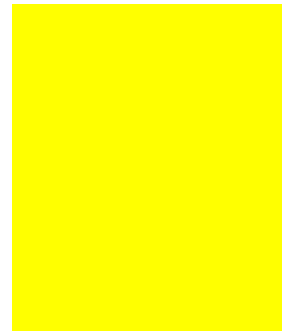
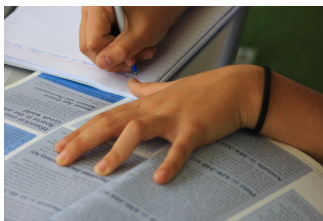
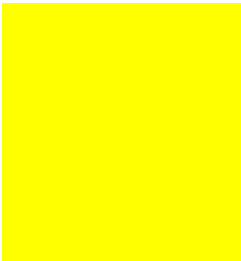
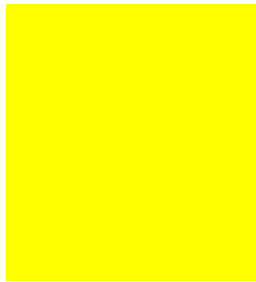
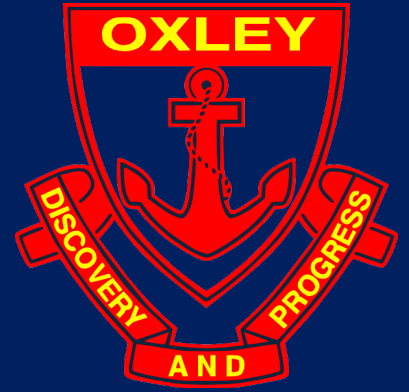


# Welcome to Oxley High School

NSW Public Schools – Leading the way



**Year 7**  
**Orientation Booklet**  
**2019**



Education  
& Training

# OXLEY HIGH SCHOOL BELL TIMES

Period	Mon, Tues, Wed, Fri
Before School	8:30 – 8:55
Warning Bell	8:55 – 9:00
PC	9:00 – 9:10
1	9:10 – 10:10
2	10:10 – 11:10
Recess	11:10 – 11:40
3	11:40 – 12:40
4	12:40 – 1:40
Lunch	1:40 – 2:10
5	2:10 – 3.10

Period	Thursday – Sports
Before School	8:30 – 8:55
Warning Bell	8:55 – 9:00
PC	9:00 – 9:10
1	9:10 – 10:00
Assembly	10:00 – 10:35
Recess	10:35 – 11:05
2	11:05 – 11:55
3	11:55 – 12:45
Lunch	12:45 – 1:15
Sport	1:15 – 3:00

Period	Wet Weather Thursday
Before School	8:30 – 8:55
Warning Bell	8:55 – 9:00
PC	9:00 – 9:10
1	9:10 – 10:10
Recess	10:10 – 10:40
2	10:40 – 11:40
3	11:40 – 12:40
Lunch	12:40 – 1:10
Sport	1:10 – 3:00



Dear Parents,

My name is Tatum Robards and I have been a teacher in the Mathematics faculty at Oxley High School for the past 5 years. It is with great pleasure and eagerness that I have taken on the role of Year 7 Advisor for 2019.

As Year Advisor, my role is to support students, with a primary focus on their wellbeing. I will help facilitate whole year activities around social and emotional health such as anti-bullying workshops, conflict resolution, personal development and team building. I am particularly looking forward to our camp in Term 1.

A very important part of my role is to maintain a link between school and home. If parents or students have a concern about something, which may require additional support, please make contact with me. Furthermore, if I have concerns, or would like to provide feedback on the progress of your child, I will contact you. I may not always be available immediately as I could be teaching or coordinating extra-curricular activities; however, I can ensure that our exceptional office staff will pass on any messages and I will contact you at the earliest opportunity.

I look forward to working with you and your children to make their journey at Oxley High School a most rewarding one.

Kind Regards,

Miss Tatum Robards



# Oxley High School – 2019 Executive Staff



Simon Bartlett-Taylor  
Principal



Deirdre May  
Deputy Principal  
(Middle School)



Mark Baldwin  
Deputy Principal  
(Senior School)



Paul Davis  
Executive HT  
Accreditation/PL



Irem Mooney  
HT Wellbeing/LST



Natasha Gillan  
HT Wellbeing



Julie Stokes  
HT Administration



Jane King  
HT Accreditation/PL



Joanne Thurling  
HT English



Matthew Frazer  
HT Mathematics



Peter Gurney  
HT HSIE (rel.)



Kate Roser  
HT Science



Peter Yeo  
HT PDHPE (rel.)



Ricky Petrie  
HT TAS



Natalie Hill  
HT CAPA



Rachael Rapley  
HT Special Education



# Oxley High School – 2019 Wellbeing Team



Simon Bartlett-Taylor  
Principal



Deirdre May  
Deputy Principal  
(Middle School)



Mark Baldwin  
Deputy Principal  
(Senior School)



Brenton Dick  
School Psychologist



Irem Mooney  
HT Wellbeing/LST



Natasha Gillan  
HT Wellbeing



Janine Way  
AEO & Girls Academy



Tom Lahrs  
Clontarf Academy



Tatum Robards  
Year 7 Advisor (Maths)



Lauren Beckinsale  
Year 8 Advisor (HSIE)



Heath Pett  
Year 9 Advisor (Sp. Ed.)



Trenton Perkins  
Year 10 Advisor (HSIE)



Charlene Baillie  
Year 11 Advisor (Sp. Ed.)



