

HANDY HINTS

We would like to welcome you to Cherrybrook Public School. We are sure you will enjoy your association with our school.

Office Hours:	8:30am - 3:15pm
Telephone:	(02) 9481 8575
School Email:	cherrybrok-p.school@det.nsw.edu.au
Website:	www.cherrybrok-p.schools.nsw.edu.au
School Starts:	8:55am
Recess:	11:00am - 11:20am
Lunch:	12:40pm - 1:30pm
School Finishes:	2:55pm

School Communication

The school website is the best source of information for our school.

It includes newsletters, events, the school calendar and other important information and forms.

The school newsletter is published each fortnight.

Parent Portal—School Bytes

School Bytes provides a parent portal to support school communication with each family. School Bytes allows you as a parent to access your child's attendance records, academic reports, permission notes, payments and a parent calendar.

School Contributions (Statement of Account)

Each term, parents are sent a Statement of Account covering all expenses for excursions, activities, voluntary contributions, along with online consent forms for various activities. Online consent must be given, and accounts must be paid by the due date, in order for students to participate in the various activities.

- Our school uses School Bytes which is a simple, flexible way of making payments. Register for School Bytes by the QR code or visit <http://portal.schoolbytes.education>
- Parent guides/how to are available on school bytes at <https://support.schoolbytes.education/hc/en-us/sections/4414095645839-Parent-Guides>

Meet the Teacher

The Meet the Teacher Evening at the beginning of the school year will cover topics such as:

- class programs and routines
- homework
- excursions
- teacher/parent collaboration
- organisational matters

The evening is **not** intended to provide opportunities for private interviews or for discussion about an individual child. We request that if at all possible, children not be brought to school for information nights.

Late arrivals/Early Leavers

In the event that your child is late to school you will need to accompany them to the school office and we will provide you with a late arrival slip which your child will be required to give to their teacher.

If you have to collect your child early from school, please come to the office to sign your child out. We will provide you with an early leavers slip and organise for your child to meet you at the front office.

Change of Details

Parents are asked to promptly advise the school of any change of address, home, work, mobile contact numbers, medical details, or emergency contact numbers. This can be done through the school website, school forms tab, change of details form.

Absences from school

Please do not send your child to school if they are sick. If they are sick and are absent from school, please record the absence on the Sentral Parent Portal or send a signed note to their teacher on their return (within seven days).

Taking Leave during school term

The Department of Education discourages students and family taking extended leave during the school term. If you are planning to take your child out of school for family reasons and they will be missing five or more days of school, please complete an Application for Extended Leave form. This has to be completed in advance and has to be approved by the Principal.

Please note that extended leave requires the Principal's approval and will not be processed through the Parent Portal.

Parking

There are no parking facilities at the school. Please do not park in the school grounds or walk your children through the carpark. You will need to find street parking on New Line Road, in the side streets or at the back of the school.

Visitors

Any visitors to the school are required to sign in/out at the front office.

If you are dropping items off to your child during the school day, for example a school hat that was left at home, please hand them into the office.

Volunteer Helpers

If parents/carers are helping in the classroom or attending an excursion they are required to complete a Declaration for Child Related Workers and provide a government issued photo ID. This can be completed at the school office.