Board Members: Parent Reps: Shelley Penyu, Julian Fior and George Villaflor

P&C President: Lisa Fior

Principal: Melissa Travers  Deputy Principal: Kate Flynn

Executive Teachers: Kylie Libbis, Will Powell, Cheryl Cassella, Haeley Simms (acting), Georgina Sofatzis (acting)

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**PRINCIPAL'S MESSAGE**

Last week we saw the school undertake a curriculum audit. A number of schools in each network was asked to provide curriculum documents to an auditor for review. Palmerston was able to provide all the documents and this is a credit to the teaching staff. We have seen this as an opportunity to showcase the school and how hard our teachers work. This was maybe a coincidence that it was held on World Teacher’s Day. Thank you to the P&C who provided a wonderful morning tea to all staff to say thanks for the hard work and the ‘above and beyond’ that teachers do.

**2016 ACT Public Education Awards & Recognition of service awards - Celebrating Excellence**

Tonight, two Palmerston teachers, Katherine Wilson and Libby Marley will be attending an awards ceremony, as they have been nominated for an ACT Public Education Award. One teacher was nominated by their supervisor and another by a parent. The ACT Public Education Awards: Celebrating Excellence are held annually by the ACT Education Directorate to recognise outstanding school leaders, teachers, education support staff and volunteers in our public schools.

Three teachers are recognised today for their long service to public education. Robin Greer and myself for 30 years of service and Kylie Libbis for 10 years of service.

People often ask why teachers choose teaching as a career. Teaching is rewarding and is a worthwhile career. Teaching keeps us motivated to get up every morning for 10, 20, 30 years and come to work.
The ability to have a positive impact on a child’s life and work in partnership with families to assist in the education and social development of their children is very fulfilling. Thank you for letting us be part of your child’s life.

**Swimming**

Our Kindergarten and year 1 students are in their second week of swimming lessons. Some of the students are getting a bit tired, but the enthusiasm is still there. This is a wonderful program the school offers and I am pleased to see so many take up the offer. Year 2 will be provided with a swimming lesson opportunity later in the term.

**Friendly Schools Plus and Everyone Everyday**

Palmerston has the pride values which are taught each year. (Participation, Respect, Integrity, Determination, Empathy) This comes under the KidsMatter umbrella of values education. This year we have undertaken the Everyone Everyday lessons, had a guide dog visit and had filming at the school on inclusivity. I thought it was time to refresh everyone’s mind about the Friendly Schools Plus program. Palmerston will undertake this program of lessons in 2017 along with senior school student’s leadership and peer support programs.

As the year is drawing to midterm 4 and at times children get a bit tired and forget their manners or thoughtfulness, I thought it might be appropriate to refresh our minds on what our school values are and remember that we are an inclusive school and at times children make mistakes or misjudge situations, but we should assist as a learning community to understand what is right and what behaviour we value. We know through our PRIDE values that each of us is different, but we are all on the same learning journey and should be treated equally and treated with respect and included. It is important for the older children of the school to model this value and be examples in positive behaviour at school. It is important as families we talk through this with our children and guide them to understand that being a positive and active member of the Palmerston Community is living the PRIDE values.

**Bike Enclosure**

In 2017 Palmerston will be getting a bike enclosure revamp. We are one of the lucky schools to be identified as an active Walk and Ride to School (this Friday). This has assisted us in being able to design a good enclosure or redesign our existing one to include more seclusion for safety and a cover to protect the bikes from the harsh environment and rain. This should encourage more children to ride or scooter to school. The school has bikes and runs bike club in two terms of the year.

**Student Representative Council (SRC)**

The student of the SRC were invited to a morning tea with the Deputy and myself this week. We invited the students to discuss a letter that they wrote to us about their work as student representatives and what they would like to see happen around the school. We call this ‘student voice’ in schools or active citizenship. After a wonderful morning tea and great discussions, the SRC suggestions were accepted and we look forward to a few changes in 2017.

The changes are as follows:

- Signposts to be put up in the area near the library outlining
  - Pod names
  - Significant Australian icons
  - Countries nominated by classes
- Hosting of assembly
  - The school captains will support younger students in assembly to keep consistency
Together, we learn from each other

- Academic award winners will
  - Be once a month from 2017
  - Have a chance to shake the principal’s hand and have parents take a photo of them
  - Group photo after the assembly to remain the same
  - Teachers to contact families of award winners so they can attend

I would like to thank the SRC and their teachers for the outstanding contribution to change at Palmerston, the continuing of excellence in our actions and review of our processes for success and learning.

