

# UPdate

Trudy Whewell, Principal

27<sup>th</sup> August 2026

5783 1358 / [www.upper-plenty-ps.vic.edu.au](http://www.upper-plenty-ps.vic.edu.au)



## Dates to Remember

### August 2026

24<sup>th</sup>-28<sup>th</sup> – Book Week

27<sup>th</sup> – Book Week Parade – 9.15am

### September 2026

3<sup>rd</sup> – Father's Day afternoon Activity  
2.30pm

4<sup>th</sup>– Father's Day Stall

4<sup>th</sup>– MAV Games – Year 6 Team

7<sup>th</sup>–9<sup>th</sup>– Glasses for Kids – F-3

9<sup>th</sup>– MAV Games – Year 4 Team

9<sup>th</sup>– Foundation Open Classroom

2.30pm

11<sup>th</sup>– UPPS Got Talent Final

15<sup>th</sup>– Landcare Gr 3/4 Incursion

16<sup>th</sup> – FAF Hot Lunch Day

16<sup>th</sup>– Open Classrooms 3/4 and 5/6

16<sup>th</sup>– Last day of term 3 for students –  
3.15pm finish

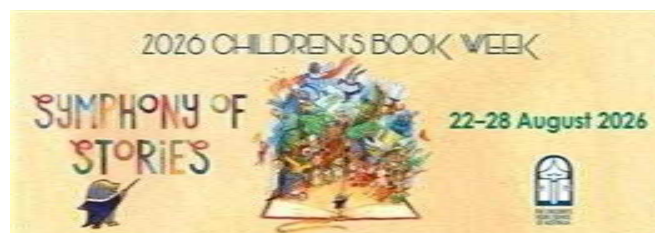
17<sup>th</sup>– Parent/Teacher Conferences-  
students attend conference only

18<sup>th</sup>– Curriculum Day – no classes

## Assembly

2.50pm in the Central Learning  
Space. – All Welcome

If you need to pick your child up  
early it must be before  
assembly starts.



# Awards

## Student of the Week

### Foundation

**Evie M** for always giving 100% effort to her learning. Well done, Evie!

### Year 1/2 H

**Patrick S** for always having a go at every task handed to him. Well done Patrick!

### Year 1/2 K

**Aziiah J** for paying extra attention to his letter sizes and handwriting. Keep putting in the hard work, Aziiah.

### Year 1/2 M

**Star S** for always trying her best! Well done

### Year 3/4 DJ

**Elaina B**, congratulations on persevering with decimals to hundredths and showing them in the correct position on a number line.

### Year 3/4 L

**Coby R** -Congratulations, Coby, for putting in a great week's work. Keep it up!

### Year 4/5 A

**Ben W** for taking breaks when he needs them and showing impressive determination to bounce back! Keep up the great work Ben!

### Year 5/6 PR

**Henry R** for showing an improvement in his classroom participation this week and for doing an excellent job in a measurement topic in numeracy. Keep it up!

### Year 5/6 R

**Laura S** for consistently producing a high standard of work and being willing to extend her learning at every opportunity. Top job Laura!!

## Principal's Award

**Grace R-K** for demonstrating outstanding enthusiasm and participation in Performing Arts

**Jaysen D** for showing excellent effort and understanding during our Maths lessons on sharing and division

## Values

### Foundation

**Imogen P** for showing resilience and bouncing back after challenging times.

### Year 1/2 H

**Chayse S** for always bouncing back after a problem. Great work Chayse!

### Year 1/2 K

**Mackenzie A** for respecting others' personal space and using her words to solve problems. You're a super star, Mackenzie!

### Year 1/2 M

**Amelia CG** -You keep trying, stay positive and show that you can keep going even when things feel tricky. Well done!

### Year 3/4 DJ

**Reid A**, well done for always showing resilience by solving problems and bouncing back.

### Year 3/4 L

**Lucy N** -Excellent work, Lucy, showing this week's focus in SWPBS of being resilient by solving problems and bouncing back. Well done!

### Year 4/5 A

**Layne S** for her growth in resilience across all areas of school! Thank you Layne for giving everything a go and working hard on tricky tasks!

