



TPS Parent Communication Information Sheet

Sick or Absent

My child is sick	<ol style="list-style-type: none"> 1. Create a planned absence before 10am on the School Bytes Parent Portal - Attendance -> Planned Absence -> Create 2. Call office or email the school before 10am 3. Reply to the SMS push notification in School Bytes.
Planned absence For example: appointment, short holiday (less than 4 days), religious event or extended illness	Create a planned absence on the School Bytes Parent Portal Attendance -> Planned Absence -> Create
My child will be on leave for 5 days or more.	Complete Application for Extended Leave form. This form is available from the school office and can be emailed
My child is late or is leaving early.	<p>Late Arrival: Parents and students present themselves to the front office upon arrival.</p> <p>Early Collection: Contact the front office in advance by phone or email. Students will be summoned to the office upon your arrival.</p>
Under what circumstances am I notified that my child is sick or injured at school.	If your child needs to go home or has received medical attention due to an injury, you will be notified with a direct phone call.
Pick up arrangements for my child have changed for that day.	Phone or email the school office, allowing reasonable time before pick up. The office will pass this information on to the relevant staff. If your child is being picked up by someone other than parents or emergency contact this person will present ID to the office prior to student pick up.

Teacher Contact

I need to contact the school urgently.	Please phone the office directly on 9543 5000.
I need to contact or meet with a teacher. <ol style="list-style-type: none"> 1. Class teacher 2. Assistant Principal 3. Principal 	Email the school at Tharawal tharawal-p.school@det.nsw.edu.au Att: the teacher's name, and the office will forward your email to them. For example: Att: Mr/Mrs Citizen
My child needs support. <ol style="list-style-type: none"> 1. Class teacher 2. Assistant Principal 3. Learning and Support Teacher 4. School Counsellor 5. Principal 	Email the school at tharawal-p.school@det.nsw.edu.au Att: the teacher's name, and the office will forward your email to them.
I would like to give positive feedback or make a complaint.	Email the school at tharawal-p.school@det.nsw.edu.au The office will forward your email to the relevant person.
I would like to view my child's report.	Use the link emailed to you via School Bytes OR open 'Resources' in the School Bytes Parent Portal and click on 'Academic Report'. Reports prior to Semester 2 2024 will be located in 'Documents' in the School Bytes Parent Portal Please note: You must have the school bytes app to access all school information

Consent and Payments

I need to give consent for an activity.	Use the link emailed to you via School Bytes OR open 'Activities' in the School Bytes Parent Portal and provide consent for relevant events. Please note: Consent must be given for an event prior to payment being made.
I need to pay for something. <i>Please note: Consent must be given before making payment for an activity.</i>	Use the link emailed to you via School Bytes OR view 'Statement of Account' within the School Bytes Parent Portal. Follow the prompts.
I would like to modify the amount I wish to pay for an activity / item?	View 'Statement of Account' within the School Bytes Parent Portal. Follow the prompts. Type the amount into the 'Balance' column.
I have credit on my child's account.	Email the office to inform and action. Alternatively apply the credit when making payment in School Bytes.

General Information

Handing in Awards	Ant awards are to be given to classroom teachers. Silver and Gold awards are placed in the white mailbox. These must be handed in by each Friday for students to receive a gold award at either a K- 2 or 3-6 Monday Assembly. If your child hands in their awards after this day they will need to wait until the next assembly for their award to be presented.
My child is getting a Banner/Medal at an assembly.	You will receive an email on Friday from the school prior to the Banner/Medal Assembly which is held in Week 5 and 10. Recipients will be published in TALES of Week 6 and 10.
I need further information about an upcoming event or a school policy.	Open 'Activities' within the School Bytes Parent Portal and view relevant events. Or you can refer to the TALES calendar, Resources within the School Bytes Parent Portal or the school website.
I need to ask if an event is cancelled OR I need an update of the arrival time when my child is on an excursion.	If an event is cancelled you will be notified via email or SMS messages, or the school Facebook page. For an arrival time please call the office or check the school Facebook page.
I need regular updates on what is happening at school.	School updates can be viewed in the calendar in School Bytes Parent Portal and also in the Tharawal Tales our school newsletter.
My child has forgotten something important. For example: their lunch	Phone the school office directly or bring the item to the office. The school office will contact you if your child has forgotten to pack their lunch. If we are unable to contact you, your child will be sent to the canteen and they will come home with an IOU.
I would like to volunteer at school.	Contact the school office and complete the Working with Children Declaration.
I need a school uniform.	Orders can be placed through Tharawal P&C's QKR app. Orders must be placed by Tuesday night for Wednesday delivery to your child's classroom.
My child would like a lunch order.	Orders can be placed through Tharawal P&C's QKR app strictly before 9.00am.
I need to contact the P&C or volunteer.	Email the P&C directly - hello@tharawalpandc.org.au
I would like to attend a P&C meeting.	Check the Tharawal Tales for details, this includes the link for the meetings to attend online or you can attend face-to-face at school. Meetings are held Tuesday nights 7pm in Weeks 3 and 8.
I need Before and After School Care	There is a BASC on the school grounds. Please contact them direct at director@tharawalbasc.nsw.edu.au

Phone:(02) 9543 5000

School Email:

tharawal-p.school@det.nsw.edu.au

School Website:

<https://tharawal-p.schools.nsw.gov.au/>

Facebook:

<https://www.facebook.com/p/Tharawal-Public-School>

P&C Email: hello@tharawalpandc.org.au

BASC email: director@tharawalbasc.nsw.edu.au