



**WINDSOR**  
HIGH SCHOOL

# Week 2 Term 4 2021

**SAFETY TEAMWORK ACHIEVEMENT RESPECT**

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Facebook:  
[www.facebook.com/windsorhighschool](https://www.facebook.com/windsorhighschool)

**Website:**

[windsor-h.schools.nsw.edu.au](http://windsor-h.schools.nsw.edu.au)



Banksia Macro Composition—Year 9 Archives



With everyone back remotely teaching and learning, things went quite smoothly in the last two weeks. Congratulations to Jhye and Brock for all their efforts last week to engage in their school work.

**Return to School -Vital Information Webinar 4pm Thursday 14th October. All parents, carers and students invited. A link will be sent via sms and email.**

On Thursday afternoon, we held our inaugural Parent Zoom Meeting to explain the processes when school returns. The Zoom meeting went well and was well attended. Further in the newsletter is a copy of the PowerPoint and the notes that went with each slide. This will also be emailed to all parents as it is vital information. It also was recorded, and the link will shortly be communicated. If you were not able to attend, please make sure your access this information before the 25<sup>th</sup> October when students return.

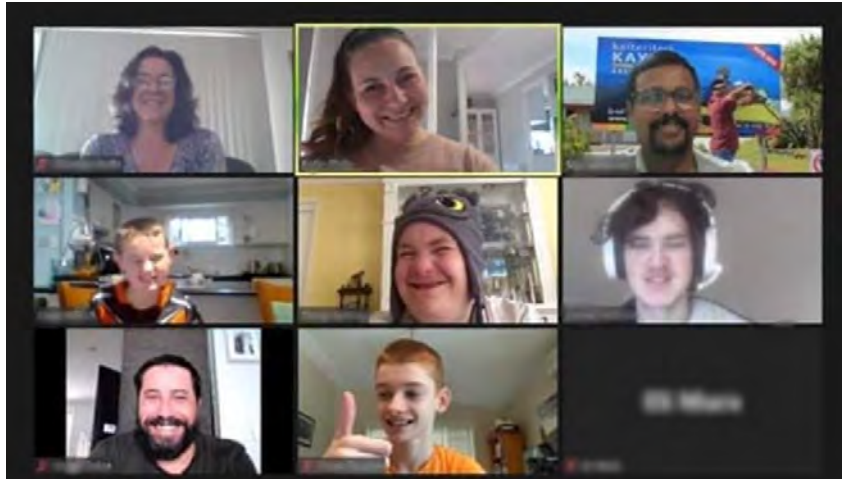


[https://nsweducation.zoom.us/rec/share/WzVlAbJ4ollvCa40mYGibRhL\\_o-ayYdg8s54LUvohnoGb\\_AB-JPQ6gCL5ntN9mmD.YbuljiToSlnCvkiio](https://nsweducation.zoom.us/rec/share/WzVlAbJ4ollvCa40mYGibRhL_o-ayYdg8s54LUvohnoGb_AB-JPQ6gCL5ntN9mmD.YbuljiToSlnCvkiio)

**OPPORTUNITY INNOVATION SUCCESS**

**RESPECT**

The Zoom meetings with our Support unit community are so popular they are now occurring twice a week, on Mondays and Thursdays. This is a highly valued part of their week and it is so good to see all the smiling faces of both students and staff.



**ACHIEVEMENT**



**TEAMWORK**



The P&C had to make the very big decision to cancel this Year's car Show. Given the amount of work required in a short period, the current restrictions, and the uncertainty of potential future lock downs, we have decided to wait until 2022. They understand this might disappoint many people but their goal is to host a safe and fantastic event for car owners, the school and the community. There are many facets to consider when organising an event like this and being on school grounds presents its own challenges. They thank you for your support, hope you stay safe and look forward to seeing you in 2022.

**SAFETY**

Continuing with the endeavour to keep students interested in the curriculum they are studying, the HSIE faculty are having a Year 7 Great Geography Bake-Off! Students have been set the challenge to get 'hands-on and creative in HSIE' during remote learning - with lots of options of things to make, build or bake for our Landscapes, Landforms and Disasters Unit.



Our first submission from the WHS Year 7 'Great Geography Bake-off' was from Jhye. His fantastic EARTHQUAKE SCENE baking creation looks amazing. Keep up the great work!

