



Clayfield College

Dear Parents/Caregivers Pre-Prep,

As an annual requirement for all returning students, we require the following action from you.

For new families commencing this year, the below requirements have been completed through your enrolment process and therefore no action is required by you.

Pre-Prep Student Activities

As part of the College curriculum programs, your child will have the opportunity to participate in a variety of activities both in and outside the Pre-Prep environment. All these activities will take place on the College grounds. Some of these include:

- Learn to Swim Classes
- Gymnastics
- Library
- Primary playground/oval
- Primary classrooms
- Assembly Hall
- Chapel

Should off-site excursions be arranged as part of the program, separate parent approval will be required. This will be communicated to you as necessary.

Parent/Student Details and Medical Information Update

It is extremely important that our contact information for parents and students, and students medical information is accurate and up to date. Please review your information in Parent Lounge – **Parent Details Tab** and **Student Details Tab** / Emergency Contacts / Medical Details.

Once both requirements have been completed, please acknowledge your permission and completion in Events & Payments Tab / **2025 Pre-Prep Student Activities**

Parent Action Required:

Log into Parent Lounge

Home Icon Menu / Event & Payment Tab (column on left)

Select – 2025 Pre-Prep Student Activities

Terms & Conditions – review document and accept check box

Medical Details – review medical details from drop down menu and verify check box.

Accept/Decline – select Accept

Select Save (bottom of page)

We kindly request this requirement be completed by Wednesday 29 January 2025.

Kind regards,

Mrs Audrey Fellowes
Deputy Principal-Pastoral/Head of Primary

Let your light *shine*

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