

Welcome



STRIVE

SWANBOURNE PRIMARY SCHOOL AN INDEPENDENT PUBLIC SCHOOL

Welcome to our School

Swanbourne Primary School is an Independent Public School.

Swanbourne Primary has a rich history and reputation as a forward thinking and progressive school with a firm focus on 'High Performance – High Care.'

Building positive and productive relationships and partnerships and the need to work together as a caring and supportive team with all stakeholders is very important to us. We pride ourselves on being inclusive and valuing the ideas and support of others.

Our school is renowned for delivering innovative programs which promote 'inquiry learning' and provide unique experiences that positively influence all domains of student learning. We believe in doing our best for every child. This means providing a curriculum that is engaging, differentiated and balanced in a learning environment that is respectful, safe and caring.

Core shared values such as Respect for Self and Others, Teamwork, Trust, Endeavour and Excellence provide the necessary building blocks for our students to be the best they can be, to become good citizens and to make a valuable contribution to society. These attributes are also a necessary foundation for our students to become resilient learners for life and to 'Strive for Success.'

Our school vision is achieved through the efforts of a dedicated team of teaching, leadership and school support staff who work collaboratively with a dynamic and supportive school community. We work together to make a difference for all students at Swanbourne Primary.

We hope you will become an active and supportive member of our school culture and vision.

Yours truly

Trevor Mitchell
Principal

Our School

Swanbourne Primary School is situated 15 minutes drive west of the Perth CBD and is approximately one kilometre from the ocean. Swanbourne is one of the more affluent suburbs in Perth, being surrounded by Fremantle to the south, City Beach to the north, with Mount Claremont as an inland neighbouring suburb and Cottesloe directly to the south. The suburb Swanbourne is also well established and regularly features in real estate literature as one of the top ten most popular suburbs.

Swanbourne Primary School was originally established in 1905. The new school relocated to its Narla Road site in November 2001, replacing the inadequate facilities in Derby Road. An extensive consultation period with the representatives of the Nyungah Aboriginal Community was undertaken before building commenced. Aboriginal people lived in the area up until 1951 and their culture and history are recognised.

One of the conditions of the redevelopment was that the Department of Education set 1.5 ha of land aside to focus on Aboriginal heritage for use by the school, Aboriginal and wider communities.

The school's covered assembly area was extended and enclosed so it can be used as a school hall. Other conditions include dedicating a section of the new library for Aboriginal material and that a cross-cultural awareness program including Aboriginal history and culture is included in the school's curriculum.

The school's staffing profile consists of the Principal, two Deputy Principals and a Manager Corporate Services. A School Officer also assists in the front office. In addition the school has specialist teachers in Physical Education, Music, Languages other than English (LOTE - Japanese), Art and Science.

Non-Teaching staff include Education Assistants for Kindergarten and Pre-primary, a Library Resource Officer and a Special Needs Assistant.

A Defence School Transition Aide (DSTA) is available to assist with the transition of Australian Defence Force families into our school community and when they leave. The DSTA can assist with any educational, emotional or social concerns families may have about their child/children and will liaise with the principal, parents, teachers and professional therapists.

School staff are hard working, conscientious and aim to cater fully for the individual educational needs of all students.

The school has general teaching areas, pre-primary teaching areas, kindergarten areas, specialist art and music rooms, science room, library, administration block, hard courts, oval and 2.5 hectares of parks and gardens.

The school has an active P&C Association and School Board and a significant focus is placed on working together to meet the needs of all children in our community.

For further information about Swanbourne Primary School please refer to our web page, which can be found at www.swanbourneprimary.wa.edu.au

School Vision Statement

We work as a collaborative team to create a caring, inclusive and respectful school culture and a curriculum that values each child as an individual. We work together to teach and support our students to become learners for life, who will be happy, resilient, caring and respectful citizens that strive for personal excellence and contribute positively to society.