### Year 5/6 PR

**Izzy W** for showing resilience as a Grade 6 leader by solving problems and bouncing back. You're a legend, Izzy!

### Year 5/6 R

**Minh H** for always showing resilience when playing games and bouncing back quickly. Well done Minh!

## Student Choice Award

**Abel O** for helping a student when they were hurt

**Anastasia S** for bouncing back after having a rough morning

## UPPS Legend will be presented to:

Felicity P, Cohen K, Evie M, Anastasia S, Jackson S, Brodie B, Bailey H, Lachlan S, Ellie H, Issy F, Aniah C, Noah H, Jax N, Ben G, Abby H

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# Principal's Report

## What Has Been Happening in Our Classrooms

Over the last couple of weeks, I have spent time walking around our classrooms and teaching in some classes, and it has been wonderful to see the learning and engagement taking place across the school.

This semester, Sarah D has been teaching Performing Arts instead of Visual Arts, and it was a privilege to sit in on one of her lessons with a Year 5/6 class. Students spent the session working with scripts and acting out different characters. I was amazed by how comfortable so many students were in getting into character. Their engagement, expressions and enjoyment were fantastic to watch and listen to. It was also great to see that every student had an opportunity to participate. Some students were given roles such as recording the props that would be needed, ensuring they remained involved and engaged throughout the lesson. It was a wonderful example of providing different ways for students to contribute and be successful.

Teachers have also been released to visit another teacher's classroom to observe a lesson, with each teacher focusing on an area they would like to learn more about or develop in their own teaching. Peer observations provide valuable opportunities for teachers to see different approaches in practice rather than simply discussing them. Observing colleagues can encourage reflection on our own teaching, help identify strengths and areas for improvement, and provide new ideas to take back into the classroom. Most importantly, it helps build a stronger culture of teamwork, collaboration and professional support across our school.

## District Athletics Day

Our District Athletics Day was postponed this week due to the weather but has been rescheduled for Wednesday next week. Our Year 3–6 students are looking forward to returning to Meadow Glen Racetrack to compete against students from other schools. We wish all our students the very best and hope they have a fantastic day representing UPPS.

## Welcome Back!

A warm welcome back to Mr D and Alison, who have both been on leave this term. We have missed them, and it is great to have them back at UPPS this week!

## Book Week

This week we have celebrated our annual Book Week, with a wonderful range of activities taking place throughout the week. Students have enjoyed reading this year's shortlisted books, taking part in a *Where's Wally?* search around the school, participating in activities during recess, and, of course, dressing up for our Book Week parade held today.

The costumes and the incredible number of students who dressed up today were fantastic! It was wonderful to see the enthusiasm, creativity and love of books on display across the school.

A special thank you to Miss Kenny, Miss Ashby, Miss Humphreys, Mrs De Luca and Ms Darwell for their organisation, enthusiasm and hard work in planning such a wonderful week of celebrations and activities. Your efforts have helped make Book Week a memorable and enjoyable experience for our students.

## School Values

Our school values are **Respect, Responsibility and Resilience**. We expect all staff, students and members of our school community to model and demonstrate these values in the way we approach each day.

### Respect

#### Respect looks like:

- Listening to and valuing the opinions of others
- Speaking and acting with kindness and empathy
- Accepting differences and celebrating diversity
- Resolving problems calmly and appropriately
- Building positive and trusting relationships

### Responsibility

#### Responsibility looks like:

- Taking ownership of our learning, behaviour and decisions
- Being reliable and accountable
- Following through on commitments
- Caring for themselves, others and our school environment
- Understanding that being part of a community involves contributing positively

### Resilience

#### Resilience looks like:

- Staying calm and positive when things do not go as planned
- Persevering when something is difficult
- Learning from mistakes rather than being discouraged by them
- Seeking help when needed
- Adapting to change and trying different approaches

When **Respect, Responsibility and Resilience** are consistently modelled by all staff, students and school community the values become more than words displayed around the school—they become part of the **school culture**. Consistent adult role modelling creates clear expectations, strengthens relationships, promotes positive behaviour and provides students with practical examples of how to live these values in everyday situations. Consistent adult role modelling provides students with clear expectations and authentic examples of what these values look like in everyday life. It strengthens relationships, supports positive behaviour and helps create a safe, supportive and inclusive environment where everyone can thrive. Ultimately, our values guide not only what we do, but also how we treat others, how we respond to challenges and the contribution we make to our school community.

