



**WELCOME  
TO**

# **MILLTHORPE PUBLIC SCHOOL**

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**Information  
Package**



## Table of **Contents**

Welcome Message	3
About our School	4
Attendance Matters	11
About our Uniform	12
Curriculum & Support	14
Health Information	16
About Student Wellbeing	17
We ♥ Community	19
Who to Contact	20



# Welcome Message

Welcome to the Millthorpe Public School family. We have been delivering quality public education since 1867. The school has a strong academic history and proudly provides a variety of extracurricular opportunities for students to educate the 'whole child'.

We are situated on Wiradjuri land and we are the only school in the picturesque village of Millthorpe. The school values its community; engagement between staff, parents and the wider community is regarded as a vital component for our success. The school has strong relationships with an energetic Parents & Citizens association (P&C).

A balance of academic, cultural and sporting opportunities are provided to students through our rich co-curricular initiatives such as music education, chess, debating, band, ballet and sport advancement. Our school provides private music tuition for violin, piano, guitar, voice and percussion.

Millthorpe Public School proudly hosts Grove Start Learning, a regulated early childhood service offering a quality transition/pre-school program within the grounds of our heritage site. Designed to cater for the year before school and with priority given to Millthorpe Public School enrolments, our partnership aims to help little learners understand what a big school looks, sounds and feels like.

Before and After School Care and Vacation Care, provided by Aspire OSHC, is available daily and in school holidays.

# About our school

## **School Motto**

Our Best Always

## **School Values**

Respect, Responsibility and Resilience

## **Strategic Vision Statement**

Our vision is to partner with our community to promote a positive and inclusive environment, where high expectations foster integrity, creativity and confidence in individuals. We strive to encourage a love of learning in a culture of collaboration. At Millthorpe Public School, students are respectful, responsible and resilient learners who strive to reach their full potential and personal best.

## **School Code**

This is our school, let peace dwell here.

Let the rooms be full of contentment, let love abide here,  
love for one another, love for learning and love for life.

Let us remember that as many hands build a house so many hearts make a school.  
May our motto be our guide: Our Best Always.

## **School Houses**

Munjarra - Blue

Morway - Yellow

Yindingie - Red

Canobee - Green



## **Buildings & Grounds**

Millthorpe Public School has beautiful open green spaces and excellent facilities. Our heritage-listed oak trees provide a lovely canopy for our eating area and play equipment. We have 2 Covered Outdoor Learning Areas (COLAs), a newly constructed Learning Hub that includes a library, the refurbished heritage block for Before and After School Care and Grove Learning, the music room, hall, canteen, the bluestone administration building, student ablution block and staff amenities.

## **School Hours & Bell Times**

The office is attended from 8:30am to 3:30pm.

Before 8:30am the safety and supervision of students is the responsibility of parents, please do not send your child to school before 8:30am.

8:30am bell	teacher supervision commences & the office opens
8:55am bell	morning lines & communication assembly
9:00am	MORNING SESSION COMMENCES
11:00am	recess
11:30am bell	end of recess lines
11:35am	MIDDLE SESSION COMMENCES
1:00pm	lunch begins
1:30pm bell	end of lunch lines
1:35pm	AFTERNOON SESSION COMMENCES
3:00pm	school concludes
3:10pm	teacher supervision for bus students

Students should arrive between 8:30am and 8:55am. If it is necessary for students to arrive at school just before 8:30am, they are to keep their bags with them and sit at the designated area (main entrance of the Learning Hub OR near the music room depending on weather). After the 8:30am bell sounds, students take their bags to their classrooms and then return promptly to the COLA area for passive morning play.

## **Sports Days**

K-2 students wear sports uniform on Thursday and 3-6 students wear sports uniform on Friday. Students 8 years and older participate in sports carnivals each year.

## **School Assemblies**

Senior students run a whole school assembly 3 times a term. Dates and times can be found on the Sentral calendar, generally they are held on a Friday at 2pm. Classes perform on a roster and all major awards are presented. The final assembly for the term is always held in the morning.

