



ASCOT PARK PRIMARY SCHOOL



FAMILY INFORMATION BOOK



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SCHOOL VALUES

Respect

Responsibility

Excellence



ASCOT PARK PRIMARY SCHOOL

1-37 Pildappa Ave Park Holme SA 5043
PH: 8276 3055 FAX: 8277 9007
E-MAIL: dl.0340.info@schools.sa.edu.au
WEB: www.ascotpkps.sa.edu.au

Dear Parents and Carers,

On behalf of the staff at Ascot Park Primary School, I am happy to welcome you to our school community. We are proud of our diversity and value the individual needs and interests of each student. Our spacious, supportive and happy learning environments, along with high expectations, give all students the opportunity to achieve their academic, social, emotional and physical potential.

Teachers plan rigorous, relevant and engaging learning experiences using the Australian Curriculum to address the individual learning needs of our students. We have a strong literacy and numeracy focus across the school and offer learning support and intervention programs for students who may be experiencing difficulties.

Students can follow individual pursuits including sport and performing arts. Students also have the opportunity to participate in the Children's University program which provides fun, high quality activities outside of the school curriculum.

We are the only primary Specialist Physical Education and Sport School endorsed by the Department for Education. Students enrolled in our specialist sport program receive high quality coaching in gymnastics and other sports and all students participate in a PE and gymnastics lesson every week.

We have approximately 24 different nationalities represented and students, families, staff and the community embrace the diversity within the school. We have a strong commitment to ensuring that everybody belongs. Our school values of respect, responsibility and excellence are evident across all aspects of school life.

We look forward to a productive partnership with you to ensure our students achieve their highest potential. We recognise that in order to be successful in school, our students need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our students' success and want you to know that we will do our very best as we fulfil our responsibilities.

Please consider becoming a volunteer at school as our students greatly benefit from your involvement and contributions to the school's program and its operations. Areas you can volunteer in are classroom activities (eg listening to reading), helping in the library or garden, or joining our Governing Council.

Our staff and I feel privileged to be a part of this wonderful school community. We thank you for your support and look forward to working with you and your child throughout their primary years of learning.

Regards,

Sam Kenney
Principal

SCHOOL INFORMATION

Ascot Park Primary School is a public school managed by the Department for Education, opening in 1926. The old buildings were replaced by the present open plan design in 1974. Ascot Park, once a very large school with a separate junior primary section amalgamated in 1984. In 1989 it became the state's gymnastic focus school which remains part of the specialist sports program today. We are a multicultural school where we celebrate and value our diversity.

Contact details

Address: 1-37 Pildappa Avenue, Park Holme 5043
Phone: 8276 3055
Email: dl.0340.info@schools.sa.edu.au

School times

School hours are 8.50am to 3.10pm:

- Classrooms open 8.50am
- Lessons 1-2 9.10am
- Supervised lunch eating 10.50am
- Lunch playtime 11.00am
- Lessons 3-4 11.30am
- Recess playtime 1.10pm
- Lessons 5-6 1.30pm
- Dismissal 3.10pm

Students are dismissed at 2.10pm (1 hour early) on the last day of every term, on sports day and on the Thursday before Good Friday.

Term dates

	Term 1	Term 2	Term 3	Term 4
2025	28 January to 11 April	28 April to 4 July	21 July to 26 September	13 October to 12 December
2026	27 January to 10 April	27 April to 3 July	20 July to 25 September	12 October to 11 December

FINANCE INFORMATION

School fees

Materials and services charges are set by the Governing Council each year, with the **fees for 2025 set at \$300.00**. Parents/carers are requested to pay this account promptly. Payments can be made using cash, cheque, eftpos or the Qkr! app. We can also set up a pay by instalment arrangement if you wish. School fees cover the purchase of curriculum support materials and particular consumable items including stationery and art/craft materials.

A proportion of the school fee may be charged for students enrolling during the year. Throughout the year additional fees are charged for camps, excursions and special events at the school.