Our Core Values

The actions of our staff, students and parents are guided by the following core values:

Community

Each person is a good citizen promoting the common good by recognising and respecting the rights and needs of others. Each person values cultural diversity and participates in Australia's democratic processes to make positive contributions to the community.

Achievement

Each person is provided with the opportunity to achieve their potential through a quest for knowledge, critical thinking, creativity, communication, values appreciation and reflection.

Respect

Each person is encouraged to develop self-respect and an acceptance of others, to take responsibility for their actions and demonstrate responsible and ethical behaviour in all situations. Each person is of equal worth and has the right to receive care and compassion and be treated with dignity and respect.

Environmental Responsibility

Each person is respectful of the environment and understands the need for conservation and sustainability. Each person will develop an understanding of, and respect for, Australia's cultural heritage.

Priority Areas

Our Strategic Direction Plan reflects the school self-assessment process, annual report, Department of Education 2016 – 2019 Strategic Plan and Focus 2019.

An operational framework monitors the achievement of the strategies in each priority area. This provides important direction for classroom planning, teaching and school self-assessment.

Our priority areas are:

- ➔ Success for all Students
- ➔ High Quality Teaching
- ➔ Effective Leadership
- ➔ Strong Governance and Support.

Our School motto is 'STRIVE'

- ➔ Success
- ➔ Teamwork
- ➔ Inclusive
- ➔ Vision
- ➔ Excellence

Code of Practice:

As a staff, we agree to:

- ➔ Do our best for every child
- ➔ Respect one another
- ➔ Work together as a team
- ➔ Act in an ethical Manner

General Information

Our school's strength is its emphasis on the individual. The size of the school means that the administration and teaching staff can get to know each child personally. This creates a friendly and caring atmosphere, which encourages children to participate and fosters self-esteem and self-confidence. We believe that children are most likely to realise their potential if their learning environment is a happy one, which makes them feel valued.

Swanbourne Primary strives for success and personal growth. We aim to challenge all children and to nurture the development of competence, confidence and resourcefulness. We encourage children to operate both independently and co-operatively, to be socially responsible and to take pride and pleasure in their achievements.

Our new school was occupied by staff and students in late November 2001. The facilities we enjoy complement the educational program the students undertake.

Additional curriculum programs are another of the school's strengths. The wide range of activities offered include a PEAC (Primary Extension and Academic Challenge), Environmental Studies, Instrumental Music and a variety of sporting activities such as swimming, athletics, cricket, basketball, netball, football, hockey, soccer, tennis and yoga.

Admissions

Parents/Carers are required to complete an official Application for Enrolment and a School Enrolment Form for each child which gives us detailed emergency information, e.g. medical conditions, emergency contacts, etc. Immunisation records and birth certificates are also required on enrolment. Please remember, all information on the forms remains confidential.

It is important that parents inform the school of any change of address, phone number or emergency contact so that we can keep our records up to date.

Absences

Daily attendance of students is compulsory as laid down by the Education Act. Acceptable reasons for absence from school should be for illness, medical or dental appointments which cannot be arranged outside school hours. Please contact the Principal if you intend taking your child out of school for other reasons eg. Vacations. All other reasons need to be explained, in writing, to the child's teacher. An email address for absentees can be accessed from the school website: www.swanbourneprimary.wa.edu.au (swanbournepsabsentees@education.wa.edu.au).

Parents are also required to sign their children in for late arrivals and out when removing their children from class during the course of the day at the school office.

Accidents and Sickness at School

If your child is so unwell he/she needs individual care and attention, please keep him/her at home. Your consideration for other children's health is appreciated. An email or telephone call to the school would be appreciated if your child is going to be absent for a few days, particularly if it is due to an infectious condition.

PLEASE NOTE IF THERE IS A MEDICAL EMERGENCY PARENTS OR GUARDIANS ARE EXPECTED TO MEET THE COST OF THE AMBULANCE

General Information

After-School Care

Camp Australia operates a Before, After-School and Vacation Care program within our school. Information is available in the front office and can also be found on their website <http://www.campastralia.com.au/>

Canteen

Our Canteen is online – Monday, Wednesday and Friday

Flexischools is an online system that provides a cashless account where you can manage the ordering of your children's lunches for the term. So there's no forgetting to order or not having enough cash on you.