### **Sentral Parent Portal App**

All school communication, student permissions and financials are sent out via the Sentral Parent Portal App. Parents receive a unique access code upon enrolment and this allows you to access the school calendar, submit absences, see positive incidents from teachers and access school reports. The newsfeed on the app provides updates, information from community groups and the fortnightly newsletter.

### **Class Structure**

Classes are organised based upon student numbers, they can comprise straight years or can be composite classes. Composite classes or split-years will have students from 2 year groups in the same class.

We take great care in ensuring that every student is placed in a classroom that best meets their needs. Factors such as learning and social benefits are of prime importance.

Primary school from Kindergarten to Year 6 (K-6) has four stages of learning.

Early Stage = Kindergarten

Stage 1 = Years 1 and 2

Stage 2 = Years 3 and 4

Stage 3 = Years 5 and 6

Various studies into class structures have concluded that there is no difference in the academic performance of students attributed to single year vs composite class structures. Research does show far more important factors that influence student performance include the quality of teaching and teacher/student relationships.

At Millthorpe Public School we tend to have composite classes primarily dictated by the variability in grade enrolments, but also because of a range of factors that benefit students.

No class should ever be viewed as a "single year class" due the wide disparity in age, physical development, cognitive development and social development that naturally occurs in each grade level. Even in Kindergarten each year there is often an 18 month age difference between the oldest and youngest students due to the Department enrolment policy.

Children can start Kindergarten at the beginning of the school year if they turn 5, on or before 31 July that year. By law, all children must be in compulsory schooling by their 6th birthday.

### **Mobile Phones in Schools**

All NSW Public Schools have a mobile phone ban. Students are discouraged from wearing smart watches and from bringing mobile phones to school. If it is necessary to have a device for one-off occasions, all devices are to be signed into the front office upon arrival at school, where they will be stored securely and signed out at the end of the day.

## **Communication with Teachers**

We encourage parents who have concerns or positive views on matters relating to school, to contact the office to arrange a convenient time to talk to the class teacher. Behaviour issues should always be referred to the classroom teacher in the first instance, then to the Assistant Principal.



For digital communication, please use the school's email address for non-emergencies in the first instance or simply phone the office if you have a time-sensitive question. The office staff will direct your email to the appropriate staff member who will respond to your email within 2 school days under normal circumstances. Staff are not expected to reply to non-emergency messages or emails outside of school hours 8:30am to 3:30pm. Our staff will always stay in touch because open communication is what's best for your child and their education.

For emergencies, please contact the front office on 6366 3104. Emergencies include serious student health, safety and wellbeing issues.

## **School Communication Channels**

The Sentral Parent Portal app is for communication designed to let families know about administration and operational items eg: community notices, variations to routines, calendar events, the newsletter.

Facebook is a great way our school celebrates our events, values and achievements. Comments are monitored and moderated, and there is no Messenger function.

Parents can use email to communicate non-urgent items. As teachers are in front of a class from 9am to 3pm, our teaching staff will respond within two school days.

It is also acceptable that the response to your email may come from a different channel or staff member. For example, you might send an email about a counsellor request to the front office and the AP Wellbeing phones you back with the information. Our office staff can take your call between 8:30am and 3:30pm. We can't transfer calls during teaching or playground duty time and we will deliver messages during the next break.

## **Payments**

Where possible, all payments are made via the Sentral Portal app. We have the ability to take cash, cheque or EFTPOS payments at the front office.

## School Resource Packages

To help parents at the beginning of each year, and to ensure all students have access to all learning resources, we provide the following resource packages at a cost to parents:

- Textbooks - \$35 - Handwriting & The Resilience Project
- School incursions and performances - \$35 - minimum of 4 per year
- Stationery package - \$35 - Everything your child needs for the year ahead, you never have to go to Office Works to buy a glue stick again!
- Mathletics and Reading Eggs subscription - \$35 - Full access at school and home to all activities

Resource packages are not considered part of the voluntary contributions and all payments are due at the end of Term 1.

## Voluntary Contributions

We assure you that every cent of the money received from contributions go directly towards the provision of additional classroom technology. Contributions will be listed on your finance statement as owing, but please remember they are voluntary, and no family or student will suffer any discrimination or embarrassment if you do not make this payment. If you would like it removed from your finance statement, please phone the front office.