Natalie Creighton  
Year 12 Advisor (English)

# **A Guide to Communication at Oxley High School**

Address: Piper Street, Tamworth North 2340

Tel: (02) 6766 1677

Email: [oxley-h.school@det.nsw.edu.au](mailto:oxley-h.school@det.nsw.edu.au)

Webpage: <http://www.oxley-h.schools.nsw.edu.au/>

Facebook: <https://www.facebook.com/OxleyHighSchoolTamworthOfficial>

## **Parent Portal**

Parents are invited to access the Oxley High School Parent Portal in order to:

- View Student Reports
- View Student Timetables
- Make Parent/Teacher interview bookings
- Manage and view attendance information
- Submit requests to change student records including contact information
- View communications including newsletters and daily notices
- View the number of positive and negative incidents recorded for the term

## **Oxley High School Webpage**

Oxley High School maintains a school website featuring news, assessment and event calendar, photos, policies and links to parent portal, school newsletters and other forms and memos.

## **Oxley High School P&C**

Meetings: 4<sup>th</sup> Monday of every month in Macquarie Block. All parents are welcome to attend. If you have any questions please contact the P&C in the following ways:-

Email: [oxleyhighpandc@gmail.com](mailto:oxleyhighpandc@gmail.com)

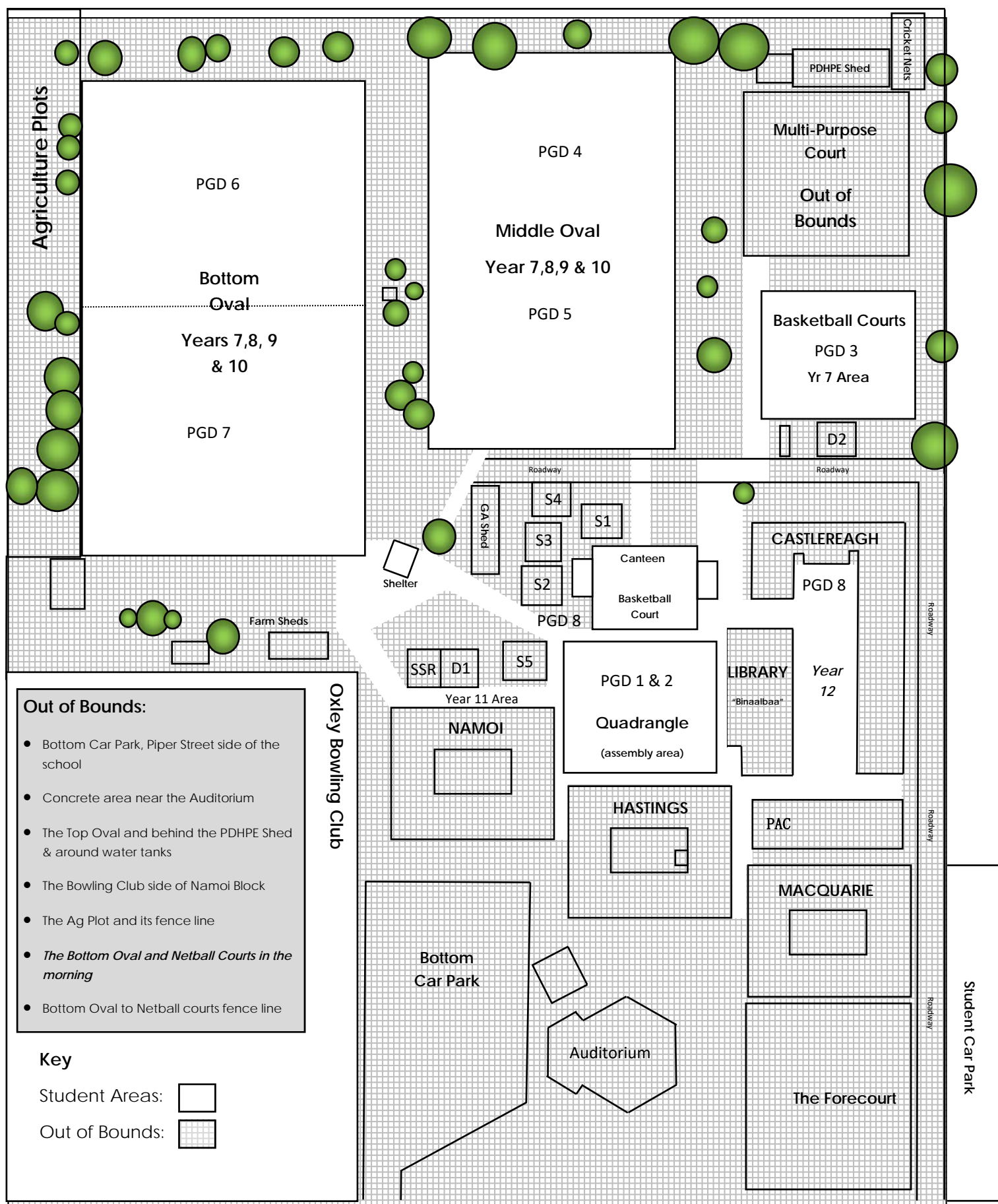
Facebook: ***Oxley High P&C*** or ***Oxley High School P&C Association***

The P&C are always looking for more volunteers in the canteen, so if you can spare a few hours once a month, once a fortnight or once a week, please contact the canteen directly on

Tel: 6766 1131

Email: [oxleyhighcanteen@gmail.com](mailto:oxleyhighcanteen@gmail.com)