For students participating in specialist sport programs there are additional charges which can be paid in full or in regular instalments by negotiation with the business manager. All fees must be paid in full by the end of term 1 for your child to continue. Unfortunately, we cannot offer refunds once the program has commenced as coaching staff are employed on initial numbers eg if your child changes their mind or you move schools.

School card

School card approval assists parents/carers in the payment of fees through an allocation of money to the school by the government. This government assistance scheme is available to parents/carers who meet the criteria. School card approval is based upon either the parent/carer being a holder of a pension card from Centrelink or can prove low income.

School card application forms are available online at www.sa.gov.au/education/schoolcard and must be completed at the time of enrolling AND at the beginning of each year. Front office staff are happy to assist with this application.

Money collection

All money is handled through the front office which opens at 8.30am each day. Our preferred payment is via the Qkr! app – a secure and easy way to pay for school and OSHC fees, excursions, canteen and uniform items <https://qkr-store.qkrschool.com/store>. If you require support with the Qkr app, please contact the front office.



GENERAL INFORMATION

Starting school

If your child turns five before 1 May, they will start school on the first day of term 1 in that year. They will complete 4 terms of Reception. A **mid-year intake** was introduced in SA public schools in 2024. If your child turns 5 years from 1 May to 31 October, they can commence school at the start of term 3 of that year. Children enrolled through a mid-year intake will complete 6 terms of Reception.

We offer school tours for prospective families and a series of orientation visits in the term prior to your child starting school which help them transition to school.

Hours of supervision

The hours of supervision are 8.30am to 3.25pm. Learning spaces are open at 8.50am for students to enter in the mornings. Students should not be in the school yard before 8.30am as there is no teacher on duty until 8.30am. Please do not send your child to school before this time unless they are participating in sport or attending OSHC or breakfast club. The time between 8.30 and 8.50am is NOT a play time as the teacher on duty is ensuring everyone arrives safely at school and their learning space. There are no ball games and the oval, netball courts, playground and nature play space are out of bounds for all students as they need to be able to transition calmly into their learning spaces, ready to start the day successfully.

If you are delayed in the afternoon, please inform the school as soon as possible. The afternoon duty finishes at 3.25pm and any students still in the yard will be brought to the front office where parents will be called to come and collect their child. Front office staff cannot supervise students, so if they are unable to reach parents or emergency contacts, they will be sent to OSHC and parents will be charged. For student safety reasons, we ask that families leave the school yard promptly and not play in the yard - if students are playing on equipment etc, the yard duty teacher can not determine if a student is there unsupervised and has not been picked up.

Attendance

Regular attendance at school is a shared responsibility between parents/carers and school. Research shows that success in learning and later in life is directly proportional to regular attendance and participation in schooling.

Parent/carers's responsibilities:

- Get your child to and from school
- Ensure your child arrives at school between 8.30 and 8.50am (the closer to 8.50am the better transition is for students)
- Ensure your child attends school every day school day
- Provide the school with an appropriate explanation for a student's absence via phone, email, ClassDojo, written note or medical certificate
- Sign your child in at the front office if they are late for school, explaining the reason - parents and carers must not interrupt classes to drop off children, give messages or for any other reason.
- Inform the class teacher or front office prior if you need to collect your child early. You must sign your child out at the front office and wait for your child there. Parents/carers must not go to the classroom to collect their child as this disrupts the educational program and other students' learning. Unfortunately we cannot allow students to walk home by themselves early for safety and duty of care reasons. It is requested that appointments are made out of school hours wherever possible.
- Organise pick-up arrangements with your child before school so that they know where to meet their adult or know how they are getting home. Please do not call the front office just before pick-up time if arrangements change as we may not be able to notify your child in time - please notify the front office of any changes before 2pm whenever possible. Do not message class teachers on ClassDojo as they may not see it in time.
- Inform the school if your child will be absent for an extended period eg family holiday, long illness. Parents are required to complete an exemption form available from the front office.



