



## EXTRA NEWSLETTER 14 March 2016

Dear Parents and Caregivers,

### Health & Safety

All parents/visitors to the school must come to the Office during school hours and not directly to your child's classrooms. This is in the safety interests of all students and school property.

### Start of the Day

School starts promptly at 9am. Please ensure all students arrive after 8.15am and no later than 8.45am to start their lessons on time. Late students day after day are a disruption to the rest of the class and it means your child misses out on key concepts at the start of the day.

### End of the Day

School ends at 3pm. Parents are asked not to be on the school grounds until 2.50pm – please wait quietly outside classrooms and ensure preschoolers are not disturbing classes.

#### **\*\*\* Important – Please note \*\*\***

As you are aware our school speakers have been stolen – therefore it is not possible to track down your child unless they are in class.

**Students should only be collected for dental/doctor appointments or for emergency situations.** We ask that you please pre arrange any pickups by informing the class teacher in writing. Then your child can meet you in the Office at the agreed pre organised time for you to sign them out.

**Have you thought about organising a plan B for when you are running late at 3pm??** Perhaps a meeting place or a friend's house??

On any one day we can have at least 20 students being collected early or needing messages passed to them by parents. This means our Admin staff and classes are constantly disturbed and this needs to be reduced significantly. Admin staff have an awful lot of work to get through in any given day and should not be subject to rudeness and these constant demands to collect during the school day. Thank you to our parents who are positive, patient and respectful.

Thank you  
Jan Robertson  
PRINCIPAL

PTO