YPS Parent Communication - Cheat Sheet

S I C K O R A B S E N T	My child is sick.	Advise or reply to the text message via School Bytes Parent Portal/App
	My child will be absent (eg: appointment or short holiday).	Advise in advance via the School Bytes Parent Portal/App or reply to the SMS message sent each day.
	My child will be on leave for 5 days or more.	[Complete Application for Extended Leave](#) form available on the School Bytes Parent Portal.
	My child is late or is leaving early.	They should present directly to the school office for late or early slip.
	I have been notified my child is sick at school.	For minor incidents (ie: the child can stay at school), you will receive a push notification from the School Bytes Parent Portal/App. If your child needs to go home or have medical assistance you will receive a direct phone call.
	Pick up arrangements for my child have changed for that day.	Phone the school office directly, allowing reasonable time before pick up.
T E A C H E R C O N T A C T	I need to contact a teacher. 1. Class teacher 2. Assistant Principal 3. Principal	Email the school Att: the teacher's name, and the office will forward your email to them.
	I would like to meet with a teacher. 1. Class teacher 2. Assistant Principal 3. Principal	Email the school Att: the teacher's name, and the office will forward your email to them.
	My child needs support (e.g.: classroom or playground issue). 1. Class teacher 2. Assistant Principal 3. Learning and Support Teacher 4. School Counsellor 5. Principal	Email the school Att: the teacher's name, and the office will forward your email to them.
	I would like to make a complaint or give positive feedback.	Email the school and the office will forward your email to the relevant person.

O F F I C E **I N F O R M A T I O N**	My child has forgotten something important (e.g.: their lunch).	Phone the school office directly or bring the item to the office.
	My child has awards to hand in.	Place the awards in an envelope with their name and put it into the letterbox outside the office window. The deadline for awards to be received is Wednesday before each assembly.
	I would like to volunteer at school	Complete the Working with Children - Volunteer Declaration form available on the School Bytes Parent Portal.
	I need to pay for something.	Use the School Bytes Parent Portal/App to make a payment.
	I have credit on my child's account.	Email the office to discuss. Credit can also be applied via the School Bytes Parent Portal.
	I need further information about an upcoming event, or school policy.	Refer to the School Bytes Parent Portal/App or school website for information.
	I need to ask if an event is cancelled (e.g.: PSSA when it's raining).	Check push notifications School Bytes Parent Portal/App or the school Facebook page.
	I need an update of the arrival time when my child is on an excursion.	Check push notifications in School Bytes Parent Portal/App or the YPS Facebook page.
	I need regular updates on what is happening at school.	Click on the school newsletter link every fortnight that has been sent out via School Bytes. Check the School Bytes calendar.
P & C	I need a school uniform.	Orders can be placed through School24 or email the P&C Uniform Coordinator.
	My child would like a lunch order.	Orders can be placed through School24, when there are volunteers (note: check P&C Facebook page for dates when the canteen is open).
	I need to contact the P&C.	Email the P&C directly or check the P&C

		Facebook page.
	I would like to attend a P&C meeting.	Check the P&C Facebook page for details. Meetings are held Monday nights 7pm in Weeks 3 and 8.

YPS Contact Information

School Email:
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Phone:
(02) 9520 0277

Website:
https://yarrawarra-p.schools.nsw.gov.au/

School Bytes:
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YarrawarrahPublicSchool

P&C Email:
yarrawarrahpandc@gmail.com

Facebook:
https://www.facebook.com/groups/
YarrawarrahPandC/

School 24:
http://www.school24.com.au/login
School registration ID 25231963