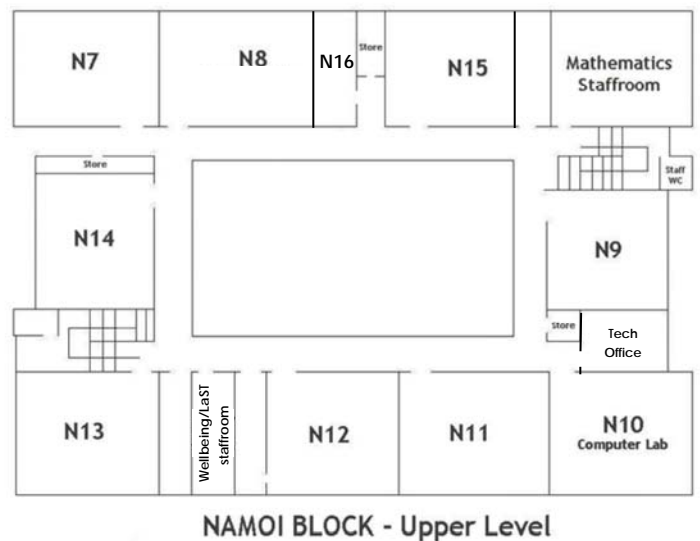
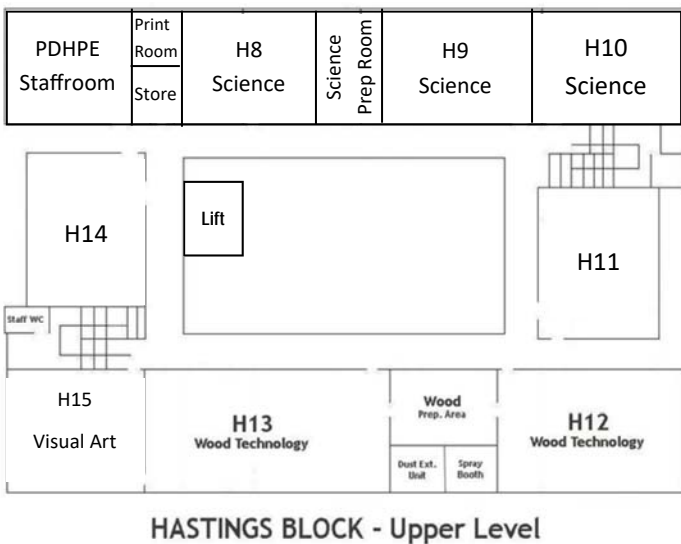
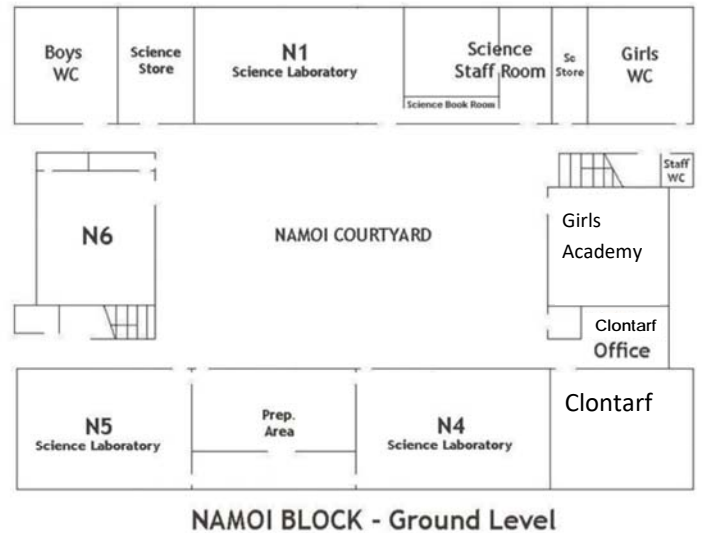
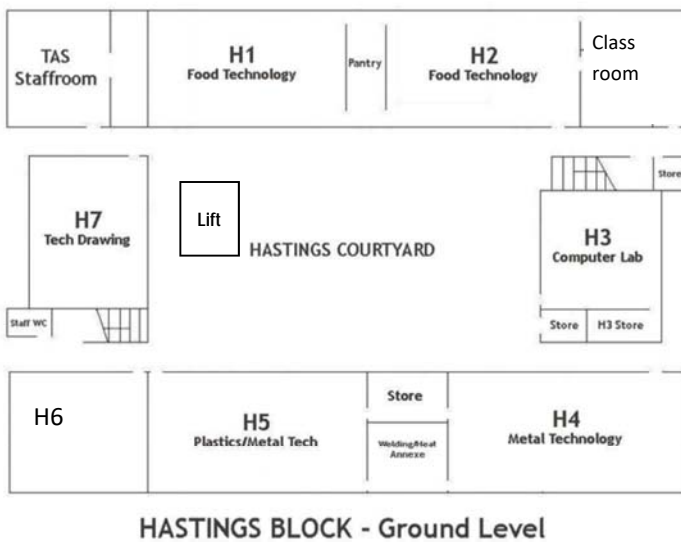
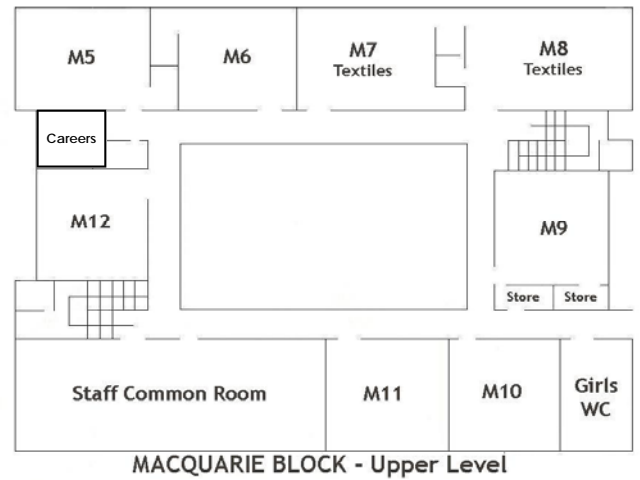
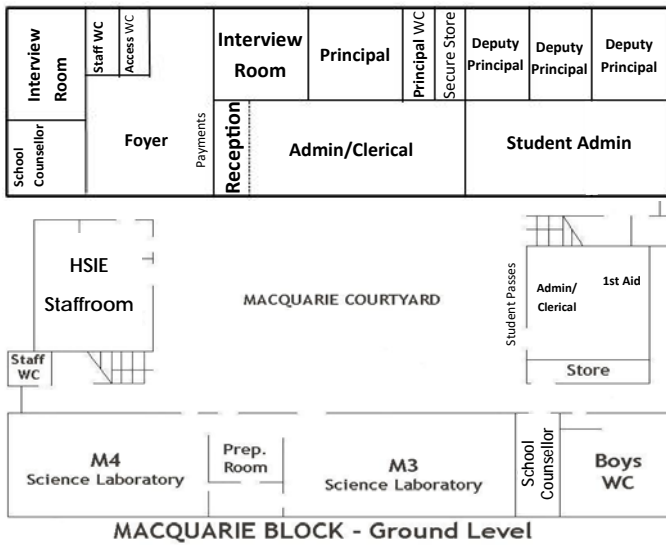
## 2019 Playground and Out-Of-Bounds Areas