## Financial Hardship

If you are experiencing financial hardship, you may be eligible for assistance from the school. Please reach out to the Principal directly and we will ensure no student or family misses out or suffers any disadvantages over the inability to pay costs.

## Excursions

Excursions are an integral part of the school learning program. An online permission form **MUST** be completed by the **DESIGNATED DUE DATE** prior to the excursion. Excursions are optional for all students but we encourage students to participate in excursions arranged, where possible.

There may be circumstances where a student may be excluded from an excursion, when risk management processes identify concerns about the safety of a group of children or an individual.

Parents will be informed.





## **Custody & Legal Documents involving Students**

The Principal should be informed in writing, with copies of any issued court orders, about any legal or custody matters. It is also a good idea to inform the Principal or classroom teacher about major family upsets, as the students will obviously be affected.

In the absence of a court order stating otherwise, both natural parents have the right to be involved in their child's education, including attending events and accessing information about attendance and academic progress.

When a non-residential parent seeks to remove a child from school, it is the school's practice to notify the residential parent of this request before transferring duty of care.

## **Lost Property**

Please label all items that are sent to school, including uniform, lunch boxes and additional equipment. If your child misplaces something, please have them check their locker, classroom and the Lost Property tub near the Learning Hub. Parents are welcome to check these places too.

## **Permission Notes**

All permission notes are digital and can be accessed through the Sentral Parent Portal app. Students will not be able to participate in excursions, extra curricula activities and special events without permission. Verbal permission can not be accepted and return dates must be adhered to. Parents are encouraged to indicate 'NO' if their child is not attending. Where a fee is attached to the permission note, parents are encouraged to pay the fee at the same time as giving permission. If permission is given for an event but the fee is not paid by the due date, your child will not be included in student numbers and staff organisation. On rare occasions we have opt out permission - please keep an eye out for this type of permission.

## **Changes to Family Routines**

If changes are made to normal routines, eg: your child is not catching the bus that day or is being collected from school by a different person; a phone call, email or note should be sent to the front office. Collection by a person other than a parent or designated emergency contact requires a note or email. Any adjustment to your child's afternoon collection must be done prior to 2.30pm.

## **Transporting Students**

Occasionally, but more so for sports teams, travel may be by private car for excursions. It is a departmental requirement that all drivers are screened before transporting children other than their own. Screening involves an ID check, a Working with Children Check and probity screening. Drivers must also produce a current driver's licence and current registration paper to the school.



### **Bus Travel**

Bus services are available for families in the mornings and afternoon. Services are provided by Newman's Bus Service and Orange Bus Lines and routes include Orange, Spring Hill, Forest Reefs, Guyong, Blayney, and Browns Creek. For more information, please contact the bus services directly. It is important to remember that bus travel is a privilege and children are expected to behave in a way consistent with the NSW Transport

Behaviour Code. Additionally, student behaviour to and from school is covered under the Student Behaviour Code.

### **Canteen**

Our school-operated canteen runs on Fridays and offers healthy choices under the NSW Healthy School Canteen Strategy. All ordering is done online via the QuickCliq website.

### **Music Tutors**

Millthorpe Public School offers easy access to private music tutors at an additional cost to families. Tutors deliver individual and small group lessons in voice, piano, guitar, percussion, drum kit and violin. For more information, please reach out to the front office to get the contact details for each tutor.

### **Technology in Schools**

All students have access to technology and upon enrolment, permission is sought to enable access to devices and networks. Students in Years 3 to 6 have access to Chromebooks on a 1:1 basis. Technology use is a privilege, not a right and student behaviour code expectations apply when online.

### **Band Program**

We offer a band program for all students from Years 3 to 6, and Year 2 by application. There is a fee for children to be part of the school band that covers band tuition, a small group lesson and instrument hire and repair. Students who participate in private music tutor lessons may be invited to join as an accompanist for a reduced fee.

### **Chess**

Each Friday Mr Cummins helps any student K-6 master the game of Chess. Children enjoy social games and when appropriate, can join a school team and compete in tournaments.