RESPECT



ACHIEVEMENT

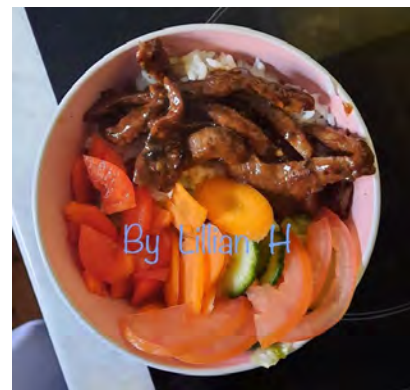
Likewise, the TAS faculty have been creating challenges for their students. Year 9 Food Technology have been busy creating these Buddah Bowls as part of their 'Food selection and health' assessment task - they're packed full of nutrients and look YUMMY



TEAMWORK



SAFETY

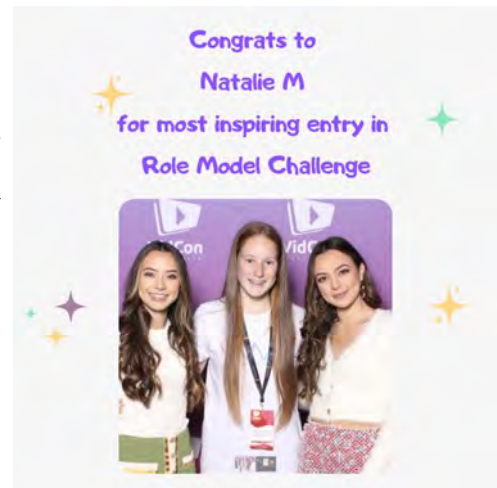


Student Support Officer Report and Wellbeing Challenge:

The Role Model Wellbeing Challenge most inspiring entry goes to Natalie Malpass who shared how the Merrell twins have inspired and encouraged her in school and life. Thank you for sharing!



This week is Wellbeing Week (11-15 Oct). It is a reminder to stop and think about your mental health and wellbeing, and the wellbeing of people around you. The Department of Education is offering free online events for students and parents [here](#).



Although R U OK Day was last term, Windsor High School will be hosting 2 presentations to help you have life changing conversations with people you care about. There are 2 presentations running on the day - one for students and one for parents and carers. Please see the flyer attached which has details on times, zoom links and passwords. Windsor High's SSOs Jess and Chelsea look forward to seeing you all there!



Next week will be the last week of remote learning for Years 7 to 11. We look forward to seeing everyone back in week 4.

Warm Regards

Jennifer Hawken  
Principal



Good afternoon

My name is Jenny Hawken and I am Principal Of Windsor High School. Thank you for joining us this afternoon. This afternoons presentation is to make sure our community is ready to return to school on the 25<sup>th</sup> October. The slides you will see have been endorsed by the Department of Education and NSW Health. This is our first attempt at a webinar, and we hope the technology works well for us all.

NSW Department of Education

### Acknowledgement of Country



I acknowledge that I am hosting this virtual presentation from the lands of the Darug people. I also acknowledge the Ongoing Custodians of the various lands on which you are all calling in from today and the Aboriginal and Torres Strait Islander people participating in this webinar and throughout our school community.

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NSW Department of Education

### What we'll cover in this session

Term 4 return to school



- Key dates
- COVID-safe practices at our school
- Vaccinations
- HSC - Where to find out more
- Questions and answers

We will discuss these key topics as the presentation progresses. As this webinar is being recorded, you will have access to it at some stage tomorrow. We will also be sending out an email tomorrow, with this information included, so you can refer back to it.

The information included in this presentation is current as of today. The restrictions and requirements can change at any point in time. The department has created a 4 tier structure for schools as our society begins to return to the new normal way of life. We have been at the highest level of restrictions- Tier 4 since the beginning of term 3. When we return to school we will be at level 3 plus. The information in this presentation are the three plus requirements.

NSW Department of Education

### What you need to know about our return to school in Term 4

We're excited about our return to face-to-face learning and welcoming students and staff back onsite where we know the best learning happens.

We are taking a layered-approach to ensuring our school is safe for our staff and students.

Our guidance was developed with NSW Health and is evidence-based to give us multiple layers of protection.