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Attitudes to School Survey Data (AToSS)

Last term, our Year 4–6 students completed the Department’s Attitudes to School Survey (AToSS). This survey provides valuable insight into students’ attitudes, experiences and wellbeing at school. It explores a range of areas, including school climate, learning, peer relationships, resilience, bullying, health, wellbeing, physical activity and general life satisfaction. It was pleasing to see growth across a number of important areas when comparing our 2025 and 2026 results:

Growth

| Domain/Factor                    | 2025 | 2026 |
|----------------------------------|------|------|
| Community Connection             | 63%  | 74%  |
| Emotional Awareness & Regulation | 58%  | 66%  |
| Helping Seeking                  | 61%  | 71%  |
| Resilience                       | 56%  | 75%  |
| Not Experiencing Bullying        | 65%  | 72%  |
| Physical Activity                | 46%  | 60%  |

These results represent some significant improvements, particularly in resilience, community connection and help seeking. It is encouraging to see that the work we are doing to support our students’ wellbeing and social and emotional development is having a positive impact.

Our **Peer Relationships** result was our school’s highest-performing area, with an impressive **83%** of students reporting positively. This is a wonderful reflection of the relationships our students are building with one another and the importance we place on creating a connected and supportive school community.

Areas for Further Attention

As with any data, the survey also helps us identify areas where we can continue to grow and improve.

| Domain/Factor                               | Overall | Year 4 | Year 5 | Year 6 |
|---------------------------------------------|---------|--------|--------|--------|
| Life Satisfaction                           | 63%     | 61%    | 71%    | 60%    |
| Use of Electronic Devices Outside of School | 46%     | 71%    | 20%    | 42%    |
| Student Voice & Agency                      | 56%     | 52%    | 54%    | 62%    |

These results provide us with important information to consider, particularly around student life satisfaction and the impact and use of electronic devices outside of school. The variation between year levels also reminds us that the experiences and needs of our students are not the same across the school. Leadership and staff have spent time together in after-school meetings unpacking the survey data and other data sets. We have reflected on what we are doing well as a school, where we would like to be in the future, and what we need to do to move towards this vision. Importantly, we are not simply looking at the numbers. We are using the data as a starting point for professional discussion, reflection and action. Our goal is to build on the areas of strength while identifying practical ways we can further support our students’ wellbeing, engagement, relationships and overall experience of school. The AToSS results provide us with a valuable opportunity to listen to our students and ensure that their voices help shape the direction of our school moving forward.

Parent Opinion Survey

Our Department Parent Survey is now open, and so far, **11 families (8%)** have taken the time to complete it. The survey seeks parent feedback on key areas including learning, teaching, the school environment and relationships with the school community. Your responses provide us with valuable, actionable insights that help inform our ongoing school improvement. If you have a few minutes, we would really appreciate more families completing the survey. The more responses we receive, the better we can understand your experiences and use your feedback to continue improving our school. Thank you to everyone who has already taken the time to participate.

UPs Got Talent Show

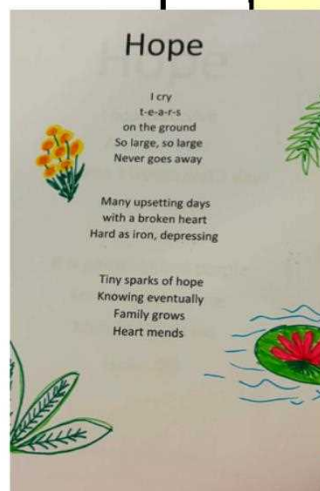
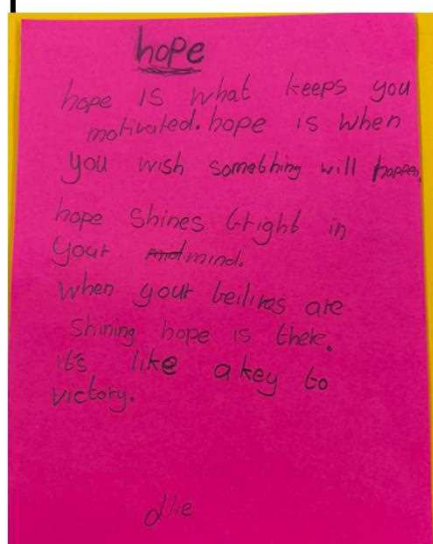
Our auditions and performances commence next week, with the following week culminating in our Grand Final! Please check the schedule in this newsletter to see when your child will be performing. Families are warmly invited to come along to school and support our talented students. We look forward to seeing our students showcase their talents and enjoying what promises to be a fantastic event!