# Oxley High Classroom Blocks

—Macquarie, Hastings and Namoi



English Staffroom	Store	C4	C5	Store	C6	C7	Store	C8	C9	Store	C10
				Store						Store	
	Staff WC			Cln St			Store			Cln St	

Art Store

C3

Visual Arts

C2

Visual Arts

Art Store

CAPA Staffroom		C1	Boys WC
	Art Store		Girls WC

Castlereagh  
Courtyard

LS5 "Waraba"	LS4 "Bigibila"		Library Admin	Bag Store	Comms	Store	Staff WC		
LS6 "Guda"			Library "Binaalbaa"		Store		Access WC		
LS7 "Gilaa"		LS3 "Bandaarr"			LS1 "Dhinawan" Flexible Learning Space & VC				
LS8 "Dhirri Dhirri"				LS2 "Guduu"					

Music	
Music	
Seminar	Store/ Green
<div>Stage</div>	
<div>PAC</div> <div>Performing Art Centre</div>	

Castlereagh Block

# **FREQUENTLY ASKED QUESTIONS**

## **1. When does my child wear sports uniform?**

Year 7 have sport every Thursday afternoon in periods 4 and 5. On this day they are to wear full sports uniform. On every other day they are to wear their normal school uniform, NOT sports uniform.

## **2. What if my child cannot wear his/her uniform today?**

If, for some reason, your child cannot wear their correct school uniform for the day, they are to come to school with a note for the Deputy Principal in Macquarie Courtyard explaining the reason for being out of uniform. Your child will be issued with an exemption slip for the day.

## **3. What does my child wear for PE lessons?**

When your child has a PE practical lesson identified on their timetable, the student is to bring their sports uniform to school to change into during the lesson. Time is given at the end of the lesson to change back to their school uniform. UNDER NO CIRCUMSTANCES is the child to wear their sports uniform all day due to PE practicals.

## **4. What shoes should my child wear?**

Due to Workplace, Health and Safety legislation your child must wear CLOSED-IN LEATHER shoes every day. For sport day, joggers can be worn.

Under NO circumstances should students wear canvas shoes, slip on etc. as illustrated in the booklet. This enables the practical component of courses to be satisfactorily completed.

Under NO circumstances should a student swap shoes during the day, wearing the appropriate footwear in practical subjects only.

If, for some reason, your child cannot wear their correct shoes for the day, they are to come to school with a note for the Deputy Principal in Macquarie Courtyard explaining the reason.



### **5. When is the clothing pool operating?**

The clothing pool is located at the canteen and operates 5 days a week from 7.30am until 2.00pm. Parents are asked to please avoid meal break times, as service is not possible due to student congestion and food service.

### **6. What if my child forgets their lunch?**

If your child forgets their lunch they are to see the Head Teacher Wellbeing to obtain a voucher for the canteen, which must be repaid ASAP or arrange for a simple sandwich and fruit. Alternatively, the canteen does now has eftpos facilities that may assist with last minute lunch purchases by students.

### **7. What is the policy with mobile phones?**

Students must have their phone OFF and in their bags at all times. They are not to use their phone at school unless instructed by their teacher. Messages can be left on the phone to be read at the end of the day. Parents are encouraged not to ring their child during the school day.

### **8. When do I contact the school regarding medical concerns?**

If your child's medical/health condition changes, please contact the Year Adviser, Head Teacher Wellbeing or front office staff so that their needs can be addressed.

### **9. What do I do when my child is absent?**

If your child is absent you must contact the school with the reason either:

- a. By phone to the office staff to inform them of the absence
- b. Send a note back to the school with your child the very next day. The note is to be handed in to the PC teacher.

**NOTE:** Absences not explained within 7 days will be recorded as UNEXPLAINED/UNJUSTIFIED.

## **6. How do I make contact with my child to leave a message?**

A message can be left at the front office and the student will be contacted at the next break.

## **7. How does my child obtain a leave pass?**

A child requiring a leave pass must present a note to the FRONT OFFICE BEFORE SCHOOL with the child's name, year, time to leave and reason. Notes MUST be signed by the child's legal guardian or parent.

## **8. Can my child order lunch?**

Yes, this can be done before school from the canteen or online. Year 7 also have their own canteen line so if they forget to order food is still available to purchase at lunchtime and the canteen has eftpos facilities for students who do not wish to carry cash at school.

