonus dollars for the school to spend on extra resources. If you have any queries regarding Book Club, please feel free to contact Miss Steen / Mrs Cunningham in the office.

The Parents and Friends welcomes all new and returning families back to school for 2021.

### Facebook Group

If you are not already a member, please request to join the school parents Facebook group (Inverleigh PS Parents and Friends page) to keep up to date with school community news and events. Please note this is different to the Inverleigh primary school page.

### Welcome Morning Tea

A morning tea will be held in the P K Building (BER) next Monday 1<sup>st</sup> February straight after assembly. All parents (new and returning) are most welcome.

### Lunch Orders

Lunch Orders will re-commence on Friday 12<sup>th</sup> February. This is a weekly service provided to all students each Friday. All ordering for lunch orders is to be done online at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au).

New users - please see attached instructions for setting up your online canteen account.

Existing users - please update your child's profile to ensure their class group is current for 2020.

If you have any questions in relation to lunch orders and ordering please contact Anna Cruden.

### Icy Pole Friday

Icy pole Friday was a big hit last year so will be continued in 2021. Icy poles are available each Friday after the second lunch bell for 50 cents each. **This will also re-commence on Friday 12<sup>th</sup> February.** No ordering is required for icy poles, and permission for students to participate is deemed to be granted by sending the 50 cents along with your child/ren. Limit one icy pole per person and students are not permitted to purchase icy poles for friends.

### Fundraising Activities

A fundraising calendar will be set at the PFA meeting, with further information to follow after this date. If you have any suggestions for fundraising activities please come along to the meeting or get in touch.

## IMPORTANT INFORMATION REGARDING LUNCH ORDERS

Please find instructions below on creating an account and placing orders. *It is strongly advised that you set up your online canteen account over the weekend or early next week (ie. before Wednesday), so that in the event that you have any difficulties we can sort this out prior to order cut off.*

### Instructions:

1. Go to <https://ouronlinecanteen.com.au> and select the SIGNUP button (top left)
2. Fill in the form and select Submit
3. You will receive an email with instructions to confirm your email address and activate your account

### Setting up your account:

1. Enter your Login and Password to login to the website.
2. Select the "Add student" tab. Make sure to fill out all your child's details before selecting "Next"; repeat for each child. (Note, the 'room' selected must be specific and correct to your child's teacher as this will be used for sorting lunch orders into class groups).

3. Select the "Add credit" tab to add credit to your account.  
You can choose to pre-load a lump sum amount to your account, which will be available to use for future orders; or alternatively you can pay for amount of each order as you go.  
*The following payment options are available to add credit to your account:*  
**Direct deposit – no charge** (if you are making a direct deposit and don't want to wait a few days for bank processing, you can screen shot the bank receipt and email it to [info@ouronlinecanteen.com.au](mailto:info@ouronlinecanteen.com.au) – they will then apply this payment to your account within 24 hours).  
**Credit card payment – 2.2% surcharge** (credit will be automatically applied to account immediately)  
**Paypal – 3.8% surcharge** (credit will be automatically applied to account immediately)
4. Select the "Add order" tab to add an order.

### **Placing Orders:**

1. Select child
2. Select date – *orders are available Fridays, excluding 31<sup>st</sup> March (last day of Term 1)*
3. Select the meals you would like to order and add them to the order
4. Confirm the order or if you have more than one child, click "Confirm and Place New Order" Tab.

Once you have confirmed the order, you will receive a confirmation email from Our Online Canteen. If you have any issues or concerns, or have any queries, please email Our Online Canteen at [info@ouronlinecanteen.com.au](mailto:info@ouronlinecanteen.com.au) or call 1300 11 66 37.

