IMPORTANT INFORMATION & GUIDELINES

The tuckshop relies heavily on the assistance of volunteers and the co-operation of the school community to keep costs down and prices at a reasonable level for the benefit of everyone. Please help us do this by following these important guidelines.

CREDIT POLICY
There is NO CREDIT available to students, parents, staff (including teachers), volunteers and visitors to the school. An exception to the rule is accepted upon a recommendation from the school’s Principal on behalf of a student. Register for a flexischools account through the school website to avoid needing cash! Catering for functions or special events is to be paid upon invoice.

STUDENTS PRESENTING LARGE NOTES
Parents are asked NOT to send $20 and $50 notes to school for use at the tuckshop. Students who present large notes will be referred to the Principal.

ORDERING
The preferred method for ordering is via the flexischool on-line system. Please see the school’s website to register with flexischools online ordering. Contact the tuckshop on 38639117 if you do not have access to a computer and wish to discuss an alternative arrangement.

LATE ORDERS OR STUDENTS WITH NO LUNCH
If you miss the cut off time of 8.30am daily for online ordering OR your student has no lunch, ring the tuckshop on 38639117 to assist in completing a form, a simple sandwich and a piece of fruit will be offered only (a drink upon request). Your student will be sent home with a request for payment. We look forward to your settlement of this account within 7 days from the date listed on this form. Failure to settle this account may result in services from the tuckshop no longer being made available to your student until payment is settled. In the case of “Special Events” held by the tuckshop, orders must be received by the due date. Phone orders (refer to credit policy) or late orders after the due date will not be accepted.

ORDERS CANCELLED DUE TO ILLNESS OR ARE NOT COLLECTED FROM THE TUCKSHOP
A refund will ONLY be offered in the event that food has not already been prepared. If the order has been prepared, you are welcome to collect it from the tuckshop. Any order not collected will be disposed of at the end of the day.

Please encourage your student to collect their lunch order from the tuckshop if it does not arrive via the class basket to their class.

FOOD BROUGHT IN FROM HOME
Due to health and safety regulations the tuckshop is unable to heat food brought from home by a student.

OTHER USERS
Outside hirers and school staff may have access to the tuckshop and equipment with prior approval from the Principal and / or P&C Operations. Please note - all equipment used MUST be cleaned and returned to where it was found. The ovens and air conditioning must be turned off and the cold room door must be closed properly before leaving. The door between the tuckshop and hall kitchenette must also be locked.

VOLUNTEERS
All tuckshop volunteers (including Year 6 Senior Leaders) must sign in and out of the Volunteer Register held in the tuckshop. Adult volunteers who are not parents of an enrolled student are required to hold a Volunteer Blue Card. Year 6 Leaders must have the written permission of the parent / caregiver prior to assisting in the tuckshop. Student permission forms are available from the tuckshop.

Students or children MUST be 11 years of age or older to enter the tuckshop.

TUCKSHOP OPENING HOURS – MONDAY, WEDNESDAY, THURSDAY & FRIDAY 8.30AM-1.35PM
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