Trudy

# A WINDOW INTO 4/5/6

## LITERACY

This week we finished our studies of 'Sister Heart'. Students created their own free-verse poems about hope.



## MATHS

### DECIMALS

We have concluded our learning on decimals!



## BOOK WEEK

Across the school we have been reading short listed books to vote for our class favourite. Today is Book Week Dress Up!



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# Information about our school's Emergency Management Plan for the 2026/2027 Bushfire season

Dear families,

We want to let you know about our school's emergency management plan. Our school plans for a range of hazards, such as bushfire, severe weather, medical emergencies, building fires, and intruders. We develop specific response procedures to address these risks.

We also conduct drills regularly, ensuring that our core procedures of on-site and off-site evacuation, sheltering-in-place, and lockdown/lockouts are well-rehearsed and understood by staff and students.

Our school is considered at risk of bushfire or grassfire. We are Category 3 on the Bushfire At-Risk Register. Our school will **close** on days of **Catastrophic** fire danger in the North Central fire district. Action your family's bushfire survival plan if your own triggers are met. We encourage you to follow your family bushfire survival plan and the advice of emergency services.

For more information about our bushfire risk, please refer to the attached bushfire news article in this newsletter. The Country Fire Authority also has more information for schools at risk of fire: <https://www.cfa.vic.gov.au/schools>.

If we enact our emergency management plan, we will notify you by our Parent communication app. with updates on our actions. Please do not come to the school unless directed to do so, as you may put yourself and others in danger. If there is anything we need you to do, we will let you know.

During an emergency, the school will work closely with emergency services to get specific advice to keep our community safe. Additionally, the Department of Education has dedicated emergency management staff to help monitor the situation and provide additional support to schools during emergencies.

If you have any questions about our school's emergency management plan, please contact us at [upper.plenty.ps@education.vic.gov.au](mailto:upper.plenty.ps@education.vic.gov.au) Please be assured our top priority is the safety of our students and school community.

Thank you for your cooperation and understanding.

Yours sincerely,

Trudy Whewell

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# School preparations for the bushfire season

Each year, we undertake a range of activities to ensure the safety of our school and to prepare for bushfires and grassfires.

An important part of this process is communicating to parents what will happen when certain fire danger ratings are issued to help ensure the safety of students and staff.

**Our school has been identified as being at risk of bushfire or grassfire and is a Category 3 school.**

Our school will **close** on a day forecasted as **Catastrophic fire danger rating** in **North Central fire district**.

Closure of the school due to a Catastrophic fire danger rating will be enacted when the Bureau of Meteorology forecast and related public safety messaging are confirmed. Due to uncertainties in the forecast, the timing of this confirmation may vary. Information regarding potential or confirmed Catastrophic fire danger days will be communicated to you by the Sentral Parent App.

It is also important to be aware that:

- No one will be on site on days where the school is closed due to a forecast Catastrophic day.
- Out-of-school-hours care will also be cancelled on these days.
- All bus routes that travel through the Catastrophic area will be cancelled.
- School camps will be cancelled if a Catastrophic fire danger rating day is forecast for fire weather district in which the camp is located, or if the travel involves passing through areas that have Catastrophic fire danger.

As part of preparing our school for the fire season, we have updated and completed our Emergency Management Plan and prioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

## What can families and the school community do to help us prepare?

What can families and the school community do to help us prepare? Families are encouraged to action their Bushfire Survival Plan on Catastrophic fire danger rating days in their district. The safest option is to leave the night before or early on the morning of the Catastrophic day. On such days, children should never be left at home alone or in the care of older children.

