

STUDENT ARRIVAL AND DEPARTURE POLICY

Arrival/departure

It is expected that all children should arrive at school after **8:15am** and arrive by 8.40am and all children depart from the school grounds immediately upon dismissal. Children waiting longer than normal are required to report to Administration. If for any reason, it is necessary for children to be in the school grounds outside these hours, parents should contact the Principal so that special arrangements, where possible or practicable, may be made. Should such special arrangements not be made, the school will bear no responsibility for the supervision of your child.

Leaving school grounds

Once children have arrived at school, they must NOT leave the school grounds, until the end of the school day, unless permission is granted by the Principal. Such permission is conditional upon the receipt of a specific written request, signed and dated by a parent or guardian, except in special circumstances or emergency situations, where permission may be granted at the discretion of the Principal. A parent or guardian may make telephone contact to the Administration in cases of urgency where the need for their child to leave the school grounds was unanticipated. Under these circumstances a child may also be collected at school by a parent or guardian upon advising the school office, where they will need to be signed out. Where contact is by telephone, arrangements should be made to collect the child from the office, NOT from outside the school grounds.

Late Arrival/Early Departure

- Children who arrive after the commencement of lessons must report to the office with their parent/guardian for a late slip.
- An early departure slip must be obtained by the parent/guardian via the office and presented to the teacher. Parent/guardians must not present to the classroom unless they have reported to the office first. Students must be signed out by a OneSchool contact as prescribed on the student enrolment or other personnel as communicated/nominated to administration by the primary care giver. In emergency/exceptional situations only, a note from a parent or guardian or a telephone call will be acceptable.