Pupil free days

Pupil free days (student free days) are when students do not attend school so that staff can participate in improvement planning or staff development. Schools have 4 days each year which are approved by the Principal and endorsed by governing council at the beginning of the year. The dates are published in the school newsletter. Sometimes the days can change due to last minute changes in school priorities or availability of presenters but we aim to give our

community at least one month's notice. Schools can also close for an event of local significance such as the Royal Adelaide Show. Our OSHC is open on all of these days but you need to book early to ensure a place!

Student expectations

The relationship between a student and a caring adult is the fundamental basis of all behaviour support. Students are most likely to behave in a positive, inclusive and respectful manner when they are supported by a caring adult who models this behaviour and who teaches, guides and supports the student to do the same.

At Ascot Park Primary School we use strategies for teaching and learning that enable teachers to increase engagement of students with complex needs and to successfully improve all students' self-regulation, relationships, wellbeing, growth and academic achievement. Our strategies are based on the Berry Street Education Model and incorporate evidence based trauma-informed teaching, positive education, social-emotional learning programs and wellbeing practices, as well as differentiated curriculum and teacher practice that support positive behaviour.

Staff show unconditional positive regard at all times - accepting and supporting students exactly as they are without judgement. This allows the student to feel valued regardless of their behaviours, and underpins staff-student relationships. We understand that all behaviours have a purpose and that behaviours may help a student seek or avoid something that is internal or external eg relationships with peers, anxiety, physical disability, learning difficulties/disabilities.

Expectations of students:

Respect for self and others

- Treat others as you would like them to treat you
- Keep our school free from harassment, violence and bullying
- Be kind, be fair and be inclusive of others
- Follow instructions from all staff - all instructions will be fair, safe and reasonable
- Follow class rules and yard guidelines
- Take responsibility for your own behaviour and as a bystander
- Aim to restore relationships and to understand the impact of your behaviour on other people
- Wear the correct uniform every day including a school hat in terms 1, 3 and 4

Learning and communication

- Be organised and ready to learn, enter all lessons in a calm way
- Actively participate in all learning tasks and complete set work
- Have a go, persistent and pursue your personal best - the braver you are the more you learn
- Aim high and work hard
- Communicate in a respectful way (including positive body language) with all staff and peers
- Use good manners

Respect for property and the school environment

- Look after your own belongings and school property
- Leave the belongings of others alone
- Keep our school free of litter, graffiti and vandalism
- Look after trees and gardens
- Conserve resources eg power, water and paper
- Be positive and participate in all aspects of school life

School uniform

We encourage a high standard of appearance and neatness within the school and all children are expected to wear the correct uniform for all school activities unless specified otherwise. All students are expected to wear the school colours – bottom half plain black and top half bottle green. Uniforms are on display in the front office and in our uniform shop.

The uniform shop is located at the front of the school to the left of the front office and is managed by our SSOs (school services officers). Please check with the front office for current opening times. A limited number of second-hand items are available. Uniform items ordered through the Qkr! app will be delivered to the student's classroom. If the size ordered appears to be incorrect, it will be swapped for the right size.

Please read our school dress code brochure for more information.

Sun-smart

The school is proactive in its efforts to ensure that children are protected from potentially dangerous and cumulative exposure to the sun. It recognises that skin cancer can be life threatening but is preventable. All children are expected to wear a school hat whenever they are involved in outside activities in in terms 1, 3 and 4. Students who do not will be required to sit in the courtyard or go to the



library if open. Students are also encouraged to provide and apply their own SPF 30+ sunscreen.

Learning spaces

Parents and carers are required to 'kiss and drop' their child at the door and not enter learning spaces at drop off or pick up times unless specifically invited in by the teacher. Learning begins as soon as students enter their learning space, where they begin to develop and practise essential life skills such as:

1. Independence, confidence and resilience eg when students say goodbye to their parents/carers, think for themselves, remember routines and rules
2. Responsibility eg when students follow the morning routine eg put their bag in their locker, put their water bottle on their desk
3. Teamwork and communication eg when students connect with their teacher and peers to build positive relationships
4. Organisation and self-direction eg when students manage their time and are ready to learn

'Classroom door' meetings before school are discouraged, as the teacher's priority is their students. Teachers need to welcome all students, frame the learning for the day and help everyone in the learning space be ready to learn.