# Attendance Matters

## **Absences from School**

If your child is absent for a full day, you can let us know via the Sentral Parent Portal app. You can also phone, send a note or email to the front office. Please do not send an email directly to the teacher as it can not be guaranteed that the message is received in time. Attendance is reviewed regularly and child with attendance below 85% will be closely monitored.

## **Notification of Absences**

After roll marking, we will notify parents of attendance absences via the Sentral Parent Portal App. If you have received a notification in error, please phone the front office to have this corrected. Parents can view the heat map of attendance via the app too.

## **Late Arrivals**

If your child is late to school, please attend the office to get a late note and provide an explanation. If an explanation is not provided, the attendance is considered unjustified. Your child will be given a late notice slip by the office staff and will then go to class independently. Children are not to be taken directly to class by parents when arriving late.

## **Early Leavers**

If your child needs to leave school early or for a period of time during the day, please attend the office and let staff know. They will arrange for your child to come to the office and will provide you with an early departure notice. Returning to school after a period of time is the same process as a late arrival.

## **Extended Leave**

If your family wishes to take extended leave you will need to make an application for leave ([click here to download the form](#)). Extended leave is at the discretion of the Principal and will be granted if sufficient evidence is provided, the child has satisfactory attendance and the leave period will not negatively impact the learning and wellbeing of the child.

## **School Refusal**

Children may not wish to go to school for a number of reasons, including social and friendship issues, learning challenges, or tiredness. It is important to flag any instances of school refusal with the classroom teacher as early as you can.

## **Illness**

Please do not send your child to school when they are unwell, especially when suffering from easy to spread illnesses. NSW Health advice can be found by [clicking here](#).

# About our uniform

## School Uniform

Our uniform helps to create an identity for our students within our community, develop a sense of belonging and promote positive perceptions of our school in the broader community. We expect all of our students to wear school uniform at all times.

Students, teachers, parents and carers, as well as our local community helped develop our school uniform to make sure it:

- meets the requirements of occupational health and safety, anti-discrimination and equal opportunity legislation
- includes items that are affordable, comfortable and made from easy-care and easy-wear fabrics
- is appropriate for the full range of school activities
- is suitable for all body shapes

Our contracted supplier of uniforms is Orange Clothing Company, 4 McNamara Street, Orange 02 6362 8572. The school hat, school bag and winter coat is available through the front office. Children representing Millthorpe Public School must be attired in school uniform.

### Regular School Uniform (option 1):

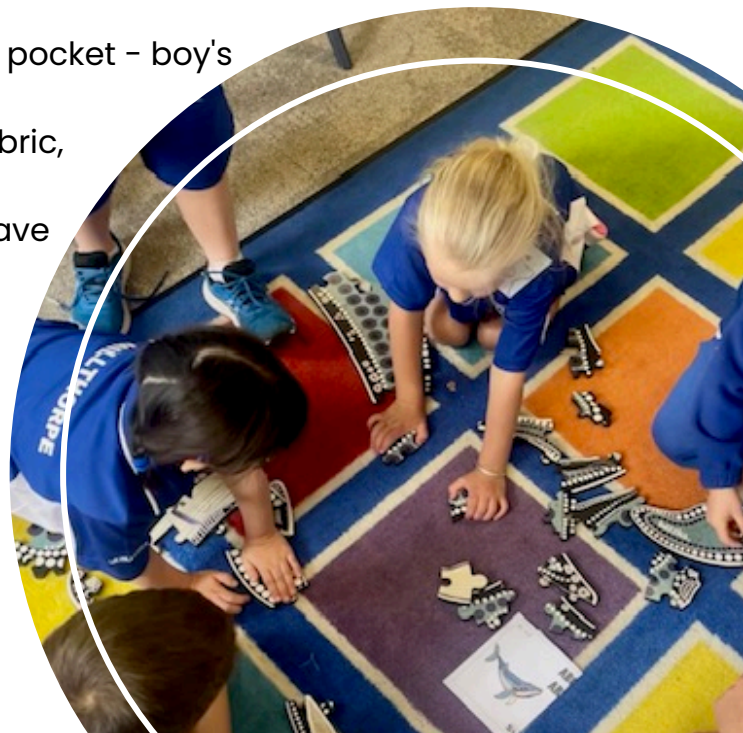
- White shirt with school emblem on the pocket - the girls' shirt can be worn out or tucked in, the shirt can be long sleeved or short sleeved
- School tartan shorts, tartan trouser or tartan long skirt - skirts are worn at or below the knee
- Navy stockings OR white regular-length school socks - stockings can be any thickness for winter or summer, socks have no branding