The online ordering system is a fast, convenient and secure way to order and pay for school canteen from home or on your mobile. Canteen services are available to you 24/7.

- ➔ Parents set up a Flexischools account online and pre-load the account with funds in a secure environment.
- ➔ Parent can use the funds in their account to order and pay for canteen lunches online.
- ➔ Parents can view orders online and order ahead for the term.

Kirkwood Deli will provide the canteen with lunches on a Monday, Wednesday and Friday. Please note there is no recess or lunch time ordering for snacks/icy poles at this time.

Please remember that any order cancellations or alterations must be done directly with:

- ➔ Flexischools 1300 361 769
- ➔ Order cut off time at 9am

Whilst Kirkwood Deli provide the lunches, they do not have access to the accounting side and are therefore unable to make any refunds/price changes.

Register for an online account – go to www.flexischools.com.au and follow the steps below:

1. Go to www.flexischools.com.au
2. Select 'For Parents'
3. Select 'Register'
4. Enter and confirm your email address
5. Follow registration instructions in the email you will be sent.
6. Once registered you can 'Add a Student' or 'Top Up Account'.
7. Adding a student you will be asked for the school, their name, their year and class (i.e. their room number). You can add multiple students to your login.
8. You can top up funds in your account via Credit Card, PayPal or direct deposit.
 - ▶ Direct debit is free to top up and may take a few days, whilst Credit Card and PayPal is immediate and attracts a 1% plus \$0.15c fee.

General Information

Managing your account:

1. Make an order by selecting from the range of items on the Swanbourne Primary School Canteen menu and then make a payment for the order listed in your order pad.
2. If required, you can review orders by logging back in to your Flexischools account.
3. You can set recurring orders and order ahead for the whole term, view transaction history or cancel orders via your online login.

What does it cost?

- ➔ Online Ordering Fees - Free
- ➔ Account Top-Up Fees - Direct Deposit FREE
- ➔ Paypal and Credit Card (visa/mastercard) \$0.15 + 1% ie: \$1.50 per \$100.

Children's Records

Please ensure that any change of address, phone number, place of employment, emergency contact person, and health issues are noted by the school office. A note to the class teacher or a telephone call to the office ensures that your child's records are accurate and kept up to date.

Changing to Other Schools

When possible, please notify your child's teacher and the office before your child leaves this school. Prior notification of impending change will enable the school to prepare books and records so that the student's progress is not impeded by the change. The children need to take their books and personal materials, but all student files and records are sent to the receiving school when requested by them.

Class Representatives

The P&C requires at least one parent representative for each class which involves being the liaison between school, P&C and parents.

Many activities require parent help which may include: helping with excursions; sports days; reading; cooking; art and craft activities. Please talk to your class teacher if you can provide assistance.

Community Nurse

A Registered Nurse comes to Swanbourne PS to conduct health assessments from K-6. Vision and hearing screening is otherwise provided as per the NHMRC schedule. Information regarding the schedule is available upon enquiry.

Voluntary Contributions and Charges

The Department of Education provides a grant for textbooks and some stationery but pupils must provide items for their own personal use such as pencils, pens, rulers, etc. These items will often need to be replaced during the year.

In order to provide the school with a working fund to enrich your child's education, parents are asked to pay the requested voluntary contributions and charges promptly. A schedule of proposed Voluntary Contributions and Charges is sent home annually.

General Information

Covering Reading Books

As the school is continually purchasing new reading books parental assistance with covering of this material would be appreciated. Please let the library know if you would be available to help out.

Dental Health

The School Dental Service provides free general and preventive dental care for all enrolled students up to Year 11. The Dental Therapy Centre located at Swanbourne Primary operates from 8.15am to 4.30pm Monday-Friday and most school holidays. The DTC can be contacted on 9384 0855.

