POLICIES AND PROCEDURES

- All Visitors to the school (including parent helpers) are reminded to sign in at the school office, before proceeding to the classrooms.

- Parents are reminded that when leaving school at the end of the day to leave via the footpath on the side of the school and NOT to go back up the ramp which is ONE WAY ONLY at that time of the day. Thank you to those parents who continue to do the right thing.

- Children arriving to school late even by 5 minutes are marked as Unexplained/unjustified absence. Please ensure that your child is at school BEFORE THE SCHOOL BELL RINGS at 8.45am.

- Parents are asked NOT to email the office to give children updated pick up instructions.

- Emails are not monitored continuously; please ensure that you remind your children in the morning how they are getting home and if there is a change of plans please CALL the office, preferably by 2.45pm.

- PARENTS OF STUDENTS WHO USE CATHOLIC CARE BEFORE AND AFTER SCHOOL CARE L PLEASE NOTE: THERE IS NO PARKING ON THE SCHOOL SITE. PARKING IS NOT PERMITTED IN THE STAFF CAR PARK.