If you would like to meet with your child's teacher, please contact them on ClassDojo to arrange a time either in person or via phone.

Opportunities for parents and carers to visit learning spaces throughout the year include beginning of year learning space tours, 3-way learning conversations, parent-teacher meetings and interviews, and a showcase of learning in term 3.

NDIS service providers

We value the contribution that NDIS (National Disability Insurance Scheme) service providers can give to the learning and wellbeing of our students. Parent/carers must meet with a member of the leadership team to discuss any requests and a determination will be made as to whether the school can accommodate this eg school responsibilities such as duty of care and meeting the mandated amount of instructional time may limit access to a school site as well as adjustments and support services already in place.

There is no obligation for the school to accept a request and the decision is made on a case-by-case basis for each student. The school can withdraw permission at any time.

HEALTH INFORMATION

We all have important roles to play in keeping our school a safe place for everyone. The Department for Education first aid and infection control standard states that if a child becomes unwell while attending school, including if they have the symptoms and signs of an infectious disease, we are required to phone parents/carers to collect them.

If your child comes to school unwell and is showing signs of any illness or develops them as the day progresses eg fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness, then we will ring you to come and collect them.

As parents, it is your responsibility to keep your child home if they are unwell. We understand that it can sometimes be difficult for families to take time off work or study or organise alternate care. However, it is imperative that families focus not only on the health and wellbeing of their own child but also upon the health and wellbeing of other children and staff.

Sick room

The school has a sick room which is monitored by front office staff. If a student is unwell the parent or emergency contact will be called. Parents are also contacted in the case of serious first aid needs or soiled clothing. In the case of a serious emergency the school will call for an ambulance and then make contact with the parent or emergency contact. Parents are responsible for payment of any expenses incurred but maybe eligible for reimbursement through the department.



Emergency contact information

We keep emergency contact information about each child on our school database. It is important that this information is kept up to date. Parents must notify the front office of any changes of address, telephone numbers etc, as soon as possible.

Health care plans

Some students may require a health care plan which provides details of emergency and routine health and personal care support for a student with an identified health condition eg seizures, anaphylaxis, asthma, diabetes or continence. Parents must consult with the treating health professionals and provide a copy of any documentation to the school before the student begins. Where a review date has expired the care plan remains valid until an updated form is received from the parent.

Medication

We cannot administer any medication without a signed note from the doctor. Medication for students is kept at the front office and will only be given when ordered by a doctor and is provided in the original, fully labelled pharmacy container or Webster-pak.

Allergies

We have students who have severe allergic reactions to some food products and nuts. We provide a safe place for all students and therefore ask for your cooperation. Please do not send nuts or food that contains nuts to school eg peanut butter, Nutella. Please read all newsletters regarding students who may have other food allergies in particular classes. Staff supervise eating at lunch time and children are not to share food. We have the rule EAT ON A SEAT in the yard.



Head lice

It is the responsibility of parents to check their child's hair regularly for head lice and nits. If found, appropriate head lice treatments must be used to remove them before the child returns school. The school must be notified. If a staff member detects or suspects head lice in a child, parents will be contacted to arrange for the child to be checked and treated before he/she returns to school. More information on symptoms, treatment and prevention can be found at:

www.sahealth.sa.gov.au

SPECIALIST PE AND SPORT

Physical Education

Physical activity is vital for children's health, wellbeing and development now and in the future. Australian guidelines say that children over 5 should do at least one hour of moderate to vigorous physical activity at least three days a week, this should include activities that strengthen muscles and bones. Our experienced PE teacher deliver a quality curriculum where every student has 1 general PE lesson and 1 gymnastics lesson every week.