Dogs in the School Grounds

No dogs are allowed on the school grounds.

If dogs wander onto the school grounds during school hours the ranger will be notified.

Enquiries

Urgent messages only:

May be left for children at the office; i.e. your car has broken down and you are unable to pick up your child. To minimise disruption please ensure messages are left for emergencies only.

Through the class teacher:

Minor concerns such as lunch arrangements, reasons for absences, etc, can be directed to the teacher. The best time to speak briefly to teachers is between 8.40 and 8.50am and after 3.10pm. Please make an appointment if a longer interview is required.

By email:

All of the above can also be attended to by emailing the school on:
swanbourne.ps@education.wa.edu.au

Excursions/Incursions

These are an important part of our educational program. They provide experiences for the children which relate to classroom programs.

For each excursion/incursion children will require a signed permission note. Without permission children cannot attend the excursion/incursion. **NO CASH PAYMENTS WILL BE ACCEPTED.**

It is encouraged that parents make a payment of \$50 - \$100 to credit their account and any charges can be deducted from their child's unallocated credit. If you would like further information please call the front office on 08 9253 5300.

Payments for excursions can be made via these methods:

1. CREDIT CARD/EFTPOS facilities are available in the administration building.
2. ELECTRONIC BANKING details are: BSB: 066-040 Account: 19902749. Please reference the payment by first name/surname/activity.

General Information

In-Term Swimming Classes

Students from Year 1-6 attend swimming lessons during the year as part of the school curriculum. All details of times and cost will be advised to parents.

Leaving the School

Children will not be permitted to leave the school grounds at any time, for any reason, without the knowledge and direct approval of the Principal or the person in charge of the school at that time.

Parents must sign children out through the office before collecting their child from the classroom if they are required to leave school for any reason during the course of the day.

Library

The School Library is used by all classes on a timetabled basis as arranged by the class teachers. Our School Library is fully automated and has a variety of technology software and internet access for use by children in their studies. Children are entitled to borrow two books at a time, but children may return these books as often as they wish if they would like to borrow more books. Your help in returning the books promptly is requested. Should a book be lost or damaged, replacement costs may need to be met by the child's family.

Parental help in the day to day running of the library and the covering of books is also helpful and appreciated.

Lost Property

All student property should be clearly labelled with your child's name. Lost property can be claimed from the Seahorse Block. Any unclaimed items will be displayed at the end of each term before being handed over to charitable organisations or to the uniform shop for resale.

Medicines

Medicines can only be brought to school and administered to a child on the authority of a parent. These are to be left at the front office where a drug administration form must be completed by the parent.

All medicines, including asthma sprays/pumps, should be named and include all relevant information.

NB: It is very important for the office to have up to date medical information on students.

Parking

For safety reasons please do not use the marked Staff Car Park (lower car park) area unless using the drop off/pickup area. Vehicles should be parked in the bays at the front of the school, especially during peak periods at the start and end of the school day.

Please use the drop off and pick up point in the lower carpark for the prompt drop off and pick up of children before and after school.

Please take note of parking restrictions and bus bays in Narla Road. Do not double park as this causes a traffic hazard and is extremely dangerous. Please encourage your children to use the footpaths rather than walk through the car park.

The far oval will be available for parking during popular school activities to relieve congestion in the car park.

General Information

Personal Use Items/Booklists

Stationery for your child can be ordered through our selected supplier or parents may choose any retail outlet. Booklists are available on our school website or from the front office. PLEASE MARK EVERY ITEM CLEARLY WITH YOUR CHILD'S NAME.

Reporting

Parent/Teacher interviews are held, or on request, to discuss student progress. Electronic reports regarding student progress are sent home twice a year.

Road Safety

A supervised crosswalk is available in Narla Road opposite the parent car park. An attendant is on duty from 8.00am to 9.00am and 2.45pm to 3.45pm. All parents are urged to encourage their children to cross at these places ONLY. We urge all parents to avoid 'stopping and dropping' on the crosswalk in the car park.

