

Office Procedures

Money Collection

We prefer payments to be made by CREDIT/EFTPOS payments which can be made at any time or online through internet banking transfers using the following information:

BSB 064-168

ACCOUNT NUMBER 00090140

MARSDEN STATE SCHOOL

Then for reference put relevant year e.g. for 2010 put 10, then name of excursion/camp/etc then child's name/year level.

Centrelink Contributions are a common method for families to use when making payments
- Please ask office staff how this works.

Cash Window

When you send a child to school with monies to pay at the cash window please tell them to come to the window as soon as they arrive instead of waiting till 8.30am

Our cash window is open on Tuesday, Wednesday, Thursday mornings between the hours of 8:00am and 9:30am. Money can only be taken at these times.

Late Arrival

Students who are arriving late to school of a morning must first come to the office to sign in. Prep and Year 1 students must sign in at the office after 8:30am, however year 2 - year 7 students must sign in at the office after 8:45am. Students may receive detentions if they do not have a legitimate reason for arriving late. A telephone call or a letter from a parent/carer will excuse lateness.

Early Departure

Parents and/or carers who would like to collect their children from school early need to sign them out at the office. Parents who have students that are in Prep will need to collect them directly from the classroom. Parents/carers and people who are on the students emergency contact list are the only people who will be able to collect students from school, unless organised with the office.

Appointment Procedure

If a parent/carer would like to book an appointment with a teacher, deputy principal, the principal or the guidance officer, they are to leave their details with the Administration Officers who will forward the message on. The relevant person will then make contact to arrange an appropriate time.