### **Online ordering**

Lunch Orders can now be placed via our online ordering system at [www.flexischools.com.au](http://www.flexischools.com.au). It is free to register. Funds need to be transferred into your account, which you create online. Funds can be transferred by:

1. Direct Deposit (free); 2. Credit Card (a small fee); 3. PayPal (a small fee).

Orders can be sent in for either recess or lunch. Cut off time for recess and lunch is 9am. An iPhone, iPad and Android App is available for download.

## **9. What do I do if I have a concern regarding my child?**

- a) If your child has a wellbeing concern, please contact the Year Adviser.
- b) If your concern is with a subject or academic issue, you are best to contact the Head Teacher of this subject.

You may contact the school by phoning 6766-1677 or emailing the school on [oxley-h.school@det.nsw.edu.au](mailto:oxley-h.school@det.nsw.edu.au) and marking it to the attention of the teacher you wish to contact.

Year Adviser – Miss Tatum Robards (Mathematics Staffroom)

Head Teacher Wellbeing – Mrs Irem Mooney (Wellbeing/LaST Staffroom)

Head Teacher Wellbeing - Mrs Natasha Gillan (Wellbeing/TAS Staffroom)

Deputy Principal – Mrs Deirdre May (Macquarie Office)

### **10. What should my child bring to school each day?**

It is important your child packs his/her bag the day before, using his/her timetable as a guide. They MUST bring their Diary and the appropriate books, textbooks, calculator, pens and rulers required for the lessons on their timetable.

### **11. What if my child is sick at school during school time?**

The child is to inform the teacher who will give the child a note to leave class and present to the front office. The office staff will contact parent/caregiver. Your child is NOT to use his/her mobile to call parent.

### **12. What if you change address, phone number or email address?**

You may contact the school on 67661677, send a note in with your child to the Front Office as soon as possible or apply to have details amended via the Parent Portal. It is imperative that the school has up to date contact number for your child in case of an emergency.

### **13. How do I access the Parent Portal?**

Details regarding access to the parent portal including codes and registration information will be provided to you at the start of the new school year once your child/ward commences school. For further assistance once these codes have been obtained, please visit the “parent portal” tab on the school website.

### **14. Does my child have to wear a hat?**

Children are encouraged to wear a hat or cap whilst in the playground but must remove it before entering the classroom.



# Feeling safe and valued at Oxley High School.



Bullying is the repeated wilful, conscious desire to hurt, threaten, isolate, exclude or embarrass someone. Bullying therefore does not only refer to those occasions when actual physical pain is inflicted.

For example, bullying occurs when a person.....

is called racist names

Is called hurtful nicknames

Is threatened

Is sent hurtful notes

Is continually and deliberately ignored

Is teased in an unkind way

Has rumours spread about him or her

Is excluded from the group

Has property damaged or destroyed

Is singled out for unfair treatment

## **WHAT YOU CAN DO IF YOU SUSPECT THAT YOUR SON OR DAUGHTER IS BEING BULLIED?**

Oxley High School strongly encourages your son or daughter to tell someone if they feel they are being bullied.

Tell your child not to retaliate with physical or verbal abuse.

Inform your child's Year Adviser, Head Teacher Wellbeing, Deputy or Principal.

Advise your child not to give in to the bully.

## **If we are bullied:**

It can affect our school work;

We can feel frightened, unsafe, embarrassed, angry, unfairly treated;

It can affect our family and friends;

We can be confused and not know what to do about ;

## **POSSIBLE SIGNS AND SYMPTOMS OF BEING BULLIED.**

There is no particular pattern. A student may display:

an unwillingness to attend school;

Unusual emotional outbursts, or mood swings;

Lack of confidence;

Withdrawal from family/ friends;

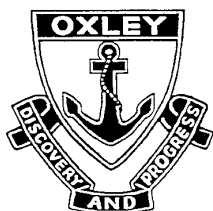
Missing equipment or personal items;

Damaged clothing or items.

# **“YOU CAN CONTROL WHAT HAPPENS”**

**We are a safe &  
harmonious school.  
WE DO NOT ACCEPT  
BULLYING**

***Everyone’s Right:  
“To feel safe and valued at  
Oxley High School.”***



***Talking about problems is not  
dobbing.***

***We want to make our school  
safe for everyone.***

**SAY NO TO BULLYING.**

**When students, parents and staff work together we  
create a safe and caring environment.**

## **Students– you can control what happens:**

- ⇒ By telling another person: a person you can trust, your parent, teacher, Year Adviser, Head Teacher Wellbeing, Counsellor, Deputy or Principal;
- ⇒ By not retaliating with physical or verbal bullying.
- ⇒ Avoid them. Walk away. Never find yourself alone with them.
- ⇒ Be firm and strong. Look them straight in the eye and tell them to leave you alone.
- ⇒ Get help from older students.

## **Parents - you can control what happens:**

- ⇒ Watch for signs of distress
- ⇒ Listen to your child
- ⇒ Give your child some strategies and practice them
- ⇒ Advise your child to tell a trusted staff member or Peer Buddy
- ⇒ Be willing to inform the school of any cases of suspected bullying

## **Staff can:**

- ⇒ Be role models in word and actions;
- ⇒ Make sure students feel safe and valued in the classroom;
- ⇒ Be observant of signs of distress;
- ⇒ Be observant of suspected incidents of bullying;
- ⇒ Take action to help students by removing the source of distress;
- ⇒ Encourage students to tell;
- ⇒ Be pro-active on all supervision duties;
- ⇒ Report to the Wellbeing Team.