### Regular School Uniform (Option 2):

- Blue shirt with emblem embroidered on the pocket - boy's shirts are worn tucked in
- Grey shorts or grey trousers - cotton twill fabric, shorts and trousers have no branding
- Grey regular-length school socks - socks have no branding

### Year 6 students only:

- School Year 6 jumper - hood worn down
- Optional



### **Uniform for all students:**

- School tie (optional)
- Royal blue quarter zip polar fleece jumper with MPS emblem
- Royal blue all-weather jacket with MPS emblem - this uniform piece is currently being phased out
- Navy blue all-weather jacket with MPS emblem - preferred jacket as it is warmer, available at the front office
- Black leather school shoes OR black runner-style school shoes OR black boots  
Please note: black joggers with branding, white soles or canvas shoes are not part of our regular uniform
- Royal blue wide-brim school hat with school emblem - available from the front office (compulsory Terms 1 & 4)
- Plain royal blue beanie (optional Terms 2 & 3 only)
- Royal blue scarf - no branding
- Royal blue school bag with emblem - available from the front office

### **Unisex sports uniform for all students:**

- Royal blue polo shirt with school emblem and branding
- Royal blue cotton shorts - shorts have no branding
- Royal blue trackpants - cotton fleece or track pant material
- White regular-length sports socks
- Joggers

### **Accessories at school:**

- Jewellery - should not be worn, with the exception of one pair of plain silver/gold sleepers or one pair of plain, small silver/gold studs for pierced ears, medical bracelets, watches or one simple signet ring
- Hair accessories should be school colours - white, royal blue, navy blue, school tartan
- Nails should be natural and free of polish or acrylics
- Hair is to be worn neat and tidy

The school, with the assistance of P&C volunteers, operates a free clothing pool that provides high-quality, second-hand clothing to our students. Contact the office for more details.

Formal school wear is required for special occasions such as school photos, ANZAC Day march and other school representative events as instructed. Unless otherwise advised, sports uniform is to be worn to school on your child's designated sport day. Students representing the school in sporting teams will be provided uniform. Please return these representative uniforms clean and tidy to the organising teacher or the front office ASAP after the event.

# Curriculum & Support

## Curriculum

Our school used the NSW curriculum for the key learning areas (KLAs) of English, science and technology, mathematics, human society and its environment (HSIE), personal development/health/physical education (PDHPE) and creative and practical arts (CAPA). Teachers plan a scope and sequence of units, then they teach, assess and report to parents based on outcomes from each syllabus.

## School Library

Each class has weekly library lesson to promote the love of literature and all students need a library bag to borrow books each week. This lesson is delivered by a different teacher to the regular classroom teacher. The Library is also open during some recess and lunch times for children to access to engage in quiet activities.

## Music

Each class has a weekly music lesson and students often share their new skills during class performances at assemblies. This lesson is delivered by a different teacher to the regular classroom teacher. We use the Amplify program to deliver music curriculum.

## Learning and Support Programs

Our Assistant Principal Wellbeing coordinates a number of learning and support interventions delivered by teachers with specialised training. Students are referred to programs by teachers or based on assessment data and they are triaged and grouped based on need.

Programs include in-class support, small group intervention and 1:1 programs. They can range from 5 weeks to 20 weeks, depending on needs and progress.

If you have concerns regarding your child's learning or progress, please get in touch with your child's teacher, who is best placed to talk to you about strategies and support that may be available.



### **School Counsellor**

We have access to a school counsellor one day per week who is available for educational assessments and report writing to paediatric services. Our counsellor does not offer 'talk therapy' sessions. Referrals can be made to the school counsellor by parents or teachers and students are triaged for access based on most urgent needs. Our waiting list is currently over 6 months.