You can find more information on emergencies, warnings and preparedness actions here:

- Ensure we have your current contact details, including your mobile phone numbers.
- Keep in touch with us by reading our newsletters, checking our website Upper Plenty Primary School, or by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements if our school is closed due to Catastrophic fire danger. Further information can be found on the CFA's website.
- Action your family's bushfire survival plan if your own triggers are met. Our school community may be spread out across many areas and some families may be at higher risk than others. Your family's safety is critical, so please let us know if you are actioning your bushfire survival plan and if your children will be absent on these days.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.

Families are encouraged to action their [Bushfire Survival Plan](#) on Catastrophic fire danger rating days in their district. The safest option is to leave the night before or early on the morning of the Catastrophic day. **On such days, children should never be left at home alone or in the care of older children.**

You can find more information on emergencies, warnings and preparedness actions here:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters

## Frequently Asked Questions

**What is the department's policy?** The Department of Education annually assesses the fire risk of all schools and early childhood services with the support of the Commonwealth Scientific and Industrial Research Organisation (CSIRO). They are allocated a category of risk (categories 0 to 6). Schools and services that are Categories 0-3 are published on the [Bushfire At-Risk Register \(BARR\)](#). Schools at some risk of bushfire and grassfire are published on the [Category 4 List](#).

The department's [Bushfire and Grassfire Preparedness Policy](#) requires all schools and early childhood services on the BARR and the Category 4 List to close when a Catastrophic fire danger rating day is forecast in their fire weather district. All school bus routes which travel in or through a district with Catastrophic fire danger must also be cancelled.

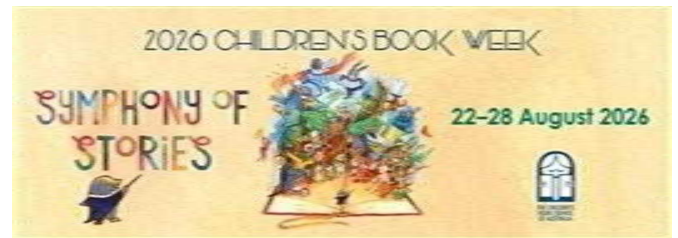
The policy also requires that schools at the highest risk of bushfire (those in Categories 0, 1 and 2 of the Bushfire At-Risk Register) enact pre-emptive action plans based on the fire danger forecast for their Local Government Area (LGA).

## Who issues fire danger forecasts?

The Bureau of Meteorology (BoM) provides public fire danger rating forecasts each day of the fire danger period using fire weather district areas. In Victoria, there are 9 fire weather districts, which are based on Local Government Area boundaries.

The department uses these forecasts when supporting schools to enact their pre-emptive bushfire actions plans.







## Hats are Back!

The school Sunsmart policy states that all students will wear a broad brim hat at all times they are outside from the **mid August until the end of April**.

Peaked caps are **NOT** acceptable at any time.

Any student without a hat will have to stay undercover or in the gazebo.

Hats are available from the office or the uniform shop for \$10



## Student Late Arrivals and Early Departures

All students **must** be signed in by an **adult** if they are arriving after 9am and leaving before 3.15pm.

Any student who is not signed in by an adult at the office could receive an "unexplained absence" SMS message.

**All Early Departures and Late Arrivals should be communicated to the office directly.**

## FOUNDATION OPEN CLASSROOM

### ☀ WEATHER SCIENCE ☁

**Foundation Families,**  
are invited to join us for a special Open Classroom afternoon!

Come along and take part in fun, hands-on weather science experiments and activities with your child, and see some of the exciting learning we have been doing this term.

**Wednesday 9th September  
From 2:30pm**

*We look forward to sharing our learning with you!*  
**Mrs Rowe & Mrs O'Keeffe**