The department's COVID-safe return to school plan is approved by NSW Health and includes layers of protection to support the health and wellbeing of our students and staff. These practices include vaccinations of all staff who attend the premises, mask wearing, reduced mingling of student groups and staff, ventilation in classrooms and continued good hygiene and cleaning.

But the reality is on a daily basis schools across the state schools are being closed for deep cleaning, because of confirmed COVID cases. Yesterday it was 7 schools. The day before it was 14 schools. There are members of our school community who have COVID at this very minute. They have not attended school itself so currently pose no risk. We know that it is possible that once all the staff and students return, we could have a positive case on the premises. This is why the measures we have put in place are essential for everyone's wellbeing.

NSW Department of Education

## Key dates for our staged return

It's important that we stick to the staged return to give us time to be ready to welcome back students onsite. Students will return to face-to-face learning in the following order:

- from 18 October – department preschools, Kindergarten, Year 1 and any Year 12 student who requests access to the school for revision purposes to see a particular teacher
- from 25 October – all remaining year groups (Years 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11).



So this is a reminder that there are just two dates for the staged return to school, replacing the three dates previously outlined. Dates are: 18 Oct: Preschool, Kindergarten and Year 1 and some Year 12's and 25 October: All other school years.

As you are all aware the plans for return to face to face teaching have changed frequently over the last term. This has created angst for our parents, carers, students and teachers. Our staff have worked very hard to meet the guidelines and have successfully delivered. The Windsor High School community have done their very best to continue learning albeit remotely.

NSW Department of Education

## Sick students must stay at home

Any student or staff member with flu like symptoms must not attend school. They must be COVID tested and provide evidence of a negative result before they return.

Any student who develops symptoms at school will be required to be picked up immediately.



Staying at home if you are sick will be crucial to ensure everyone's safety. Can parents and carers please ensure their contact details are up to date and so are the emergency contacts so that if we need a student picked up someone is immediately available to do so.

NSW Department of Education

## Vaccinations

COVID-19 vaccination is the best protection against severe illness and also reduces the risk of spreading it to others.

All staff required on site supporting the return to school will need to be fully vaccinated from 18 October.

Then from 8 November all staff, contractors, volunteers and students on student placement on a school site will need to be fully vaccinated.



So basically, all adults on site from the 18<sup>th</sup> October will be fully vaccinated, this includes our canteen. We are encouraging our school community to take up a vaccine as soon as possible, vaccines are available for eligible students and we encourage them to get vaccinated before returning to school, etc.

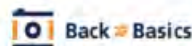
NSW Department of Education

## Uniform Shop

Uniform shop will not be open at school

Appointment required at Kingswood shop

Uniform items can be bought online



In regard to our uniform shop, Back 2 Basics will not be operating on school grounds until further notice. They will be only accepting appointment only customers due to the size of their premises. Uniform can be purchased online and the purchased items will be delivered to the school. An email with this information was sent last week.

© NSW Department of Education

## Keeping student groups together

As we return to school students will be kept in their cohorts as much as possible to minimise opportunities for transmission of COVID-19 and to enable effective contact tracing and containment.



This means minimising interaction between students on school grounds and keeping cohorts together where possible.



A cohort for Windsor High School will be a Year group in mainstream and a class group in our Support Unit. Keeping cohorts apart will be our greatest challenge. You may have heard on the media about staggered start and finishing times and break times to keep groups separate. This may work in some settings but is very difficult to put in place in our high school setting, as the majority of students arrive together by train or bus with set arrival and departure times. Teachers also teach multiple year groups. The Department acknowledges this issue and have asked that we do our best to minimize the contact between the different groups.

So students will be able to use public transport to get to school. Busways have advised that the buses will resume from Monday 18<sup>th</sup> October. They will need to wear masks and keep socially distant, as much as possible. When students arrive at school they will need to go immediately to a designated area. Year 7 will go to the junior quad. Year 8 will go upstairs of the main quad, sitting outside the science labs. The main quad will be divided in half with Year 9 on the southern side and Year 10 on the northern side. Year 11 will go to the senior quad. There cannot be any greeting each other with hugs.

© NSW Department of Education

## Canteen



One year group at a time!