### **Choir**

Our school has a K-6 choir run by a teacher at break times. There is no cost to join choir and students enjoy being social while learning music and performing.

### **Student Leadership**

Millthorpe Public School has a range of leadership opportunities for students including school captains and prefects, house captains, Student Representative Council, Year 6 Kinder buddies and library helpers.

### **Sport**

We are a proud member of the Blayney PSSA and participate in social and representative competitions in many sports, for example, soccer, netball, touch football, softball, athletics, swimming, cross country, rugby union, hockey and cricket. Children 8 years and older attend carnivals and older students can trial to be selected in school teams or as individuals in regional teams.

### **High Potential and Gifted Education (HPGE)**

Providing many and varied opportunities to students in the four domains; intellectual, physical, creative, and social-emotional, has always been important at Millthorpe Public School. The HPGE team work together to create opportunities to identify and foster participation to meet the learning needs of high potential and gifted students.

### **Homework**

Homework is encouraged for all students K-6 as a habit forming activity. Homework is encouraged through our school wide reward system, but is not compulsory. Homework may include online activities, spelling lists, grammar activities, maths mental or Book Club activities.

### **Home Reading**

Home Reading is an expected daily activity for children. In Kinder we will supply 'readers' for all students and as child get older and develop their own taste in literature, they move onto personal choice chapter books. Home reading is logged each night and is encouraged through our school wide reward system.

# Health Information

## **Health Care Plans**

Some students may require special plans depending on their health needs. Conditions such as asthma, epilepsy, allergies and anaphylaxis need to be closely monitored in consultation with a health professional. We ask for all documents to be supplied and updated for the school to best meet individual health needs.

## **Administration of Medication**

All medication, including over-the-counter medications are administered by trained staff at sick bay. If your child needs to take medication during the day or for an excursion, please contact the office as you will need to complete forms prior to administration.

## **Anaphylaxis**

We have students at our school who are anaphylactic to a variety of allergens. For this reason we ask parents not to send nuts or nut products with your child in lunchboxes. If your child is anaphylactic you will need to supply an epi pen and ASCIA management plan (which may include other medications). Most staff are trained in administering an epipen, and do not require parental permission to do so as this is considered a life-saving act.

## **Allied Health Services & NDIS Providers**

Our school offers private allied health providers, such as OTs, speech pathologists and psychologists, the ability to deliver services during school hours. The DoE has a commitment to working with NDIS providers to ensure students with disability can also access services. Parents request in writing, to the Principal, which services may assist their child at school. Providers enter into an agreement with the school, depending on available space and school operations. The delivery of any services is always at the discretion of the Principal and can be ceased at any time. For private allied health services, parents organise and pay for service provision directly with the provider. For NDIS providers, services are covered under the students plan. Please note online services can not be delivered due to student supervision requirements.





# About Student Wellbeing

## **Student Wellbeing**

At Millthorpe Public School, we are committed to creating a supportive and nurturing environment where every student feels valued, safe, and encouraged to reach their full potential. Our wellbeing program focuses on fostering positive mental health, resilience, and social skills, while promoting Positive Behaviour for Learning (PBL) throughout the school community. We believe that student wellbeing thrives when there is a strong partnership between families, teachers, and staff, working together to support each child. By building this collaboration, we aim to equip students with the tools they need to succeed both academically and personally.

## **Positive Behaviour for Learning (PBL)**

Our school embraces Positive Behaviour for Learning (PBL) as a key strategy for building a positive and inclusive environment. Guided by the core values of respect, responsibility, and resilience, PBL shapes student behaviour in all settings, from the classroom to the playground. We focus on teaching expectations positively, helping students understand and live out these values every day. With clear expectations outlined in our whole-school matrix, PBL is consistently applied across the school. To encourage and recognise positive behaviour, we use whole-school rewards such as a Colour Run when the house point goal is reached, motivating students to work together and celebrate their achievements.

## **The Resilience Project**

We implement The Resilience Project as part of our commitment to student wellbeing. Through weekly lessons, students engage with the key principles of GEM—Gratitude, Empathy, and Mindfulness. These lessons encourage students to reflect on what they are thankful for, develop an understanding of others' perspectives, and practice mindfulness to stay grounded in the present moment.