## 6-12 Sept 2026 NATIONAL CHILD PROTECTION WEEK

Funded by the  
Australian Government  
Department of Social Services

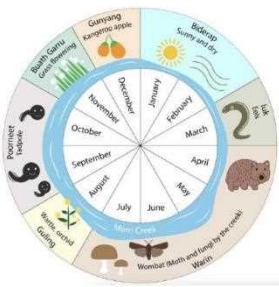
EVERY CONVERSATION MATTERS  
**SHIFTING  
CONVERSATION  
TO ACTION**

### Safety Week

Victorian schools are required under the Child Safety and Wellbeing Act to ensure that they implement compulsory Child Safe Standards to protect students from harm. Upper Plenty Primary School is committed to child safety. Articles will appear in the newsletter and on our website to promote our commitment to the Child Safety Standards. As part of Child Safety Week, **all students from Foundation to Year 6 will engage in five Child Safe lessons**. Anatomically correct names for body parts will be taught in an age-appropriate manner, as well as strategies to support child safeguarding. Child Safety Week will run in week 9 of this term (7th-11th September). <https://www.napcan.org.au/ncpw/> Please see your child's teacher if you have any questions. <https://www.childsafety.gov.au/storybook/little-big-chats-readings>

### Respectful Relationships

Over the coming weeks, students across the grades will be exploring **gender norms and stereotypes** as part of their wellbeing learning. Students will consider how gender stereotypes can influence our choices, friendships and opportunities. Through age-appropriate discussions and activities, students will learn to recognise and challenge stereotypes, celebrate individuality, and understand that everyone should feel free to be themselves. This learning supports the development of respectful, inclusive and equitable relationships within our school community.



### Wurundjeri Seasons: Guling to Poorneet

We are currently in **Guling, the Orchid Season**, a time when the cold weather begins to ease and Country shows signs of new growth. Wattles and native orchids begin to flower, birds prepare for nesting and animals become more active.

As we move into September, we welcome **Poorneet, the Tadpole Season**. During Poorneet, temperatures begin to rise while rain continues, frogs and tadpoles become active, yam daisies and other plants flower, and young animals begin venturing out.

The Wurundjeri seasonal calendar reminds us to notice the changes happening on Country and recognise the deep knowledge and ongoing connection Wurundjeri Woi-wurrung people have with land, waterways, plants and animals.

### Landcare Planting Day

Our Year 3/4 planting day will be on **Tuesday 15th of September 9-11am**. As part of our Bruce's Creek regeneration project, students will help plant indigenous species that will support local wildlife and contribute to restoring this important area. We can't wait to see the positive impact their efforts will have for years to come. If you would like to help out with planting on the day, please let your child's teacher know, and ensure you have your WWCC and have completed the volunteer induction briefing.



### Happy Father's Day

Wishing all the dads, grandfathers, carers and special people in our school community a very happy Father's Day! We hope you enjoy a wonderful day celebrating the important people who support, encourage and care for our students. Thank you for everything you do!

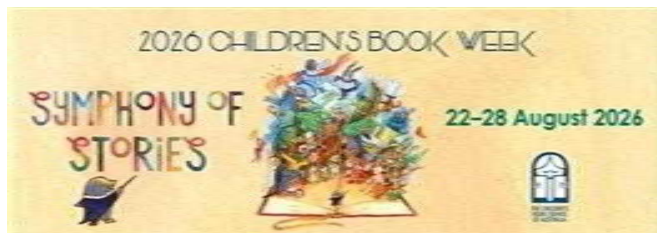
### Jokes, Jokes, Jokes!

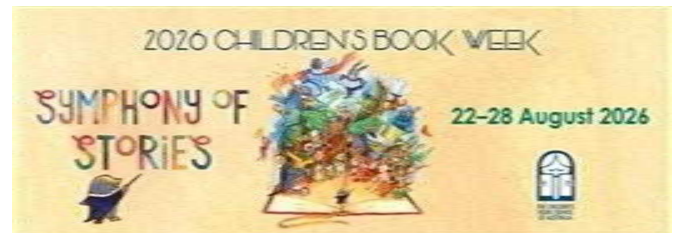
- Knock, knock, who's there?, boo, boo who? ...no need to cry, it's just a joke!
- Why did the banana go to the Doctor? Because he wasn't peeling very well.
- What do you get if you cross a dinosaur with a pig? Jurassic pork!
- What time do you go to the dentist? Tooth hurty

**RESILIENCE  
RIGHTS &  
RESPECTFUL  
RELATIONSHIPS**

THE  
EDUCATION  
STATE

VICTORIA  
State Government  
Education and Training





# UPPS GOT TALENT SHOW



It is finally here.....