School Assemblies

Parents are invited to our assemblies which are usually held every second Friday morning at 8.55am, although at times this may change. Dates will be confirmed and placed in our school calendar or our website. Please also check with the classroom teacher.

At these assemblies a class or year level takes on the responsibility of presenting an item and merit certificates are presented to worthy recipients.

Parent Information

Our school community strives to create an open, caring, supportive environment. We ask parents to welcome new parents and share the joys and burdens of parenting. Parental involvement not only enhances your child's education but you can make the school a better place for other children by being active in the school community.

You can assist by:

- ➔ Being on the School Board
- ➔ Attending P&C meetings
- ➔ Accompanying excursions
- ➔ Listening to children read or assisting with other class related activities
- ➔ Support or help organise social functions
- ➔ Assist curriculum development
- ➔ Helping and organising fundraising activities
- ➔ Sharing skills or hobbies
- ➔ Assisting with clubs/activities/whole school events
- ➔ Helping in the Library
- ➔ Helping with busybee organisation and participation..

General Information

Staff/Parent Interviews

Personal interviews with teachers are welcome. Parents may arrange an appointment with individual teachers by letter, email or a telephone call to the office. You are urged to use the interview to clear misunderstandings, discuss your child's progress and discuss any other matter that may be causing concern. It is in your child's best interest that regular communication between home and school exists. Teachers cannot come to the phone when they have a class unless the matter is urgent.

P&C Association

This is an important group within the school and relies on the support of the entire school community. Meetings are held in the staff room on the second Monday of each month commencing at 7.00pm. All are welcome.

For the continued education of our children it is necessary for the P&C Association to request payment of \$120 per child per year. The levy is based on a voluntary contribution and will be used for the purchase of necessary school equipment. Payment options may be discussed with the P&C President, Treasurer or the office. Your support is much appreciated by the children of Swanbourne Primary School.

School Board

The School Board ensures the school community is involved in school planning and accountability. We wish, therefore, to outline the various functions of the School Board and its relationship with the P&C Association to better enable you to be actively involved in your school.

Functions

1. Primarily the School Board formulates the following aspects of the School Development Plan:
 - ➔ A brief, but clearly expressed statement of the School's Vision and Purpose.
 - ➔ The education outcomes the school is seeking for students.
 - ➔ The school priorities for our next planning cycle.
2. Examines Performance Information in summary format i.e. School Annual Report, drawn from student and school performance data to determine the success in achieving the School Purpose.
3. Views and endorses the School Budget.
4. May initiate the need for the school to formulate a policy and ensures policies reflect the School Vision and Ethos.
5. Endorse the school operation plan, business plan and workforce plan.
6. Has the option of providing parent representation on local selection of the principal.
7. To be an accountability and review body to ensure programs are in place and strategic plans are being undertaken.

General Information

The relationship with the P&C

- ➔ The P&C Association continues to provide financial and resource input to the school as deemed necessary.
- ➔ It also has the right to seek information and discuss matters which can then be passed on to the School Board for examination and possible inclusion in the School Development Plan and/or policy.
- ➔ The P&C can only make policy for itself – not for the school.
- ➔ P&C has the responsibility of providing a representative for the School Board and thus has a influence in the decision making process.
- ➔ Both the School Board and the P&C need to have good communications and a friendly relationship to enable the school to meet its purpose and vision.

Who to approach when issues/ideas arise

The teachers, Deputy Principals and Principal are the contact when a concern is about individual children or teachers. Please make a time to discuss concerns or issues.

The objectives of the P&C Association are to promote the interests of Swanbourne Primary School through:

1. Co-operation between parents;
2. The provision of facilities and amenities for the school; and
3. The fostering of community interest in education matters.

An association cannot:

1. Interfere in the control or management of a school or the educational instruction of students; or
2. Exercise authority over staff or other persons employed at the school.