## **We support students at Oxley High School through:**

- Peer Buddy program: Year 11 students assist Year 7 students in the transition to High School
- Bullying can be reported anonymously by using the BullyBox App/ website or via an email to [oxley-h.school@det.nsw.edu.au](mailto:oxley-h.school@det.nsw.edu.au) and making it Attention Head Teacher Wellbeing
- Bullying awareness in PD/Health/PE classes



## **OXLEY HIGH SCHOOL DISCIPLINE POLICY**

### **OXLEY HIGH SCHOOL RULES based on core values:**

<b>VALUE</b>	<b>SCHOOL RULE</b>
<b>PERSONAL BEST</b>	<ul style="list-style-type: none"><li>• Be on time to class</li><li>• Arrive prepared</li><li>• Concentrate on your work</li><li>• Do your best</li></ul>
<b>RESPECT</b>	<ul style="list-style-type: none"><li>• Respect the rights of all school members:<ul style="list-style-type: none"><li>- yourself</li><li>- other students</li><li>- staff</li></ul></li><li>• Respect all property:<ul style="list-style-type: none"><li>- the school's property</li><li>- the property of others</li></ul></li><li>• Listen to staff and other students</li><li>• Keep school clean</li></ul>
<b>TOLERANCE</b>	<ul style="list-style-type: none"><li>• Be polite to others</li><li>• Be accepting of others' views</li></ul>
<b>COMMITMENT TO COMMUNITY</b>	<ul style="list-style-type: none"><li>• Participate in a variety of school and community activities</li><li>• Wear school uniform</li></ul>



# Oxley High School

## Sports Uniform



Winter Uniform

Summer Uniform

## Good Reasons to Wear Your Uniform Well Everyday

- Fairer for everyone. You don't have to have the latest expensive labels.
- Uniform can help people feel they belong. Less chance of being singled out because you look different.
- Easier in the morning. Less stress, thought and energy in deciding what to wear. Fewer arguments.
- Gives a positive message to your teachers. It tells them you are at school, ready to work and do your personal best.
- Happier days at school. Good uniform contributes to more positive interactions with teachers.
- Gives a positive message to your community. It says you are proud to be a part of a great school.

**NOTE:** If you are in any doubt about any aspect of uniform please check the full written uniform policy.

# Oxley High School

## Junior Girls Uniform

Years 7, 8, 9 & 10



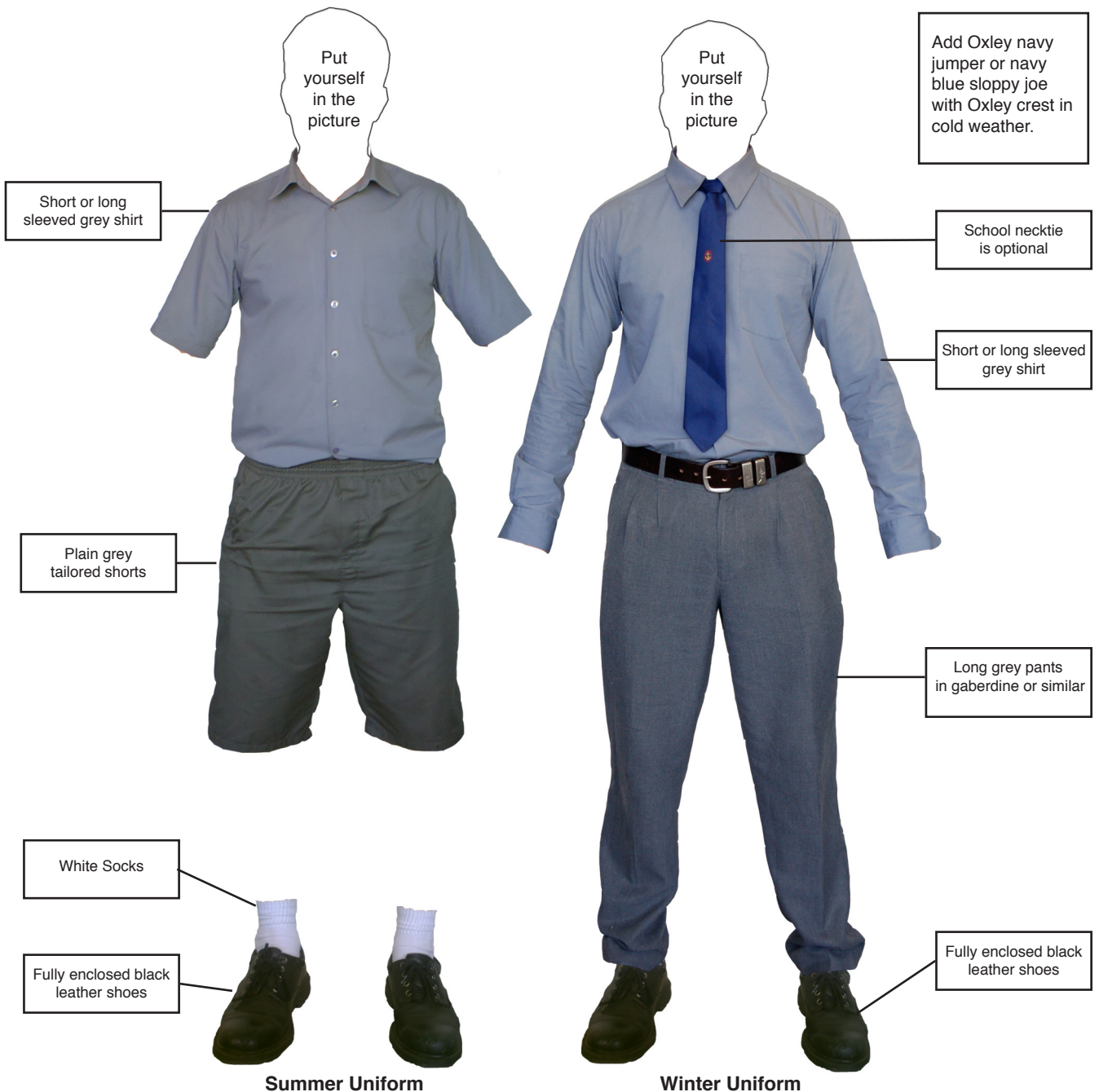
## Good Reasons to Wear Your Uniform Well Everyday