Year groups cannot mix at the canteen. At the break times, one year group each day will be allowed to leave class 10 minutes early to access the canteen if they wish. Year groups will be given access to the canteen with an announcement over our loud speaker system at 10 minute intervals. The last group, who will only get access to the canteen in the last 10 minutes of the break will be allowed to remain in their designated areas for up to an additional 10 minutes, supervised by their classroom teacher, giving them time to eat what they have purchased. Each day a different year group will be given first access to the canteen and last access. This minimizes the time student learning will be interrupted.

We highly encourage all parents to download the Flexischools app which allows students to purchase their canteen food on line. This will reduce the time students will need to be in the canteen area.

NSW Department of Education

### Access to Library and fields



One year group per break per day!



Similarly we have had to put plans in place to keep groups separate in the library and on the fields. So like the canteen roster, Year groups will be allocated break times where their designated area for a particular break will be the field areas, weather permitting. Students will not have the option of either areas as teacher supervision will be on the fields.

The library will be open only at recess and lunch. Each day there will be a designated year group allowed to use the library at recess, and a different group at lunch. The roster for the week will be advertised in our Sentral Daily announcements so students will know in advance which day they can return library books.

NSW Department of Education

### Mask wearing for students and staff



#### Masks

Masks will be required for all staff and all students in Year 7 and above while they are indoors and outdoors on school sites unless eating or exercising. Masks are strongly recommended for primary students both indoors and outdoors unless eating or exercising. Students should bring their own masks where possible, but schools will have back-up supplies, just in case. Masks are also required for all travel on public transport for children 13 years and older.

Masks are required to be worn on school site by all staff indoors and outdoors. Masks are also required for students indoors and outdoors unless eating or exercising.



#### Masks

Whilst at school, masks or face covering are to be worn at all times in all indoor and outdoor areas by all staff and all students(except when eating or exercising). We acknowledge that this rule is different from the current rules in public outdoor areas.

As previously mentioned Masks or face coverings must be worn for all travel on public transport for people 13 years and older.

We do have some masks at school to give to students if required. Unless students have a medical exemption, and have supplied evidence of such to the school, they will be required to wear the mask. If a student refuses to do so parents or carers will be required to immediately pick up their child from school.

NSW Department of Education

### Tips on wearing of masks

Please send your child with a mask and spare in their bag. We'll have some on site too. We have a graphic from NSW Health on how to fit a mask properly – please have this conversation with your child. There are some exemptions around mask wearing – eating and exercising being the key times. Please have a look at the NSW Government website for the full list of exemptions.

<https://www.nsw.gov.au/covid-19/rules-of-conduct/mask-rules>



The proper use of wearing a mask is one of the very important measures to keep everyone safe. Please have a conversation with your child so they know what is required. If your child hasn't worn a mask as they have been staying at home, we suggest they trial it at home before school returns.

NSW Department of Education

### Ventilation



Having open or well-ventilated spaces reduces the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air.



#### Ventilation

When students return to school, each classroom will be well ventilated. Windows will be open and fans will be on. Students may need to make sure they bring/wear a school jumper as this will be required regardless of the weather conditions. The Department of Education have performed an audit of our school and have identified only one window that needs repairs so that it opens. Good ventilation is another of the key factors that will help keep students and staff all safe.



NSW Department of Education

## Enhanced Cleaning



### Extra cleaning for high touch areas

There will be additional cleaners in the school during school hours who will clean high touch areas such as door handles, stair hand rails, bubblers etc. Students are to bring their own water bottles for refilling as direct drinking from the bubblers will not be permitted.

NSW Department of Education

## School activities

During Term 4 many school-based activities will remain on hold until NSW Health advise otherwise.

This includes large celebrations like assemblies, presentation days and graduations, arts and sports events. If NSW Health advice changes, then we will let you know about changes as soon as possible.



Many of our enriching activities cannot go ahead. Thursday Interest groups and camps have been cancelled for the rest of the year. There is a limit on visitors to schools, so only those deemed essential will attend school. Scripture will not happen this term.

We are hoping to still acknowledge some special events, in a COVID safe manner if possible.

Year 12 we hope to have a graduation ceremony, but sadly it will be without parents, friends and family, and without the school community in attendance. Social distancing will be in place. Also we hope on the same day we will be able to have a formal, restrictions permitting.

We also hope a Year 10 formal will occur for our Year 10 students who have completed all their school work and have displayed good behaviour at school when they were present.