1. Gym for all

All students participate in our *Gym for all* program which develops balance, coordination and confident body movement as well as builds self-esteem, strength and flexibility, preparing the body and mind for life's challenges.

2. Daily fitness

3. Whole school events

Each term we have a whole school PE focus which includes:

- swimming (Rec-year 5) and aquatics (years 6)
- sports day
- Jump Rope for Heart
- PE week
- Premier's *be active* Challenge

4. School sport

Students have many opportunities to represent our school and pursue their personal best in a variety of activities including:

- after-school sport
- district carnivals eg swimming, athletics, cross-country
- statewide competitions
- Festival of Gymnastics

Specialist sport program

At Ascot Park Primary School we understand the importance of regular physical activity and highly value the extra-curricular activities our students participate in. We offer the following programs:

1. Try Sport for years 1-2

We offer a different sport each term, one day a week after school in the sports centre, for our junior primary students to have a go (Reception students can participate if numbers permit). There is no cost for this program!

2. Specialist sport programs including gymnastics for years 2-6

These programs provide an opportunity for students to develop their individual skills, team play and knowledge to the highest level, with a focus on developing lifelong participation in physical activity, leadership and citizenship.

All programs are run by highly qualified and professional coaches who plan and implement high level programs aligned to the Australian Curriculum and training development programs. Training times vary each year according to coach and student availability and needs, and are held either before or after school. Costs are heavily subsidised through our funding.

Community programs

We offer 2 programs for our local community:

- *GymPlay* - a movement based playgroup for toddlers and their families on Tuesday mornings
- *GymFun* - a KinderGym style program for Ascot Park Kindy and other local preschools

GOVERNING COUNCIL

The Governing Council works with the Principal to help set and monitor the direction of the school. Meetings are held twice per term, usually on a Tuesday in weeks 3 and 8. We are keen for parents who have previously not been involved in council or parents who have younger children in the school, to think about joining our Governing Council for the first time. The Governing Council is the employing authority of OSHC.

Out of School Hours Care (OSHC)

OSHC incorporates before school, after school, pupil free day and vacation care. Before school care operates daily 7.00am to 8.30am and after school care operates 3.10pm to 6.00pm. OSHC is open for pupil free days if numbers permit. Parents are requested to make contact with the director regarding any enquiries or questions.
Phone: 0429 120 445.

Canteen Service – Poh Tay Market

The school has a buy in service each Thursday and Friday through Poh Tay Market (Forbes Shopping Centre on Marion Road). Lunch can be ordered by Students and Staff via the QKR! app. Orders can be made up until 8.30am of the morning of order. Lunchboxes are dropped to the front office on Thursday and Friday mornings by 9.30am. Food is delivered by Poh Tay at around 10.40am. Students can collect classroom lunchboxes from the office at 10.50am. Due to health and safety reasons, individual student lunches cannot be heated up.

OTHER INFORMATION

Taking photos or filming students

We understand that some parents may wish to film their children's participation at assemblies or special events. In order to ensure the privacy of all students, please be aware that any vision or photographs taken must be for personal use only. Images taken of students other than your child must not be placed on public forums such as *Facebook*, *Instagram* or *You Tube*.

Permission to leave school grounds

Children are not permitted to leave the school grounds during the school day unless they have written consent or their parents come to collect them.

Hot/wet weather procedures

When it is excessively hot (current temperature is 36°C or over) or raining the children are supervised indoors. Sometimes use of the oval is not allowed due to excessive mud or water so other supervised play areas will be made available eg netball courts or sports centre.



Emergency management procedures

In the event of fire, bomb threat, disasters or similar emergency, the following sequence of operation have been determined:

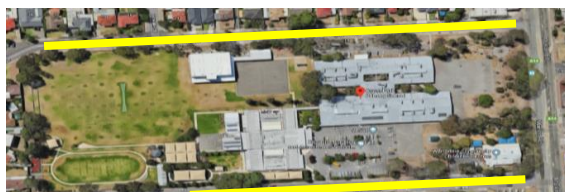
- Alarm (siren sounds for extended period) for evacuation or invacuation
- Emergency service called
- Assembly in safe area - oval
- Roll call
- Leadership staff and emergency service support advice followed

The school holds emergency evacuation and invacuation practices every term to ensure everyone knows what to do in such situations. All staff, students, parents, volunteers and workers on site at the time are expected to follow these procedures.

