

ATTENDANCE

ARRIVAL AT SCHOOL

Parents should ensure that children arrive at school in good time to start each session:

- between 8.40 a.m. and 8.55 a.m. in the morning for the 9am session and
- 1.55 p.m. for the afternoon session which starts at 2pm.

School is dismissed at 3.30pm each day, except at the end of term when dismissal time is usually 2.30pm.

COLLECTING CHILDREN ON DISMISSAL

On wet days, it may be safer and drier to collect children from the classroom.

Avoid calling your child across the street to the car. Please use the school crossings at all times.

STAFF PARKING AREA

The school staff car park **IS NOT AVAILABLE** for picking up and letting down children unless special permission is given by the Principal.

Park legally at all times in Johnson Crescent, Stockdale Road or Apex Car Park as parking inspectors patrol the area. You are required to park at least 20 metres from a legal school crossing.

CHILDREN LEAVING SCHOOL GROUNDS

If your child is going home for lunch daily, please write a note to the teacher at the beginning of the year.

If your child is going home occasionally, then a note is required on each occasion.

ABSENCE FROM SCHOOL

On each occasion when your child is absent due to illness, family circumstances, medical or dental appointments, please write a note to the teacher the day the child returns to school. A telephone call is also acceptable. This is a legal requirement.

ILLNESS AT SCHOOL

If a child is ill or injured at school, the school will contact the parent and if unavailable, the emergency contact person. Please ensure that your own and emergency contact details are kept up to date.

If your child receives minor treatment in the sick bay, e.g. grazed knee, etc. a blue note will be sent home with the child.

If staff are concerned about an injury to a child, and are unable to contact parents or emergency contact, it may be necessary to call an ambulance. Parents are therefore urged to take out an ambulance subscription.

The main entrance to the school is the closest to the Sick Bay.

DENTAL, DOCTOR OR OTHER APPOINTMENTS

Please notify the school in the morning of the appointment. Call in at the office before collecting your child.

Please collect your child **FROM THE CLASSROOM**. Children must be signed out and in at the office register and an **“APPROVED”** card picked up and taken to the classroom teacher.

IT'S NOT OK TO BE AWAY! – ATTENDANCE RAFFLE

The It's Not OK to be Away program encourages student to attend school regularly and punctually through highlighting the reasons it is important to attend school daily and on time. An attendance raffle is drawn each month at our Monday morning school assembly. There is also a grade prize for best attendance for the month.