**Dress Standards and Colour Code Policy**

Please have a read of the Dress Standards and Colour Code Policy and we welcome any feedback. This will by the end of Friday 11 November 2016.

Have a great week,

*Melissa Travers*

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**CAROLS NIGHT - SAVE THE DATE**

Christmas is coming and Palmerston is celebrating with our annual Carols Night, Thursday 1 December 2016

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**RIDE SAFE TO SCHOOL WEEK**

As part of the Ride Safe to School Week there are two competitions for students to enter. One for Year 4-6 students with prizes such as Avanti Black Thunder Mountain Bike and helmet or a Trek 3500 Mountain Bike and helmet to be won and for K-yr3 students a prize of a Bulletproof Street Scooter and helmet is up for offer.

Entries must be submitted by Friday 11 November by post to: Physical Activity Foundation, PO Box 7189, Kaleen ACT 2617 or emailed to: emma.paf.org.au

Winners will be notified Friday 18 November via school.

Please see the front office if you require an entry form.

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**INCURSIONS**

**Fire & Rescue**

Members of the ACT Fire & Rescue service will be visiting our IEC, LSU and Kindergarten students Thursday 9 November.

**Crazy Critters**

Sapphire Coast Marine Discovery Centre are visiting our 3/4 and CAP (excluding yr5) students on Thursday 9 November.
REPORTING

Over the last few weeks teachers have been very busy collating and recording information in order to provide you with clear, accurate and objective information about the learning and development of your child via the ACT Directorate reporting template. At Palmerston, we use a range of mechanisms to provide information - these include Learning Journeys, informal and formal interviews and end of semester reports.

For students in Kindergarten to Year 6, teachers report student achievement using the Australian Curriculum achievement standards for each learning area. The achievement standards describe the quality of learning comprising the extent of knowledge, the depth of understanding and sophistication of skills expected of students at the end of each reporting period.

In the areas of English and mathematics you will find comments relating to the strengths of each child and areas for development. Aligned with these strengths and areas for development you will find strategies to maintain and support the progression of learning.

You may notice that elements of English and mathematics comments look similar across year levels. The difference within this is the depth of knowledge or expectation around skill level depending upon the year of schooling. For example in Kindergarten a comment may state “Exhibits an excellent ability to solve problems using known number facts” and a year 6 report may state “Solves problems involving decimals to an outstanding level”. In this example both comments describe problem solving, however the skill level in year 6 is much greater than that in Kindergarten.

A-E Reports

Reports will be sent home with children in week 9. Preschool children will receive a developmental summary report. If your child is in Kindergarten you will receive the school report. Children in Years 1 - 6 will receive a copy of the school report and an A-E report. As parents/carers you have the option of withdrawing your child from the A-E reporting process. This means that your child will still be awarded an A-E grade in the key learning areas, and a copy of the A-E report will go onto their school file. However, an A-E report will not be sent home with your child. You will receive only the school report.

If you choose to withdraw your child from the A-E reporting process, please advise the school in writing by week 6 Friday 18 November.

Please indicate on the form attached whether you require duplicate copies of your child’s report.

Request for duplicate reports – please return to the Front Office – Semester 2, 2016

I will require a duplicate copy of my child/ren’s report. My child/ren’s name/s are

_________________________________________ class __________________________

_________________________________________ class __________________________

_________________________________________ class __________________________

Please address the duplicate report to: (please include name & address)

_________________________________________ class __________________________

_________________________________________ class __________________________
DEFENCE NEWS

Palmerston District Primary School Memorial Garden- Our School Memorial Garden in nearing completion and will be officially opened during our Remembrance Day Service next Friday 11 November. The beautiful commemorative tiles that have been created by some very talented Year 5/ 6 students; Lily, Kyeisha, Jasmine, Nina, Hayley, Emma and Imogen are now on display in the Garden. Please take a look.

REMEMBRANCE DAY SERVICE - A small garden service will be held on Friday 11 November from 9:15am. A Whole School service will be held at 11am with The Last Post and The Pledge of Remembrance being read out to all staff and students promptly at 11am. A morning tea will follow the service.