The Resilience Project helps students build emotional resilience and supports their mental health, providing practical strategies that they can use both in and out of school.

## Merit Award System

We believe in recognising and celebrating students who consistently demonstrate positive behaviour and uphold our school values of respect, responsibility, and resilience. Our reward system is designed to motivate students by offering recognition for their efforts both in and out of the classroom. Through various awards, we encourage students to take pride in their achievements and continue working towards goals.

## The Reward Trading System

As part of this system, students earn White Merits for displaying our core values and for milestones such as completing 100 nights of home reading or finishing homework for two terms. Every 25 nights of reading earns an orange Home Reading award, while each term of completed homework results in a yellow Homework award. Once students collect four White Merits, they can trade them at the front office for a Merit Certificate. After collecting four Merit Certificates, students can trade them for a coveted School Banner, marking their dedication and positive contributions to the school community.



# We Community

## **Community Engagement**

At Millthorpe Public School, we recognise the importance of strong relationships between the school, families, and the wider community in supporting student success. Our parent helpers play a vital role in this effort, assisting with classroom programs and providing transportation for small groups on excursions, including sporting teams. If you plan on being

a volunteer, please pop into the front office and provide the following documents:

- Current WWCC (applied for through Service NSW)
- Two forms of ID including a photo ID eg: Drivers Licence OR Passport OR Birth certificate and Medicare card OR Bank card
- Complete a [Declaration for child-related workers](#)

Please allow time for the screening process as it can take up to 48 hours.

## **The Millthorpe Markets**

The Millthorpe Markets are a major fundraiser for the school, held twice a year by the P&C Association. Parent and student volunteers, along with school staff, playing a crucial role in ensuring the Markets success. Through the hard work and dedication of our community, the Millthorpe Markets not only raise vital funds for the school but also strengthen our connections and foster a sense of belonging among all participants.

## **Special Religious Education / Ethics**

Each week, students participate in Special Religious Education (SRE) and Ethics lessons, exploring various belief systems and ethical frameworks. The sessions are led by volunteer teachers who share their knowledge through discussions and activities. Students learn to understand and respect diverse perspectives, fostering critical thinking and moral reasoning. Our SRE and Ethics program promote values of compassion, understanding, and inclusivity within our school community.

## **Community Use of School Facilities**

We welcome the community to use our school grounds for various activities. The school hall is available for hire, accommodating events such as a dance school, workshops, and community gatherings. Please contact the office staff to organise a booking.





# Who to Contact

Absent from school – Call or email the front office or the SENTRAL app

Compliments – Front office, classroom teacher, Assistant Principal, Deputy Principal or Principal

Homework or home reading – Classroom teacher, then Stage Assistant Principal

Behaviour of students in class – Classroom teacher, then Stage Assistant Principal

Lost Property – Your child, then classroom teacher

Unresolved issues – Stage Assistant Principal, Deputy Principal, then Principal

A family upset that may impact a student – Classroom teacher or Stage Assistant Principal

New phone number, address or emergency contacts – Front office

Financial problems or request for assistance – Principal

Enrolments – Front office

Student health and wellbeing concerns – Front Office or the AP Wellbeing

Community use of facilities – Front office

Bus information or complaint Newman's Bus Service or Orange Bus Lines

Vehicle Conveyancing – NSW Dept of Transport

Learning Support enquiry – Assistant Principal Wellbeing

Sport – Classroom teacher or Mr Tom Mason

Curriculum question – Deputy Principal/ APCI

Uniform clothing pool – Front office

Class learning or behaviour question – Classroom teacher, then Stage Assistant Principal

Playground behaviour question – Teacher on duty, then AP Wellbeing or Deputy Principal

Before and After School Care enquiry – Aspire: Meg Corby 0455 665 493

School Counsellor enquiry – AP Wellbeing, then Deputy Principal

Bullying incident between students – Stage Assistant Principal, then Assistant Principal Wellbeing

Canteen – Front office or QuickCliq helpline 1300 11 66 37