- Fairer for everyone. You don't have to have the latest expensive labels.
- Uniform can help people feel they belong. Less chance of being singled out because you look different.
- Easier in the morning. Less stress, thought and energy in deciding what to wear. Fewer arguments.
- Gives a positive message to your teachers. It tells them you are at school, ready to work and do your personal best.
- Happier days at school. Good uniform contributes to more positive interactions with teachers.
- Gives a positive message to your community. It says you are proud to be a part of a great school.

**NOTE:** If you are in any doubt about any aspect of uniform please check the full written uniform policy.

# Oxley High School Junior Boys Uniform

Years 7, 8, 9 & 10



## Good Reasons to Wear Your Uniform Well Everyday

- Fairer for everyone. You don't have to have the latest expensive labels.
- Uniform can help people feel they belong. Less chance of being singled out because you look different.
- Easier in the morning. Less stress, thought and energy in deciding what to wear. Fewer arguments.
- Gives a positive message to your teachers. It tells them you are at school, ready to work and do your personal best.
- Happier days at school. Good uniform contributes to more positive interactions with teachers.
- Gives a positive message to your community. It says you are proud to be a part of a great school.

**NOTE:** If you are in any doubt about any aspect of uniform please check the full written uniform policy.

# Uniform Requirements

It has been agreed to by our school community (parents, students, staff) that students are to wear a school uniform. This is stated in the school's Fair Discipline Code: "Students will observe the general standard of dress and uniform requirements of the school". This means that all students are to be *well groomed, neat and tidy wearing the full uniform of Oxley High School* and, if they fail to do so they are in breach of the school's Fair Discipline Code. Repeated uniform breaches may result in detentions and playground isolation. Seniors out of uniform may be sent home. On the rare occasion when students are unable to wear the recognised uniform they must bring a note explaining why they are temporarily out of uniform and present this to the Uniform Officer for an Uniform Exemption slip.

The school uniform is outlined in the images on the following pages. Please make note of the following additional uniform details outlined below:

## **JEWELLERY**

The wearing of jewellery is discouraged. If worn, it must be unobtrusive. If in doubt contact the Principal, DP's or Head Teacher Wellbeing. One flat ring, one bangle or bracelet, one fine neck chain, a watch and small studs or sleeper earrings may be worn. (For safety reasons, earrings must be either small stud or small sleeper.) Large ear jewellery is unacceptable. All piercings must have a small stud or sleeper only in accordance with the Work Health and Safety Act 2011.

## **MAKEUP**

Makeup is to be unobtrusive e.g. no excessive use of bright lipstick, heavy eyeliner, eye shadow, nail polish, etc.

## **HAIR**

Headbands or scrunchies should be in a plain navy blue, gold or red colour. For practical classes, hair is to be worn in a way that meets WHS requirements.

## **SCARVES**

A plain NAVY BLUE scarf may be worn in cooler weather.

## **PE/SPORTS UNIFORM**

PE uniform should ONLY be worn on THURSDAY sport day by the Years 7, 8,9 and 10. Students are to bring their PE uniform for PE practical lessons on the relevant day. They are NOT to wear them to school.

**Note:** North West and CHS tops / jackets are not part of the Oxley uniform code. They can only be worn outside school or as representation of North West or CHS.

**CANTERBURY SHORTS or ANY OTHER NAVY SHORTS ARE NOT PART OF OXLEY HIGH SCHOOL UNIFORM.** Students wearing these shorts are considered out of uniform.

## **HOSPITALITY UNIFORM**

Students of 2 Unit Hospitality Studies have a mandatory uniform which must be worn in practical lessons. Students are to change into uniform at school prior to the lesson.

## **YEAR 12 JERSEY**

The style, graphics and colour scheme of the jersey are to be determined in consultation with the Y11 students, their Year 11 Adviser and the school. The jersey may be worn from the commencement of Term 1 of their final calendar year.

## **HOODED JUMPERS AND JACKETS**

Under NO circumstances are students allowed to wear hooded jumpers or jackets to school. This includes out of uniform days.

## **PLEASE NOTE:**

- The Principal makes the final determination on behalf of the P&C regarding uniform and if a student wearing the correct uniform.
- If you cannot find a uniform item DO NOT BUY an alternative item even if it is close to school uniform. Most of the variations in our uniform code come from this problem. It occurs because of fashion pressure or the item is out of stock. Families who make a "close enough is good enough" choice are contributing to the "dumbing-down" of our uniform policy which produces the wide variations we currently see across our school. It contributes to an undesirable cycle which gathers pace as students see non-uniform items being worn and mistakenly assumes this to be OK. If our suppliers are getting less approved uniform sales then they order less approved uniform stock which means they run out of sizes more often.
- If you cannot buy an approved uniform item GIVE YOUR CHILD A NOTE explaining why they are out of uniform and we will chase up the supplier to find out when they will have the item in stock.