Enjoy your week,
Mia Bartlett - DSTA

SCHOOL INTENTIONS 2017

School Leavers 2017
We have now reached the time in the year when we begin to look at our school numbers and staffing arrangements for 2017. If your circumstances have changed and your child/ren will not be attending Palmerston District Primary School in 2017 can you please let the front office staff know as soon as possible.

My child/ren will not be returning to Palmerston in 2017.

Child’s name: ____________________________  Child’s class: __________
Child’s name: ____________________________  Child’s class: __________
Child’s name: ____________________________  Child’s class: __________
Child’s name: ____________________________  Child’s class: __________

My child/ren will be attending:

_________ Another government school in the ACT

_________ A non-government school in the ACT

_________ Moving out of the ACT
**SCHOOL APP TRIAL**

Our School is now trailing our own Skoolbag iPhone and Android App to help us communicate more effectively with our parent/student community. We are asking parents/students to install our Skoolbag School App. To install it, just search for our school name Palmerston District Primary School in either the Apple App Store, or Google Play Store. For Windows Phone, and Windows 8.1 or 10 users, search for Skoolbag in the Windows store, and install the app and find your school.

**STAFF SATISFACTION SURVEY RESULTS**

**Staff Satisfaction Survey Results**

Last term Palmerston District Primary School completed the annual School Satisfaction Survey with our students, parents and staff. We have shared our parents and students results with you and this week we would like to share with results from the staff survey.

**Staff identified the following areas as our strengths:**

- 100% of staff agree that Palmerston looks for ways to improve
- 91% of staff agree that student behaviour is managed well at Palmerston
- 99% of staff agree that students feel safe at Palmerston
- 100% of staff are satisfied that students are getting a good education at Palmerston
- 100% of staff feel that being part of this school is important to them
- 100% of staff agree that staff care and are friendly to students
- 100% of staff agree that every student can be a success
- 100% of staff agree that the leadership team stands up for the school and embody what the school stands for

**Some of our identified areas of improvement were:**

Some staff identified that they would like further feedback about their work at school. This is being addressed through the Palmerston coaching and mentoring framework. All teachers at Palmerston have taken part in peer coaching this year. This framework will continue into 2017 with further feedback provided to staff.

Staff also identified Information and Communication Technologies as an area of improvement. This year we have purchased an additional 50 Chromebooks for Palmerston. We will continue to work on our ICT infrastructure next year.

Thank you to our fantastic staff who completed this survey. It is wonderful to work in a school where all of the staff are committed to learning.
MR LANDMAN’S STUDENTS ARE GREAT AT MAPPING!

Students were asked to accurately map a Minecraft world using map conventions such as contour lines, scale, grid references/longitude + latitude, a compass rose and a key.

Together, we learn from each other
You’re invited to our

BOOK FAIR!

Book Fairs ignite an excitement around books and reading.

CHOOSE FROM A HUGE SELECTION OF BOOKS AT THE FAIR!

Date  Tuesday 8 - Friday 11 November  Time  8:30-9:00am & 3:00-3:30pm
Place  Library

Every purchase earns free books and resources for our library—thank you for your support!
We hope you can all join us at the school for the Twilight Fair - there will be great rides, food and entertainment as well as a variety of stalls.

**Volunteers:** We need your help! The fair only runs through the amazing effort of our school community volunteers.

Please [sign up](http://www.palmdps.act.edu.au/) here to volunteer to and help at the twilight fair or go to our website [http://www.palmdps.act.edu.au/](http://www.palmdps.act.edu.au/) for the link. Alternatively contact one of our stall coordinators.

We need volunteers for set up and pack up, the BBQ, Cake Stall, Multicultural Food, Book Stall, Chocolate Wheel and more! Anytime you can give will help!

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**Rides Wristbands & ‘Hand’ Pre-Purchase Ordering now available**

Pre purchase through one of our flexible options. Hands $10 Wristband $20. Hands & Wristbands are available for separate purchase on the day, **BUT at Fair Day Prices!** On the day prices Hand $12 Wristband $25. Look out for your note that came home today for further information.

How it works:

1. **PRE-PURCHASE** a HAND and/or WRISTBAND using the form & payment details.
2. Collect your Hand and/or Wristband on Twilight Fair Day from the Hand & Wristband stall.
3. Tear off each FINGER and present at the appropriate stall, to get your goodies or food
4. Wear your WRISTBAND, and get unlimited rides on Durkin’s Amusement Rides (but NOT including the LAUGHING CLOWNS)
Cake and Sweet Stall

IT’S TIME to start baking!

