

# LUDDENHAM PUBLIC SCHOOL

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9<sup>th</sup> May 2016

Dear Parents / Caregivers

We are always looking for systems which will help you to be aware of what is happening at school and to help you with making payments for excursions, sporting programs etc. We will always try to give you at least two weeks notice whenever a payment is required.

As advertised in our newsletter last week, we will be going live with a new online payment system on Friday where you can log onto the school website and make a payment. We hope this will make it easier for parents who are used to paying their bills online. Together with this note you will receive a booklet with instructions and other information about how to use the Parent Online Payments system.

## Payment methods

At the moment you are able to make payments by cash, cheque or EFTPOS at the school office, and from Friday you will also be able to make a payment online using the Parent Online Payments feature on our school website..

## Communication

We do our best to communicate with our community in lots of different ways to keep you informed about what is happening in our school. Please ensure you regularly check for information so that your child does not miss out on any programs offered throughout the year. Our main communication methods are:

- Newsletter
- Website
- Facebook
- Skoolbag App (strongly recommended that you download it onto your phone or tablet)
- Notes home
- Passing on information through the students
- Noticeboard in Jamison St
- P&C meetings
- Parent / Teacher interviews

## Absentee Notes

If your child is away from school they should bring a note explaining their absence on the day they return to school. You can:

- Fill out the slip which is in the newsletter each fortnight
- Write a note, remembering to include your child's name, class and date of absence
- Send a notification through the Skoolbag App
- Send an email
- Fill out a slip in the office

Everyone has busy lives these days so we hope that the systems we are putting in place are useful for you. Please do not hesitate to call the school if you have any concerns.

Kind regards,

*Carolyn Chapple*

School Administrative Manager



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