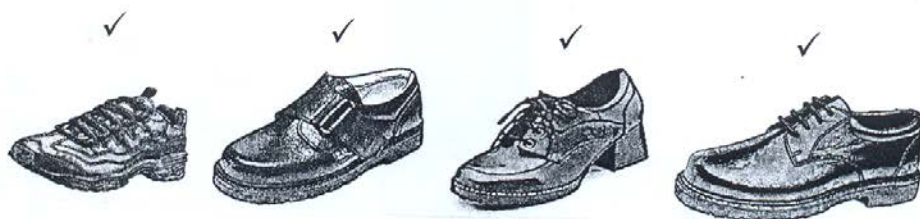


- If you try to buy the correct uniform and your child refuses to wear it then let us know. We will work together to make sure your child wears the correct uniform.
- If you are experiencing financial difficulties and require assistance with uniform needs please contact your child's Year Adviser or Head Teacher Wellbeing.

## A Reminder about School Footwear

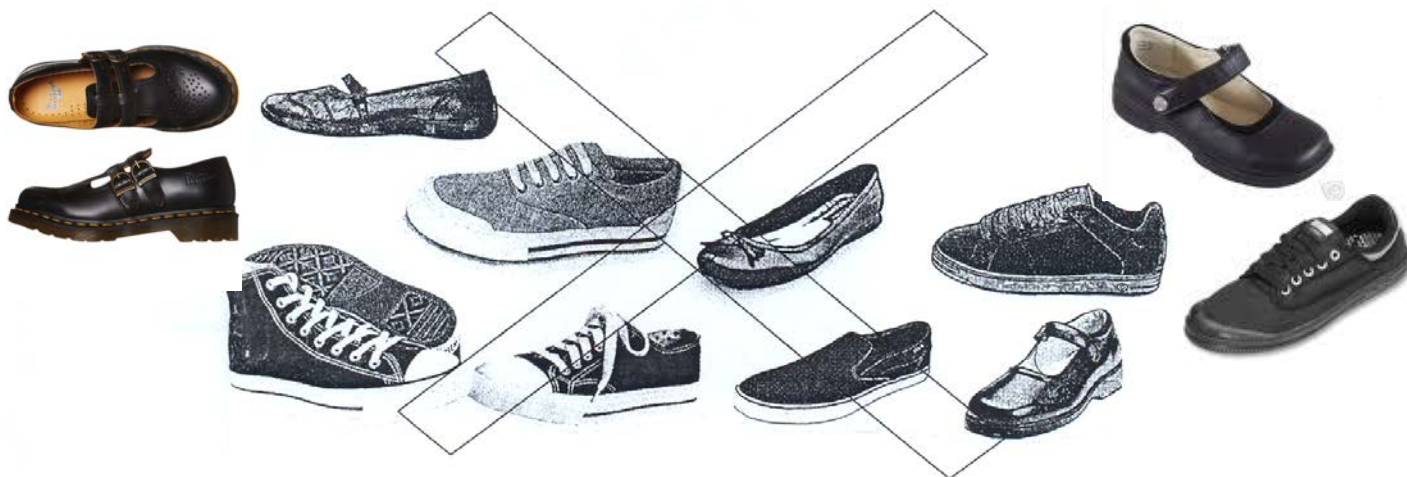
### These styles of shoes are ACCEPTABLE FOOTWEAR

The school expects students to follow Department of Education and Training Policy and the OHS Act 2000 by wearing enclosed leather, lace-up, buckle or Velcro fastened shoes. They must cover the top of the foot and have a low heel.



### These styles of shoes are UNACCEPTABLE FOOTWEAR

Students must not wear skate shoes, black soft ballet style shoes, open top Mary-Jane shoes, ugg boots, Dunlop volley, canvas or similar material type shoes. If you are not sure what footwear is acceptable then please consult the school before buying new shoes. A salesperson at a shoe shop will not necessarily give you the correct advice in terms of approved school styles. Please check with the school.



**NB:** 1. Shoes must be of a firm leather type to satisfy safety requirements. Failure to wear this type of shoe may result in temporary exclusion from a practical subject.  
 2. DOC Martin Mary Jane shoes are NOT to be worn by students in Years 7,8,9 and 10. They can be worn by students in years 11 and 12, unless they have a practical subject.

### Uniform Suppliers:

#### **OXLEYHIGH SCHOOL**

Ties, book packs, exercise books, mathematics sets and Oxley High School diaries. **NB:** Calculators are purchased from the mathematics faculty.

#### **LOWES**

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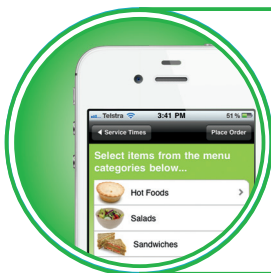
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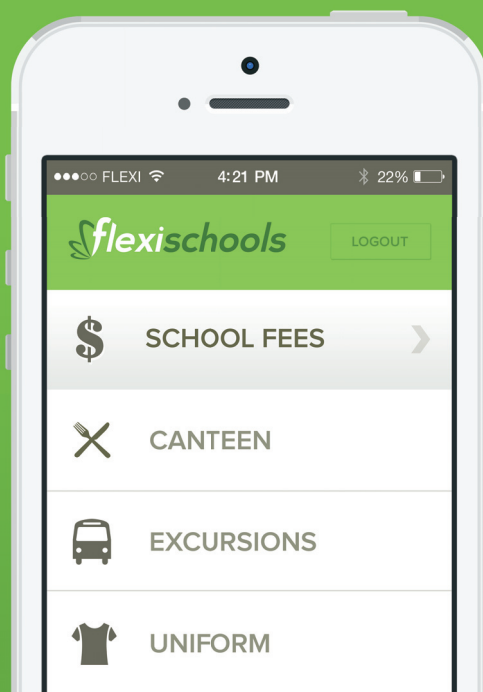


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