The Twilight Fair will again have a cake stall.

We are looking to our families to help make this stall a success, by donating some delicious homemade goodies.

Today, each child took home a paper plate, in which we kindly ask that you fill with homemade cakes or sweets. Spare plates will be available at the front office if required. The filled plates can then be returned to school from Thursday 17 November, right up until the Fair on Saturday afternoon. Please remember to include the ingredient list with the goodies, so families know what is in the food they are purchasing.

Here are some ideas: cupcakes, whole cakes, chocolate crackles, honey joys, biscuits, toffee, fudge, popcorn, brownies, cake pops, and jelly cups. (Please no cream or custard)

We are also seeking your help to set-up, run and pack-up the cake stall. If you are available to help for 30 minutes or so, please contact the stall coordinator – Emma Davidson at davidson.emma@hotmail.com or on 0409077125.

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Trash and Treasure

Help us in making our Trash & Treasure sale a success! Now is the time to clean out the spare room, the house and garage.

Donations are required for the Trash and Treasure stall at the twilight fair. Do you have any items you no longer want or may have never used lying around at home that you no longer need? Let us help you have a spring clean. Collection boxes are in the front office foyer near the boomerang box.

Examples include: Books, CDs, Toys, DVDS, Household goods
Examples of what not to bring: Clothing and goods not fit for sale
If you are interested in helping out or have any questions please contact the stall coordinator – Tara McGowen at taralmcgowan@gmail.com or on 0421 686 400.

Stall holder applications now open!

Are you interested in having a stall at the Palmerston District Primary School Twilight Fair?

We welcome all community members who would like to operate a stall at our fete, if you are interested contact the stall holder Coordinator, Mandy Scanes at palmnpande@hotmail.com or on 0411 032 860.

Stalls could include craft, jewelry and Tupperware. All welcome!!!!

Twilight Fair

Plant 🌿 Stall

Now is the time for you to:

- Propagate or divide any plants
- Plant some seeds in pots
- Go through your plant collection and donate

We need donations of:

- Plants in any condition – we’ll rejuvenate them for you
- Potting mix
- Garden ornaments
- Seedlings – any sort
- Pots

Bring donations to morning lines or drop off in the courtyard next to the staffroom.

Stall contact: Karon Campbell
karon.campbell@ed.act.edu.au

Together, we learn from each other
Thank you to our sponsors so far:
Palmerston District Primary School Dress Standard and Colour Code Policy

Policy Statement
All ACT Public Schools have a uniform, colour code or school dress standard. The uniform at Palmerston District Primary School may include colour code as well as the official uniform with logos attached.

Rationale
The school colour code or uniform reflects community standards and is consistent with occupational health and safety, anti-discrimination, equal opportunity legislation and the Education and Training Directorate’s Sun Protection policy.

Definitions
Dress Standard
A dress standard is a detailed written statement of the expectations that Palmerston District Primary School holds regarding student appearance.

Colour Code
School colour code refers to the colours chosen by the original Palmerston District Primary School’s Board to represent the school for uniforms and other items of identification. The colours of Palmerston District Primary School are teal and blue.

School Uniform
A school uniform consists of a limited range of clothing that identifies students as belonging to Palmerston District Primary School.

School Uniform
All students are expected to wear school uniform and take pride in being a part of Palmerston District Primary School. Where uniform is not available for some reason, it is desirable that students wear the school colour code. The school colour code for Palmerston District Primary School is teal and blue.

The Palmerston District Primary School uniform is outlined in the table below.
<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Single colour navy blue shorts, skort, skirt or long track pants</td>
<td>➢ Single colour navy blue shorts or long track pants</td>
</tr>
<tr>
<td>➢ Teal colour polo shirt</td>
<td>➢ Teal colour polo shirt</td>
</tr>
<tr>
<td>➢ Single colour navy blue jacket or jumper</td>
<td>➢ Single colour navy Blue jacket or jumper</td>
</tr>
<tr>
<td>➢ Enclosed footwear</td>
<td>➢ Enclosed footwear</td>
</tr>
<tr>
<td>➢ Navy blue broad brim, bucket or legionnaire style hat</td>
<td>➢ Navy blue broad brim, bucket or legionnaire style hat</td>
</tr>
<tr>
<td>➢ Blue beanie in winter</td>
<td>➢ Blue beanie in winter</td>
</tr>
<tr>
<td>➢ Navy blue winter dress</td>
<td></td>
</tr>
<tr>
<td>➢ School dress in plaid pattern</td>
<td></td>
</tr>
</tbody>
</table>

All students to wear a blue broad-brimmed, bucket or legionnaire hat.