NSW Department of Education

## Orientation and transition to school

Onsite orientations and transition programs are not currently allowed in person on school sites until we are advised differently by NSW Health.

We'll share more information in the coming weeks about our school's virtual orientation and transition program.



### Orientation and transition

This restriction is especially sad as we highly value our transition program which ensures that students in Year 6 feel comfortable and less anxious about starting high school. We are currently working on plans to connect with these students before they start high school.

NSW Department of Education

## HSC student revision and support

Teachers of HSC subjects can be available now for revision and support during their usual timetabled HSC classes.

Students must stay within their study bubble groups and not mingle with other groups.

Study bubbles are limited to a maximum of 5 students – the same 5 students are to stay together in their group while at school and can be in the school for up to 3 hours a day.

From 18 October HSC students can access site full-time.



### HSC student revision and support

We have been having regular Year group meetings via Zoom to keep in touch with our Year 12 students. We have surveyed them to know what they want in terms of support whilst they prepare for their upcoming HSC examinations. All students had completed their courses by the end of term 3 so they are now studying and revising their work in preparation for their examinations. The feedback from our Year 12 students is that the COVID Intensive tutoring has significantly benefitted many of our Year 12 student, and they should continue to access both their teachers and the tutoring service to receive feedback and guidance at this critical time.

NSW Department of Education

## What you need to know about HSC exams

We are putting in place and preparing COVID-safe arrangements for exams to minimise mixing between students. These plans include appropriate spacing for students and that exams are conducted in well-ventilated rooms and spaces, mask wearing for students and staff onsite. We are also organising alternative venues in the event we need to relocate the exams.



NSW

The HSC examinations are so very important and will be going ahead this year. Students are not to mingle before examinations, and only arrive at the hall 15 minutes before the examination where they will go through a COVID check in process. Each exam will have a COVID safety monitor to ensure proper hygiene processes occur. If we were required to relocate these HSC examinations due to a positive case of COVID in the school, our alternate venue is Windsor Public School. If this is required each Year 12 student will receive an SMS with instructions.

NSW Department of Education

## Further information and questions

All of our students are expected to be back at school for their staggered return dates. After this date we will only be supporting learning from home where this is required by NSW Health to do so.

Parents and students will be notified if a decision is made to close the school due to a confirmed case of COVID-19. During this time we will continue to provide learning from home activities and we will let you know when we can return to face-to-face learning.

Find updated information on the department's Advice for families page to support students who are anxious about the return to school – or get in touch with us directly:

<https://education.nsw.gov.au/education/559655-6-16-2020/>



NSW

With all the measures we will put in place from keeping groups separate, all staff vaccinated, everyone wearing masks, including hygiene practices in every lesson, ensuring ventilation is prioritized, having no direct drinking from bubblers, enhanced cleaning and minimizing the number of visitors to the school, Windsor High School, the Department of Education and NSW Health have put in place practices to maximise student and staff safety. If a positive case is reported at school we will return to remote teaching and learning for a short period of time whilst deep cleaning of the school occurs.

In addition to supporting their learning, we need all our students to return to face to face teaching for their own wellbeing and social benefits of students seeing their friends. Students who do not return to school from the 25<sup>th</sup> October, will be required to provide a medical certificate, otherwise they will be marked as unjustified absence.

NSW Department of Education

## Thank you



NSW

RESPECT

ACHIEVEMENT

TEAMWORK

SAFETY



**No Parking**  
 You have no more than 2 minutes for drop-offs or pick-ups and must stay within 3 meters of your vehicle.  
**Penalty \$196 + 2 demerit points**

**No Stopping**  
 Under no circumstances are you permitted to stop on a length of road to which a No Stopping Sign applies.  
**Penalty \$352 + 2 demerit points**

**Bus Zone**  
 You must not stop your vehicle in the indicated zone unless you are driving a public bus.  
**Penalty \$352 + 2 demerit points**

**Stop on path or nature strip \$352 + 2 demerit points**  
**Stop across driveway \$352 + 2 demerit points**

Fines current as of September 2021  
 Fines and demerit point are subject to change  
 View the current demerit point and offences list at  
<http://www.rms.nsw.gov.au/documents/roads/safety/rules/demerits-parking.pdf>  
<http://www.rms.nsw.gov.au/documents/roads/safety/rules/demerits-school.pdf>

This document contains important information.  
 If you do not understand it, contact the Telephone Interpreter Service on 131 450.