Car parking

Unfortunately, the school cannot provide parking for parents/carers. The carpark located at the front of the school on Pildappa Ave is for **STAFF ONLY** as indicated on the fence sign and on the driveway entrance. Student safety is of the utmost importance so we request that parents do not drive in.

Parents dropping off and picking up children or accessing GymPlay or KinderGym must park along Pildappa or Duncan Avenues as indicated on map in yellow. Please do not park in the carparks of SASSVI/Kilparrin or local businesses. Please be considerate of our neighbours and DO NOT park across driveways. Parking anywhere about the school is done at the driver's own risk. Neither the school nor the department will take any responsibility for any injury to any person or damage to your own or other's property



Bikes and scooters

We have a fenced enclosure for bikes and scooters to be stored during the day. All students MUST wear a helmet riding to and from school on a bike or scooter. It is strongly recommended that bikes are well secured as although we endeavour to lock the bike enclosure area every night, we cannot guarantee it. The school does not accept any responsibility for bikes or scooters left overnight or for any damage or loss of any part or all of a bike or scooter.

Grounds and facilities

The facilities of the school are available for use by community organisations. An application in writing, proposing hire arrangements, frequency of use, supervision details, etc via the business manager is required for this.

Lost property

We ask that all clothing and other items brought to school eg water bottles are clearly labelled with your child's name. Lost property is located in the LS1 wet area (green unit). Items not claimed at the end of each term are displayed and the remnants are given to charities or where possible recycled through the uniform shop.



Volunteers

We believe that volunteers make a significant contribution to the community by giving their time and sharing their skills and expertise with others. Volunteering opportunities include listening to children read, excursions, canteen and governing council. Adults must fill in a volunteering application form available from the front office. Volunteering roles such as sports coaches, attending camps and those that do not involve your child directly eg canteen or governing council will require the adult to complete:

1. Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) course for volunteers
2. Working with children check
3. Online general induction
4. Volunteer agreement form

Communication

Teachers at Ascot Park are highly committed to maintaining effective communication with parents and carers.

Assemblies

We have a whole school assembly every Wednesday fortnight, usually in even weeks at 9.10am in the sport centre. Each class is responsible for hosting an assembly 2-3 times during the year and each assembly consists of singing the National Anthem, Acknowledgement of Country, various class items and finishing with our *Play is the Way* awards. Parents/carers are most welcome to attend as it is a fabulous opportunity to see what's happening in classes and around the school.

Newsletters

The school newsletter is published on ClassDojo and on our website in weeks 1, 5 and 9 each term or alternatively parents/carers can request an electronic copy to be sent via email. Hard copies are available from the front office. Class newsletters and term overviews are sent home at the beginning of each term.

ClassDojo

ClassDojo is a free communication app and website which helps us to communicate more effectively with our school community. It provides parents with everything they need to know about class and school happenings including newsletters, updated news, photos, special events and messaging that can be translated into more than 35 languages. It also allows parents/carers to contact their child's teacher regarding individual student matters including absences. More information can be found at

<https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents>.

Keep up to date with class news and information using these features:

- School story – where we share newsletters, day to day updates of a whole school nature, congratulations across the whole school etc
- Class story – share news and events relevant to the class only
- Portfolios – assign work and share feedback to individual or groups of students
- Messages – direct conversations between parents and teachers.



It is an expectation that all parents/carers download and check ClassDojo daily. Your child's teacher will give you a code to quick-connect to the class which looks something like "C123ABCD." The app is free and is easy to download from iTunes App store or Android's Google Play store. Alternatively, you can download it to your account from the links on our website.