**Responsibilities**

Students attending Palmerston District Primary School are expected to come dressed in school uniform or colour code during school hours, while travelling to and from school and when engaged in school activities out of school.

Students are reminded of the school dress standard through class meetings and assemblies as well as individually when required. Students will not be disadvantaged where required dress standards are not available because of circumstances beyond their control.

Parents are informed in writing of the school’s *Dress Standard and Colour Code* policy which is found on the school website and displayed in the school foyer. Parents are informed of the school uniform and where it is available when they enrol their children.

Palmerston District Primary School Parents & Citizens association operates a second hand uniform shop at the school offering preloved items and regularly advertise opening hours. All parents and their children have equal access to these items of clothing as needed either by contacting the P&C or the Palmerston District Primary School Front Office.

Teachers and other school staff model appropriate dress standards for students by dressing in a professional manner at all times.
Non-compliance with dress code
All students at Palmerston District Primary School are expected to meet the dress standard unless an exemption has been granted.

Strategies used to deal with non-compliance of a student to uphold the required dress standard include:
- positive reinforcement and encouragement of responsible behaviour,
- the offer of appropriate items from the Palmerston P&C second hand uniform pool,
- informing parents or carers of non-compliance to prevent reoccurrence, and
- implementing a process of mediation if a student persistently wears inappropriate dress after discussions have been held with parents or carers.

Special Considerations
The Principal will consider the following when resolving matters of student dress standards:
- mobile families,
- unavailability of an item,
- student’s health,
- economic hardship,
- conscientious objection for religious or cultural reasons, and
- an exemption to wearing dress standard granted by the Principal.

Developed: September 2016
Approved by School Board
Out of School Hours Care Enrolment Information

Eligibility:
All children attending kindergarten to year 6 at primary school are eligible to attend the before and after school care programs. Children attending preschool may attend at the following programs - Bonython, Caroline Chisholm, Charles Weston, Fadden, Gordon, Marloymong, Monash, Mount Rogers, Neville Bonner, Theodore and Wanniassa Primary Schools.

Permanent Booking:
Please ensure that you mark the days of care you require on your enrolment form. Permanent enrolments are ongoing for the school year (no removal of ad-hoc days or suspending care). When ceasing or reducing permanent booked days, **15 business days written notification is required.** Written notification is required for all changes to bookings - email enrolments@commsatwork.org. **Staff are not authorised to accept verbal changes.**

Casual Care:
Care is available on a casual basis if a place is available. Before school care bookings must be made prior to 12.00 noon the day before care is required. After school care bookings must be made prior to 12.00 noon on the day care is required. Bookings can be made by phoning the Children’s Services Enrolments Team on 1300 212 273.

Enrolment Forms:
All enrolment and booking agreement forms need to be forwarded directly to children’s services enrolment team. Out of School Hours Care programs are not able to accept enrolment forms or notification of a booking cancellation. Please be aware all enrolments cease on the final day of term four (4) each year. All families are required to re-enrol and reapply for positions for the following year. with positions being offered on a first in basis. Enrolment forms for the following year will be available from the website during term three (3) www.commsatwork.org

Notice Periods and Cancellations:
Families with a permanent booking are required to provide **15 business days notification to the children’s services enrolment team for any proposed changes, or the intention to cease a child’s enrolment.** Guarantee of changes is subject to availability. If a family withdraws their children without appropriate notification full fees will be charged until notification has been received.

Casual bookings can be cancelled up to 48 hours prior to the commencement of that booking by notifying the Children’s Services Enrolments Team.

Attendance Sheets:
Attendance sheets are a record of children attending the program and families are required to sign daily on arrival and departure. The attendance sheets are extremely important, they not only indicate attendance at the program, but are of key importance in emergency procedures, such as fire drills and compliance with reporting to the Department of Education Employment and Workplace Relations (DEEWR).