**Hawkesbury City Council**  
 Address: 366 George Street Windsor NSW 2756  
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 Fax: (02) 4587 7740  
 Email: council@hawkesbury.nsw.gov.au  
 Council Website: www.hawkesbury.nsw.gov.au  
 Office Hours: Monday to Friday 8.30am-5.00pm

September 2021



**Parking in your street and School zones**

Looking after your safety as a driver and a pedestrian



**Road Rule**  
 Do not parallel park the wrong way  
**School Zone \$352 + 2 demerit points**  
 You cannot park on the wrong side of the road facing oncoming traffic and other vehicles. You must park facing the direction of the traffic flow. This is for safety when leaving the kerb.

**Road Rule**  
 Do not park on a nature strip, above the kerb or gutter  
**School Zone \$352 + 2 demerit points**  
 You cannot park on a nature strip, bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a length of road in a built-up area.

**Road Rule**  
 Do not park near a bus stop  
**School Zone \$352 + 2 demerit points**  
 You cannot park within 20 metres before and 10 metres after a bus stop unless there are signs that permit parking. This is for the safety of bus passengers.

**Road Rule**  
 Do not park at an angle to the road  
**School Zone \$352 + 2 demerit points**  
 You must park close and parallel to the road unless there are signs permitting angle parking.

**Road Rule**  
 Do not park across your driveway  
**School Zone \$352 + 2 demerit points**  
 You cannot park on the road blocking a driveway or on the driveway (even your own) outside the property boundary. This is for access and pedestrian safety.

**Road Rule**  
 Do not park within 3 metres of a median strip or double white lines  
**School Zone \$352 + 2 demerit points**  
 You cannot park within 3 metres of double white lines or a traffic island/median strip unless a sign says otherwise. This is for traffic flow and safety.



16 July 2021

**Windsor High School**  
**School Bus 5038 – AM SERVICE**

Dear Parents and Students,

Commencing Monday 2 August 2021, morning **School Bus 5038 will begin 5 minutes earlier and operate with the below revised travel times.** There will be no change to the operating path.

Time	Place
8:23am	Bede Polding College
8:27am	Porpoise Cres & Rifle Range Rd
8:47am	Windsor High School

For further information please contact Busways Customer Service via [infoline@busways.com.au](mailto:infoline@busways.com.au) or 1300 69 2929.

Yours sincerely,

BUSWAYS BLACKTOWN PTY LTD  
(3099i) SB 5038 167V

Notice from the library



**AUTHOR TALK**

*Library*

Zana Fraillon  
LIVE on YouTube  
October 19  
12pm

*Watch the library Google Classroom for  
the link coming soon*

The poster features a teal background with a horizontal band of blue and white wood-grain texture. An open book with white pages and a blue cover is positioned on the right side of the wood-grain band. The text is arranged in a central, vertical layout. The word 'AUTHOR TALK' is in large, bold, pink letters at the top. Below it, the author's name 'Zana Fraillon' and the event details 'LIVE on YouTube', 'October 19', and '12pm' are in black. A pink cursive signature 'Library' is in the top right corner. At the bottom, a pink cursive message says 'Watch the library Google Classroom for the link coming soon'.



## BACK TO BASICS SCHOOLWEAR SHOP INSTORE

Uniform can be purchased from our retail outlet

52 Cox Avenue, Kingswood

Monday to Friday 8.00am to 4.30pm

Saturday 9.00am to 12noon

**DUE TO COVID - ALL STORE VISITS ARE VIA APPOINTMENT ONLY**  
Please make your booking through our website - [www.cowanlewis.com.au](http://www.cowanlewis.com.au)

### Back to School Trading Hours

Back to Basics will be closed from Wednesday 22nd of December 2021  
and will reopen on Monday 3rd of January 2022

Trading hours for the month of January 2022

Monday to Friday - 8am to 5pm

(Closed for the public holiday - Wednesday 26th of January)

Saturdays - January 8th, 15th, 22nd, 29th - 9am to 3pm

Sundays - January 9th, 16th, 23rd, 30th - 10am to 1pm



Uniforms can now be purchased online at

[www.cowanlewis.com.au](http://www.cowanlewis.com.au)