Families are all welcome to come and watch these performances and support your child and our school

| Students                                                              | Year Level | Performance   |
|-----------------------------------------------------------------------|------------|---------------|
| <b>Monday 31<sup>st</sup> August – Recess (11-11:45am)</b>            |            |               |
| Monique                                                               | 1/2        | Dance         |
| Anastasia                                                             | 3/4        | Dance         |
| Brycen                                                                | 1/2        | Drama         |
| Pip                                                                   | 5/6        | Singing       |
| Susie                                                                 | 3/4        | Drama         |
| <b>Tuesday 1<sup>st</sup> September– Recess (11-11:45am)</b>          |            |               |
| Isla, Chayse & Isabelle                                               | 1/2        | Dance         |
| Vihaan                                                                | 1/2        | Dance         |
| Sara & Izzy                                                           | 5/6        | Dance & Song  |
| <b>Wednesday 2<sup>nd</sup> September– Recess (11-11:45am)</b>        |            |               |
| Jessie                                                                | 1/2        | Dance         |
| Imogen                                                                | Foundation | Music         |
| Reid                                                                  | 3/4        | Drama         |
| Izzy                                                                  | 1/2        | Drama         |
| <b>Thursday 3<sup>rd</sup> September– Recess (11-11:45am)</b>         |            |               |
| Hunter B                                                              | 1/2        | Dance & Song  |
| Charlotte M                                                           | 1/2        | Dance         |
| Jemi & Clare                                                          | 4/5        | Music         |
| Noah B & Emily                                                        | 1/2        | Music & Dance |
| Addley                                                                | 1/2        | Dance         |
| Ivy & Layne                                                           | 4/5/6      | Dance         |
| <b>Friday 4<sup>th</sup> September– Recess (11-11:45am)</b>           |            |               |
| Zayden                                                                | 5/6        | Song/Rap      |
| Ellie H & Aniah                                                       | 1/2        | Dance         |
| Clara                                                                 | 4/5        | Drama         |
| Nimrat                                                                | 5/6        | Song & Dance  |
| Maia                                                                  | 1/2        | Dance         |
| <b>Friday 11<sup>th</sup> September – GRAND FINAL – 2:15 – 3:15pm</b> |            |               |
| Finalists to Perform                                                  |            |               |



# All Things Uniform

64 HIGH STREET  
Broadford. Vic. 3658

E : [tracey@allthingsuniform.com.au](mailto:tracey@allthingsuniform.com.au)

P : 03 5784 2276

M : 0407 781 455

You can pop in to the store during normal business hours or make an order via phone or email to the store.

**Online Ordering now Available**

<http://upps.allthingsuniform.getworkgear.com/>



**Program for students in Foundation to Grade 3 - 7<sup>th</sup>-9<sup>th</sup> September**



## GLASSES FOR KIDS IS COMING TO THIS SCHOOL

The Glasses for Kids program will be visiting this school to provide eligible students with **FREE** vision screening, then testing and glasses (as required)



Scan this QR code to find out more on the GFK website



A Victorian State Government and State Schools' Relief initiative  
Questions? Please contact the GFK team via [info@glassesforkids.com.au](mailto:info@glassesforkids.com.au)

## School Bank Account details

Name: Upper Plenty Primary School Council

**BSB 083001**

**Account Number 92 466 6216**



# Crumbs and Co Lunch Orders – Wednesday's and Friday's



## Our school is online with Flexischools

Crumbs & Co provide lunch orders to the students and staff here EVERY WEDNESDAY.

Information on Flexischools the ordering platform used to help with getting setup is included.

Don't forget to update your students class name ready for ordering.

## ORDERS TO BE PLACED BY 7AM ON DAY OF DELIVERY.

### Step 1

#### Register with Flexischools

- 1 Download the Flexischools app and click "Sign Up."
- 2 Enter your email to create an account.
- 3 Go to your inbox and click the link to verify your email.
- 4 Follow the prompts to complete your registration.



### Step 2

#### Enter your child's details

- 1 In the navigation bar, add your student(s) under "Profile" > "Students" > "Add new."
- 2 Add your child's details to the new student profile.



### Step 3

#### Place an order

- 1 On the home page, click the "Order food" button.
- 2 Select the student you would like to order for. Choose a service and order date.
- 3 Select the items you would like to order
- 4 Click "View order" and select "Checkout and pay" to place your order.