Privacy Statement:
Communities@Work is required to collect and use personal/health information about families on the enrolment form. The information obtained may be disclosed to the Department of Education and Department of Human Services. However, there may be circumstances where we are legally required to disclose information to other authorities.

All personal information is securely stored and people’s personal details must not be discussed other than as needed for the administration of the service. All child care services must comply with the National Privacy Principles under the Privacy Act 1988 in handling personal information.
Food:
Our before school care programs provide a light breakfast and nutritious snacks are provided for children attending after school care. Families choosing to provide food for their child must do so in accordance with the Nutrition & Physical Activities Policy, outlined in Communities@Work’s Out of School Hours Care policy and procedures (copy available on request).

Sun Protection:
Communities@Work Programs are SunSmart services. We implement a “no hat, play in the shade” policy when the UV rating is 3 or above. When playing outside, children are required to wear a wide brimmed, Legionnaire or bucket style hat, clothing that covers shoulders and shoes that cover feet. Singlets and caps are not permitted.

Behaviour Guidance:
Out of School Hours Care educators will work with the families to positively guide children’s behaviour at the program. Our Behaviour Guidance Policy combines positive techniques for supporting appropriate behaviour and relevant consequences for inappropriate behaviour.

We do, however, reserve the right to cease a child’s enrolment (in consultation with parents/guardians) when their behaviour continually threatens the positive and safe environment of the program.

Children’s Services Enrolments Team:
The Communities@Work Children’s Services Enrolments Team (CSET) provides a vital link between our clients and our child care and education centres, out of school hours care and school holiday programs. The overarching function of CSET is to ensure compliance with the federal government Child Care Management System (CCMS).

CSET assists families with queries relating to attendance, enrolments/bookings and general account enquiries. The Children’s Services Enrolments Team happy to answer any questions you may have and can be contacted on 1300 212 273.

Child Care Benefit:
Child Care Benefit (CCB) is a payment from the Australian Government to help families with the cost of child care in the form of a subsidised fee. Assessment is available by application to the Department of Human Services (DHS) by phoning 13 61 50. Should you require assistance for languages other than English, phone 13 12 02. Families are responsible for the payment of full fees until the children’s services enrolment team receives the DHS assessment.

Child Care Rebate:
Child Care Rebate (CCR) is a payment made to families by the Australian Government to assist working/studying or training parents/guardians with the cost of child care. The Government will provide families with 50% of out pocket expenses, up to $7500 (Indexed per child per year). The rebate is paid quarterly, as an annual lump sum, weekly or fortnightly into families’ bank accounts, or weekly or fortnightly directly to the program as a fee reduction.

Late Fee:
A late fee of $20.00 per child for every 15 MINUTES or part thereof will be charged for children remaining on the premises after 8 pm.

Please note – Out of School Hour Care educators are required to vacate school premises no later than 6 pm. If you are delayed in collecting your child, contact the program immediately. Parents that continue to pick up their children late from the services may have their enrolment ceased.

Enrolment/Administration Fee:
A one off enrolment / administration fee of $30.00 is payable per family, is non-refundable and will be charged to your account at the time of enrolment. This fee includes the costs associated with the children’s services enrolment team processing your child’s enrolment. Please allow one (1) week for your enrolment to be processed.

Payment:
All accounts will be emailed each fortnight. Full payment must be received within seven (7) days of the invoice period. Fees are payable for every day of your child’s enrolment including absences due to illness or family holidays. If your account remains outstanding this will result in your enrolment being ceased and your account forwarded to a debt recovery agency unless approved alternate arrangements have been made with the children’s services enrolment team.

Payment Arrangements
iDebitPro provide two options of payment: Option 1: Direct Debit from your nominated account. This will incur additional charges of $0.75 per transaction. Processing days are Thursday fortnightly as indicated on direct debit request form. Option 2: Credit Card. This will incur additional charges; $0.60 + 0.8% of debit amount for Visa and MasterCard. We do not accept American Express or Amex. Processing days are Friday fortnightly as indicated on direct debit request form. For any dishonoured payments iDebitPro will charge you a fee.

Customer Reference Number (CRN):
Families are responsible for providing the children’s services enrolment team with their child’s and the registered parents CRN and dates of birth. CCB and CCR cannot be applied to family’s accounts until a successful formal CCMS enrolment is made with DHS.

Phone: 1300 212 273   Email: enrolments@commsatwork.org
www.commsatwork.org

Together, we learn from each other