



BEFORE SCHOOL PROCEDURE

If your child arrives to school **prior to 8.30am**, they will be required to sit quietly and wait in the undercover area near the tuckshop.

From 8.30am, students may move to the following areas:

PREP – grassed area outside the Prep buildings. No running or use of playground equipment is permitted.

YEAR 1 – under B Block. Students are to wait quietly and permitted to play handball only. No running or use of basketballs, soccer balls etc **ALLOWED**.

YEAR 2 - 6 – undercover area near the tuckshop and courtyard seating area. No running or use of basketballs, soccer balls etc **ALLOWED**.

THERE SHOULD BE NO STUDENTS SITTING OR WAITING ON THE GRASSED AREA NEXT TO THE OFFICE, OUTSIDE CLASSROOMS OR UNDER C BLOCK.

No student should be entering classrooms prior to 8.45am without the permission of their classroom teachers.

AFTER SCHOOL PROCEDURE

Parents are asked to contact the school office if they are unable to collect their child from school at 3pm so that alternative arrangements can be communicated to their child and to ensure the safety and well-being of our students is provided.

The Prep playground is **OUT OF BOUNDS** before and after school to **ALL** students and siblings.

MORNING ARRIVALS

The school day commences at 8.45am when the second bell sounds. If your child arrives after 9.00am

- they are required to report to the school office window to receive a late slip before proceeding to class
- the late arrival (and reason) will be recorded on their student record.

EARLY DEPARTURES

Students are required to remain at school until the school day finishes at 3pm.

If your child is required to depart from school earlier than 3pm for a **valid** reason

- the parent/carer must report to the office to have their child's early departure (and reason) recorded. This can be done at the front counter.
- the student will not be called down to the office for collection until their parent /carer arrives on site unless a phone call is received by 2pm.