



OFFICE HOURS

The school office is open from 8:30am until 4.30pm for general enquires. The principal and most teaching staff will also be available between these times however please make appointments whenever possible.

SCHOOL HOURS

It is an expectation that all children should be at school no later than 8.55am.

Morning:	8.50am – 10.40am
Recess:	10.40am - 11.10am
Lunch:	12.50pm - 1.50pm
Afternoon:	1.50pm – 3:30pm

NEWSLETTER

The school's fortnightly newsletter is an important link in the sharing of information from school to home. This includes educational news updates, classroom/whole school happenings, committee reports and children's writing. Our newsletter is published on our school website every second Thursday and distributed via email. To view our latest newsletters please visit our school website <http://www.frankstonhts-ps.vic.edu.au> and click on the Newsletter page under the Parents and Community tab. We ask all families to provide an email to the office for easy access to our newsletter.

TIQBIZ

Frankston Heights uses the free TIQBIZ app to communicate with our school community and keep you up to date with events and reminders. TIQBIZ can be downloaded to any smart phone or desktop. TIQBIZ send instant notifications to keep families fully informed and up-to-date with news and events. We ask all families to download the app to your smartphone or computer desktop.



ASSEMBLY

Parents are warmly invited to attend our weekly whole school assembly which is held every Friday at 2.45pm in our hall.



MEDICATION

All children's medication must be handed into the Office where it will be securely stored. Medication forms should be completed by a parent/guardian. No medication is to be kept in children's school bags – this includes Ventolin.

FURTHER GENERAL ENQUIRIES

For further information or enquiries please contact the school office.

Phone: 03 9783 4988

Email: frankston.heights.ps@edumail.vic.gov.au

Website: <http://www.frankstonhts-ps.vic.edu.au>

Facebook: www.facebook.com/frankstonheightsps



PARENT PAYMENTS

In term 4 all families are provided with their essential parent payment details for the upcoming year. These are itemised according to each year levels requirements for books, stationery, computer levy and other essential items. Sufficient notification is provided to families to enable full payment by the due date.

CENTREPAY

Frankston Heights Primary School offers Centrepay as a method of payment. Centrepay allows deductions directly from your Centrelink payments which can be used to pay school items such as books, essential parent payments, uniforms, incursions/excursions, camps and other essential items.

CSEF – CAMPS, SPORTS & EXCURSIONS FUND

CSEF provides financial assistance to families holding a valid means-tested concession card or temporary foster parents. \$125 per year is paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. CSEF payments are student specific and will be processed directly to schools. Application forms are available via our school office.

COMMONWEALTH DOLLARMITES STUDENT BANKING

Frankston Heights is excited to offer the Commonwealth Bank School Banking program to all students. School Banking is a fun, interactive and engaging way for children to learn about money and develop good savings habits. Children who deposit money into their Youthsaver account through School Banking earn Dollarmites tokens, which they can save up and redeem for exciting rewards. School banking day is TUESDAY. If you would like to open a new Dollarmites account for your child, please see your local Commonwealth Bank Branch for more information.

FINANCIAL ENQUIRIES

For further information or enquiries regarding school finances please contact our Business manager Maria Ryan on Tuesday, Thursday and Fridays.

Phone: 03 9783 4988

Email: ryan.maria.m@edumail.vic.gov.au

Website: <http://www.frankstonhts-ps.vic.edu.au>

Facebook: www.facebook.com/frankstonheightsps