Order and pay online to have your order delivered to the school FREE of charge

*Cowan and Lewis*  
1315 Pacific Highway, Turrumurra 2074  
Phone: (02) 9449 9777 Fax: (02) 9449 8931  
[sales@cowanlewis.com.au](mailto:sales@cowanlewis.com.au) [www.cowanlewis.com.au](http://www.cowanlewis.com.au)



**BACK TO BASICS SCHOOLWEAR**

52 Cox Ave Kingswood 2747  
Phone: (02) 4721 7422 Fax: (02) 4721 7429  
[basics@backtobasicschoolwear.com.au](mailto:basics@backtobasicschoolwear.com.au) [www.backtobasicschoolwear.com.au](http://www.backtobasicschoolwear.com.au)

COWAN & LEWIS PTY LTD ABN 76 000 412 779

## Cowan & Lewis Pty Ltd

A.C.N 000412779

52 Cox Avenue  
Kingswood NSW 2747  
Phone 4721 7422

Web: [www.cowanlewis.com.au](http://www.cowanlewis.com.au)  
Email: [sales@cowanlewis.com.au](mailto:sales@cowanlewis.com.au)

Dear Parents,

Cowan & Lewis look forward to joining with you on the next phase of your child's journey through their school life.

The purchasing of your child's school uniform will be a little different this year due to the ongoing COVID 19 pandemic and ensuring we are adherent to the mandatory social distancing restrictions of 1 person per 4 square meters. The Kingswood retail store located at 52 Cox Avenue will be accessible by appointment ONLY from the 11<sup>th</sup> October through to the 21st December Monday to Friday from 9am – 4.30pm and Saturday 9am to 12 noon.

Cowan & Lewis are very mindful of the inconvenience this may cause with restricted accessibility whilst avoiding unnecessary queuing and delays to ensure the safety of our Staff, Parents and students.

We would encourage all new students to be outfitted prior to the end of the year to ensure they are catered for before the new school year, unfortunately appointments may not be available in January.

Appointments can be made on the Cowan & Lewis website [www.cowanlewis.com.au](http://www.cowanlewis.com.au). Select shop online, locate your schools crest, and click on the booking link and select the appropriate date and time.

- Each appointment will have a 20-minute duration.
- 1 Adult and 1 Child per booking
- For each additional sibling a booking will be required
- We ask that you arrive 10 minutes prior to your appointment
- If you arrive more than 5 minutes late to your appointment, we will unfortunately ask that another time be made to ensure the next appointment is not delayed

Alternatively online orders can be made and delivered to school twice a week on Tuesdays and Fridays during the school term. Exchanges can be arranged back through the school office by contacting Cowan & Lewis or leaving an exchange form in the bag to be collected, the exchange form can be located on the Cowan & Lewis website on your school's page.

Please note the appointment system above may change at any time as the State Government provides further advice. Changes will be notified on our website.

We thank you for your understanding and cooperation as we work through this challenging time and look forward to welcoming you to our store. Please feel free to contact our staff via email [sales@cowanlewis.com.au](mailto:sales@cowanlewis.com.au) or phone 4721 7422 should you require any further information.

Staff and Management  
Cowan & Lewis Pty Ltd



# Simplify your school life.

We have partnered with Flexischools, to make school lunches even easier.



- 1 Order online at anytime
- 2 Enjoy cashless convenience
- 3 Pay with Visa, Mastercard, PayPal or direct deposit



## Set up your account

- 1 **Download the Flexischools App**  
**Note:** for iPhone and iPad please select 'Allow' notifications.
- 2 **Login/Register**
  - **Already a Flexischools user** – Enter your details and login. To save your login details select 'remember me'.
  - **New Flexischools user** – Click '**Register**', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.
- 3 **Top Up Your Account**  
 To make ordering fast and simple, you can set up automatic top ups in your '**User Profile**'.

## Order

- 1 **Place your Order**  
 On the app home screen, scroll down to view your school services such as canteen and uniforms. Then **swipe left and right** to view all available services.
- 2 **Make your Selection**  
 Find the service and press '**Order**', then select the items you wish to order.
- 3 **Make Payment**  
 Select your payment option and complete payment to place your order.




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