

**ST ROSE  
SCHOOL SITE  
ARRIVAL AND DEPARTURE PROCEDURES**

- All Visitors to the school (including parent helpers) are reminded to sign in at the school office, before proceeding to the classrooms.
- 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 OOSH BEFORE AND AFTER SCHOOL CARE PLEASE NOTE: THERE IS NO PARKING ON THE SCHOOL SITE. PARKING IS NOT PERMITTED IN THE STAFF CAR PARK