

ARRIVAL AT SCHOOL

Supervision of the playground commences at 8.30am. For safety reasons we ask that your child does not arrive at school prior to this time. The Child Care Centre is available for the care of children who need to arrive before 8.30am. It costs a very small amount to register your child at the Before and After School Centre which can then be used for emergencies as well as for on going care on a daily or weekly basis.

LATE ARRIVAL

If your child arrives at school after 8.55am you will need to accompany your child to the admin office for a "late note". You will need to either send an accompanying letter with the reason of lateness or personally sign a "late note" at the office. This is a departmental requirement.

MAIN BELL TIMES ARE:

8.30am	playground supervision commences
8.55am	students commence lessons
11.00am to 11.20am	RECESS
1.05pm to 1.55pm	LUNCH
2.55pm	departure lines formed
3.00pm Years 1-6	dismissal

- Kindergarten classes finish at 2.30pm for part of Term 1 each year and 2.55pm in Terms 2, 3 & 4.

EARLY LEAVERS

Parents sometimes need to collect their child from school for appointments etc. We ask you to first come to the office to fill out an early leavers form. You are then asked to give this form to your child's class teacher.

LATE PICK UP

If a parent knows that she/he is going to be late, arrangements should be made for your child to go to the Before and After School Care Centre. This process is not possible unless you are registered with Child Care. A small fee is applicable but it offers an important emergency option. In the event of an unforeseen delay, school staff will take your child to the Centre where she/he can be picked up. Out of concern for each child's safety, we do not leave children to wait at the gates unsupervised. Hence if you are late, please look for your child at the Centre.

ABSENCES

It is a regulation of the Education Act that an explanation for any absences must be given within 5 days of return. Please address the note explaining your child's absence to the class teacher when your child returns to school. Booklets are sent home each semester to facilitate this process. If a letter is not received within 5 days of your child returning to school an "unexplained" will be entered on the computer.

PERMISSION TO LEAVE SCHOOL

Parents are requested to come to the office **first**, if they need to take their children from school during normal school hours. **An "early leavers" note will be signed and the administration staff will then call for your child to come to the office.** If your child is only being removed from school for a short time, e.g., appointment, please bring your child back to the administration office where a time of arrival will be added to the early leavers note. If your child is leaving early from school you are also asked to send a suitable note to your child's class teacher in the morning, requesting this variation to routine and that this note be signed and dated by the parent or caregiver stating who will be picking up your child. **Please remember to come to the administration office to collect your child.**

SCHOOL CROSSING

Students are expected to use the Pedestrian Traffic Lights when crossing Stewart Avenue.

Students on bicycles should dismount and walk their bicycles across the crossing.

There is a 'Children's Crossing' in Kenrick Street. Whenever the flags are displayed on the crossing, motorists are expected to stop at the STOP LINES.

Motorists are asked not to park between the 'No Stopping' signs, nor block the school car park entrance.

40km signs are on all the streets surrounding our school.