

Dear Parents,

As advised last year, we are trialling how we deal with incursions/excursions by changing from the upfront payment system to paying for individual incursions/excursions as they arise during the year. In order for our office staff to be able to deal with the volume of processing the permissions, payments and advice to teachers of student participation, we require forms and payment to be completed by the **deadline** as requested.

I am aware of the number of various incursions/excursions happening throughout the school recently and also the activities of the P&C requiring similar requests. We are trying to simplify our processes to make it easier for you to access permission forms and make payments for your child. Permission notes in the first instance are sent home via the classroom teacher, then uploaded to the calendar on the school website, and posted on the *Skoolbag* App. If you have missed a permission form please refer to the school calendar (instructions overleaf) to obtain a copy.

We have updated the *eForms* on the *Skoolbag* App to now include payment options. **This is our preferred method of communicating with you and for receiving your permission and payment confirmation.** We then download the *eForm* electronically and process payment as per your instructions. **Direct deposit is our preferred method of receiving payment as this can be completed by you at your convenience prior to the event/deadline.**

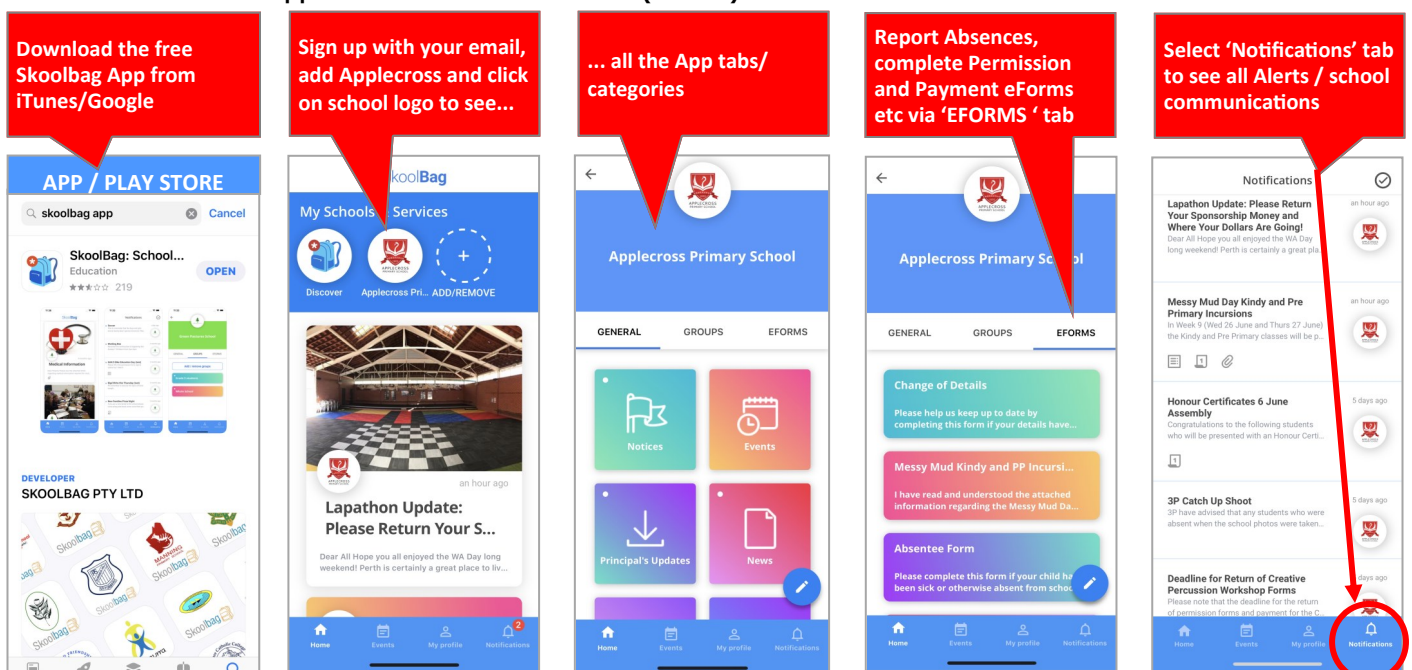
Charges for incursions/excursions are calculated by the total cost of the activity and anticipated student numbers attending the event. This is why often requests for payment are not in whole dollars. Providing cash change to students is always a challenge for the school as we don't operate with a float, and is dependent upon how many parents pay by this method. All monies that come into a school need to be financially accountable through our receipting system and are auditable. Therefore we are unable to accommodate parents who wish to donate change from a school payment for incursions/excursions eg 5c, 10c.

Please find instructions on how to obtain our Permission and Payment forms from our App below, and please turn over for instructions on how to access these and other information from our school website.

Mrs Lisa Mackay
Manager of Corporate Services

SKOOLBAG APP

Our preferred method is for permission and payment to be sent electronically via our *Skoolbag* App. Please see instructions below to download the App and how to access the forms (*eForms*).



Download the free Skoolbag App from iTunes/Google

Sign up with your email, add Applecross and click on school logo to see...

... all the App tabs/ categories

Report Absences, complete Permission and Payment eForms etc via 'EFORMS' tab

Select 'Notifications' tab to see all Alerts / school communications

SCHOOL WEBSITE www.applecrossps.wa.edu.au

Access App and eForms via School Website

School Website:
www.applecrossps.wa.edu.au

Our website houses our policies, handbooks, enrolment information for new families, school activities calendar of upcoming events, information on our School Board and P&C and useful links for both parents and students.

If for some reason you are not able to download or access the **Skoolbag App**, all uploads can still be accessed via our website from the **"Parent Info → School App"** page (as indicated on left). **eForms can be completed and returned using the 'App' on this page.**

School Activities Calendar on Website

School Website:
www.applecrossps.wa.edu.au

Please see the school **CALENDAR** under the **School Activities** tab on our school's website for events and term dates scheduled for the rest of the year.

Information and a copy of the Parent Permission and Payment forms that are sent home (and uploaded on the **Skoolbag App**) can also be found and downloaded from here (as these become available) by clicking on the event.

Stay informed with the SkoolBag App

The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and all school communications.

- 1 Download the app**
Search for the free SkoolBag app in the Apple App or Google Play Store
- 2 Create an account**
Sign up in seconds with your email address
- 3 Add your school**
Search for your school and add your subscription groups

SkoolBag

SKOOLBAG APP



Our school App is our main channel of communicating with you. We ask all parents to install the App to ensure that all alerts (including advice on events that may have to be cancelled or postponed) are received instantly.

News and photographs of past and future events, incursion/excursion information, parent permission and payment forms (eForms) etc are posted on the App.

The App allows parents to advise the school if a child is absent, update contact details and, where possible, return the 'eForm' consent forms via your mobile device. The names of those students who will receive an Honour Certificate at Assembly are published on both the website and the *Skoolbag App* one week prior to the fortnightly Thursday morning Assembly.

Please follow these instructions to download the App to ensure that you receive all communications from us.