Summary

Both the P&C and the School Board are essential for the smooth operation of the school because both service different areas of need within the overall operation of the school. We foster this close relationship as we are all working together to support students to be the best they can be.

Structure

The group should consist of nine people – one parent nominated by the P&C, four parents elected by the parent community and three staff elected by the teaching staff. The Principal is the ninth member. Up to two community members can be co-opted as required by the Council if their expertise is deemed valuable for a particular issue.

School Psychologist

The School Psychologist visits the school weekly. Referrals are made through the Deputy Principal in collaboration with the class teacher.

General Information

School Rules

The school rules are designed for the safety and well being of all children as well as for the maintenance of school property. School rules will be discussed with the children at the commencement of the year so they understand the need for their acceptance.

School Term Dates 2019

- ➔ Term 1 Monday 4 February - Friday 12 April
- ➔ Term 2 Monday 29 April - Friday 5 July
- ➔ Term 3 Monday 22 July - Friday 27 September
- ➔ Term 4 Monday 14 October - Thursday 19 December

School Volunteer Program

The school is fortunate to be a part of the School Volunteer Program which provides senior members of the community as mentors to our students.

Sun Protection

All children MUST have hats for outdoors throughout the year for protection from the sun. There is a no hat/no play policy at all times during recess and lunch. Hats must also be worn for outdoor excursions/incursions. The application of sun block cream is also advised for school during summer. There is also sun cream in all blocks for student use.

Toys and Personal Effects

No toys, jewellery or valuables at school please.

Visitors to the School

All visitors and parent helpers to the school are requested to sign in and sign out at the front office and wear a visitor's sticker while in attendance at the school.

Allergy Aware School

OUR SCHOOL IS ALLERGY AWARE and we would appreciate your support with this matter. We need to emphasise the seriousness of this concern as we have students that can become seriously ill across the school. Even if food items contain traces of nuts please avoid giving them to your child in their lunch boxes and save these treats for home, as they will be removed.

Medications and EpiPens

If your child requires an EpiPen or other medication at any point throughout the school day, please do not send it in your child's bag. Ensure you hand any medication to the office and complete appropriate documentation, as well as inform the class teacher.

Social Learning Policy

Positive Environment

Each class will set up a positive environment with class core values, as endorsed by student council and staff.

Playground

- ➔ Students arrive after 8.30am unless attending school events, training or choir.
- ➔ Students eat only in the quadrangle and remain seated at lunch time until dismissed.
- ➔ No hat no play.
- ➔ Bicycles, scooters and skateboards must not be ridden inside school grounds.
- ➔ Students leave the school grounds by 3.25pm.

Classroom

A set of understandings and behaviours, based on our Core Values is negotiated within the first two weeks of each school year in every classroom.

At Swanbourne Primary School we have a clear set of consequences for individuals whose behaviour does not reflect the school's core values, so that they are encouraged to recognise and respect the rights of others.

Consequences

1. Reminder of core values.
2. *Warning/counselling by the teacher.
3. Withdrawal/counselling by the teacher.
4. Buddy classroom to reflect. Parent contacted by teacher.
5. Administration intervention/counselling by the teacher.
6. Suspension (in school, or at home).
7. Exclusion as per Education Department regulations and procedures.

* In playground, name put in duty file.

Severe clause: administration

Homework Policy

Homework Guidelines

Homework is academic work designed to support and extend the learning, practice and application of skills, knowledge and understandings taught in the classroom. Homework supports the development of the student as an independent learner by providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

Homework must:

- ➔ Be consistent and it must be used to facilitate the achievement of specific learning outcomes, and
- ➔ form part of a sequential learning program that is responsive to individual needs,
- ➔ must be relevant to classroom activities,
- ➔ must supported by existing classroom practice, and
- ➔ where appropriate, developed in consultation with students and families.

Uniform Policy

Dress Code

The Swanbourne Primary School Board has established a dress code for all students. Acceptance of enrolment assumes an agreement that the enrolling student will dress within the guidelines of the Code.

