

25 August, 2015

Dear Parents and Caregivers,

AFTERNOON DISMISSAL

I am writing to request your assistance to ensure the safety and wellbeing of all students. As the school is located close to a number of busy major roads and has limited access for parking, the school has established a number of supervised end of day routines. In an effort to ensure the safe and efficient dismissal of students from classrooms at 2.55pm we request that all students adhere to the end of the day routines.

These end of day routine options include:

Silver Seats:

Located near the toilet block, this is the designated area for parents to meet their children at the end of the day should they wish to collect their child personally from the school grounds. A teacher is on duty in this area to ensure that every student is collected in a reasonable time. If a student has not been collected, he/she will be taken to the front office and parents will be contacted. We ask that, if you wish to collect your child on school grounds, you make arrangements to meet them at the silver seats only, not outside classrooms or in any other location. This ensures that if something happens and you are not on time to collect your child, that a staff member is there to assist.

Buses:

There are 5 bus lines that meet under the Hall COLA. Teachers will meet each bus line and walk students to the bus ensuring that they board safely. Teachers will also remain with students if buses are late. Bus route information can be found online and are also available at the front office.

Walking lines:

We have 3 walking lines:

Across the zebra crossing on Church St: A teacher escorts students across the zebra crossing on Church St outside the front office.

To the park on the corner of Boyd and Cardinal Ave: Two teachers walk students down Church St, across two roads and to the park. Students who do not see their parents need to alert the teachers who will escort them back to school to wait in the office.

Across the overhead bridge for Castle Hill Rd: Two teachers walk students over the overpass and down to the car park. Some students walk home from the other side of the bridge and some are picked up by parents in the car park. Students who do not see their parents need to alert the teachers who will escort them back to school to wait in the office.

While teachers at the park and on Castle Hill Rd will wait a short time ensuring that parents are there for collection, it is parents' responsibility to be waiting for their children to ensure their safety. Teachers are required to take any unaccompanied students back to school. Please ensure your child knows to tell the teacher if you are not there waiting for them.

If you are unable to meet your child as arranged with them, please contact the front office well before the bell ensuring time for a message to get to students regarding any changed arrangements. A phone call at 2.55pm will not make it to your child in time.

Please note attendance rolls for lines and buses is not taken. You do not need to notify the school if you make a change to routines, just ensure your child knows where to go. If your child is a kindergarten child or you feel your child may need support in some way due to a change in routine, please let the classroom teacher know in a note.

Thank you for your assistance in this matter.

Donna Harris
Principal

Angela Weare
Relieving Deputy Principal