

14th March 2018

Administration Update Term 1

Dear Parents

Thank you all for your patience while we have been deploying the new administration and finance computer system over the past 12 months. We are still experiencing minor upgrades while the Department is tweaking the system to best suit the school environment therefore we have made some changes in Administration to complement the Department's changes.

I have noted below some important points:

- Today an envelope stamped 'Confidential' was sent home with your child/ren. The envelope you have received contains a print out of your current family contact details. Please make any changes on this form (in red pen if possible) to enable staff to update our records. Please read the letter and complete the enclosed forms and return all of them even if you have **not** made any changes to the school office in the envelope in which these documents were sent home prior to **Friday 23rd March**.
Thank you
- Thank you to all the parents who have returned their signed General Permission note. This is important so your child/ren can participate in local walking events outside the school grounds. If you have not returned your signed form please do so as soon as possible and return to the class teacher.
- Anyone who has the GetNotes app please delete it as it is no longer compatible with our system. We will be changing over in term 2 to an email notification system which is linked to our statement distribution method. This has been trialled and has been very successful so I do ask that all parents keep us up to date with any email address changes. More information will follow in week 11, term 1 and week 1, term 2.
- Our upgraded electronic sign-in system is now up and running. If your child is running late or leaving early please log in at the office and a purple 'Parent Authorisation Slip' (PAS) will automatically print and this is then handed to the teacher.
- Just a reminder that Parent Online Payment is fully operational. (POP) Accessed through the Berowra Public School website by clicking on the 'Make a Payment' icon. Payments through this method can be made at any time even on the weekend. You do not need your child's SRN number to make a payment. This is now the preferred method of payment by the Department of Education. Cash, cheque and credit cards are still accepted on money days, Tuesday and Thursdays.
- Any update or administering of medication please advise the office staff for the correct procedures.

If you have concerns regarding the above please do not hesitate to contact us directly on Berowra-p.school@det.nsw.edu.au or 9456 1319

Karen Kitchener
School Administrative Manager