The School Board supports the wearing of school uniform and believes that the school dress code is important as it can:

- ➔ Help promote a positive image of oneself and the school;
- ➔ Reflect pride in both the school and individuals;
- ➔ Help create a sense of identity for the students;
- ➔ Address health and safety issues; and
- ➔ Address equity issues.

Uniform

- ➔ School colours are royal blue and white, and the school tartan is blue, white and green.
- ➔ All items of school uniform are available for purchase from the Uniform Shop.
- ➔ No logos other than the school logo will be permitted to be worn.
- ➔ Footwear must be appropriate for the activity. Thongs are not appropriate for any normal school day activities.

Uniform Policy

Swanbourne Primary School Dress Code

- ➔ Students are strongly encouraged to wear the school uniform at all times, as agreed through the School Board.
- ➔ All clothes worn to school should be clean, safe and appropriate for school activities.
- ➔ The wearing of jewellery is discouraged. In the interests of safety no dangling earrings or loose neck chains are permitted.
- ➔ Hair which is touching the shoulder must be tied back neatly.
- ➔ Footwear must be suitable for general activities, including sport. No thongs, beach sandals or high heeled shoes are permitted.

Students need to meet the dress code to represent their school at official activities such as excursions, social and sporting events.

School Uniforms

Our uniform shop is online with Flexischools. Flexischools is an online system that provides a cashless account where you can manage the ordering of your children's school uniforms. The online ordering system is a fast, convenient and secure way to order and pay for school uniforms from home or on your mobile and is available to you 24/7.

If you already have a Flexischools account you can login anytime and place a uniform order. If not, you will need to register for an online account by following the steps below:

1. Go to www.flexischools.com.au
2. Select 'For Parents'
3. Select 'Register'
4. Enter and confirm your email address
5. Follow registration instructions in the email you will be sent.
6. Once registered you can 'Add a Student' or 'Top Up Account'.
7. Adding a student you will be asked for the school, their name, their year and class (i.e. their room number). You can add multiple students to your login.
8. You can top up funds in your account via Credit Card, PayPal or direct deposit. Direct debit is free to top up and may take a few days, whilst Credit Card and PayPal is immediate and attracts 1% plus \$0.15c fee.

Placing a uniform order:

1. Once you are logged in to your Flexischools account you can select a child and then select the 'Uniforms' service.
2. Start your order by first selecting a delivery method. Your order can be delivered either to your child's classroom or the school office.
3. Select from the range of uniform items on the menu.
4. When you've finished your selection you can make payment for the order listed in your order pad.
5. If required, you can review orders by logging back in to your Flexischools account.

Uniform Policy

Receiving your Order

Uniform orders will be packed and delivered to the requested location (office or classroom) twice a week by parent volunteers – usually Mondays and Thursdays.

Please note that all orders placed with Flexischools before 2pm are forwarded to the school uniform shop at close of business that day, so same day deliveries are not possible. Flexischool orders placed after 2pm are not forwarded to the school uniform shop until close of business the following day.

If you have an urgent requirement please send a message to:
uniforms@swanbourneprimarypandc.org.

Refunds and Exchanges

Unused items may be returned for a refund or an exchange of size within 30 days. The items must be placed in a bag with a completed Refunds and Exchanges Form attached and delivered to the office. The form can be downloaded from the school website and paper copies are also kept in the office.

Uniform Try-on Samples

Racks of try-on samples are located in the wet area of the Seahorse block. These can be accessed anytime during school opening hours to assist with sizing of uniform items. Please do not remove these items from the Seahorse block.

If you have an urgent requirement please send a message to:
uniforms@swanbourneprimarypandc.org.

Hats

Swanbourne Primary has a No Hat No Play policy. School hats are available in Medium or Large through the Uniform Shop.

Swimming Caps

Students require a swimming cap for all swimming activities. These can be purchased through the uniform shop.