Communication through ClassDojo is most effective when the message is brief, informative and respectful. Issues or concerns requiring more detailed discussions or information need to be addressed either face-to-face or over the phone at an agreed time. Teachers' priority is to their students and the teaching and learning program, so they are

unable to check messages during the school day. If you need to contact the school urgently, please call the front office. Teachers are only required to respond to messages during term time, Monday to Friday 8am to 5pm.

Other communication



Visit us at www.ascotpkps.sa.edu.au

Contact the front office if you need to:

- Get an urgent message to your child eg to let them know a change in pick-up arrangements
- Contact a member of the leadership team (please do not send the principal and deputy messages on ClassDojo)

Raising a concern

If you have a concern or question about your child's learning or wellbeing, please contact your child's teacher in the first instance. Your child's teacher is best placed to answer any concerns as they are usually the person with the appropriate information.

If you are still not satisfied that your concern has been addressed, you can contact a member of the leadership team through the school's email address or by contacting the front office and making a time to meet with them.

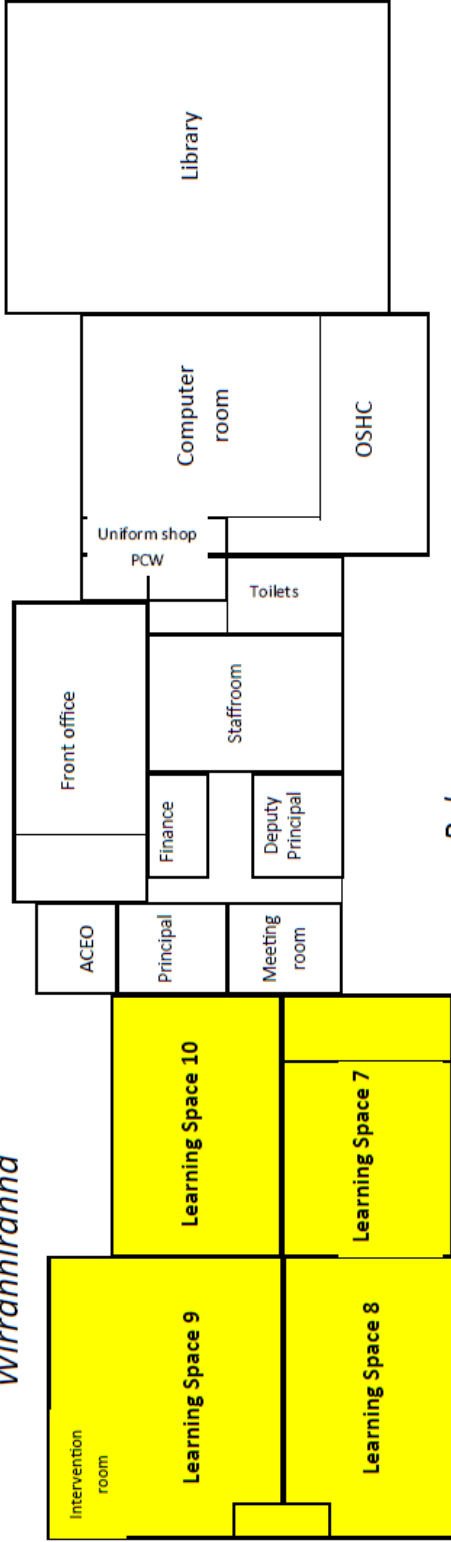
Phone: 8276 3055

Email: dl.0340.info@schools.sa.edu.au

Ascot Park Primary School

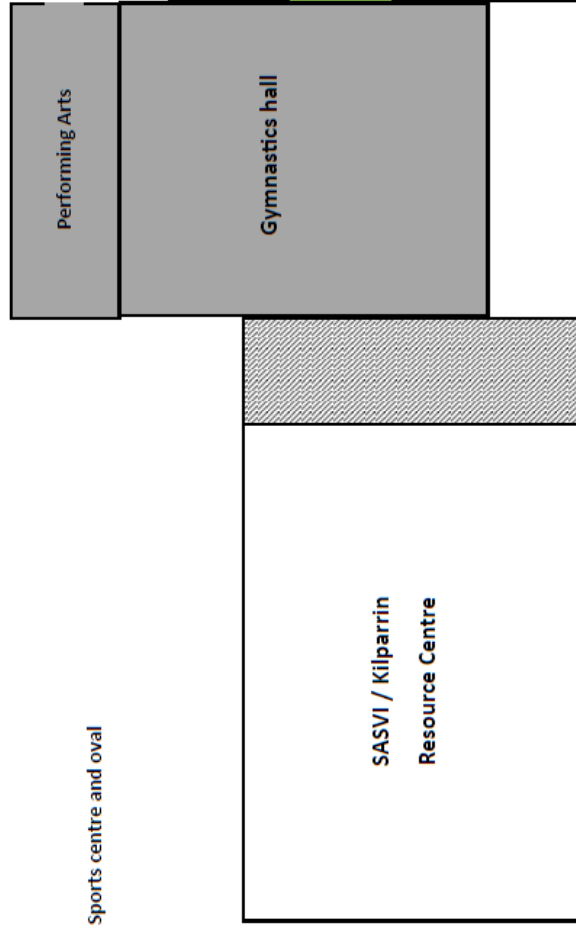
Pildappa Avenue

Wirranniranna



Pulyonna

Marion Road



Sports centre and oval

Duncan Avenue

Not drawn to scale



masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

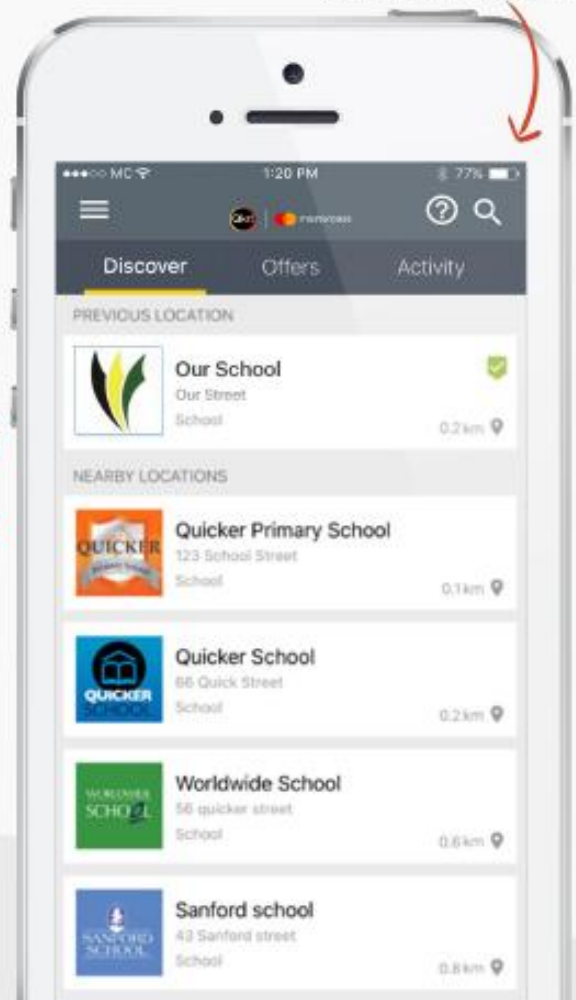
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





masterpass

Add your children's details in Student Profiles

Select
'Add student profile'



Add each
child's details



Manage each
child's details in
Student Profiles



Order meals

Select a menu
from our canteen



Tap the green
box to view
your receipt
or to cancel
an order



Select a date
for a child and
order a meal



Tap to change
the date you
are ordering for

Tap 'Repeat
order' to
copy all paid
orders from
one week to
the next

Tap to change
the child you
are ordering for

Tap 'Checkout'
then confirm and pay

Making payments

Add up to 5 cards to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted
by the school.

Once your payment is approved you
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