

ST BERNADETTE'S PRIMARY SCHOOL



Wednesday 31st January 2018

Dear Parents,

Welcome to the new school year. The children have settled into the class routines extremely well today and they are set for a wonderful year ahead. Thank you for your preparation of the children which makes such a difference.

Could you please fill in the form below regarding your child's after school arrangements and return it to your child's class teacher on **Friday 2nd February 2018**. If at anytime daily arrangements for travel after school are changed, **a note should always be given to your child's teacher in the morning informing them of any changes**. As your child becomes more confident and independent, you may wish to change their home/travel arrangements. If this is the case, please notify your child's teachers **in writing**. Please avoid changing going home arrangements throughout the day as this is confusing for the children and staff. Emergency calls only.

Every child should return this form to their teacher (1 form per child).

Mrs Leanne Nettleton - Principal

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To: **Class Teacher**

CHILD'S NAME: Class:

Please tick	Going Home by:	Please circle which days:
	Bus: Hillsbus Bus No. With who?	Mon Tues Wed Thur Fri
	Crossing Old Northern Road walking line – with who (brother/sister)? Name Class	Mon Tues Wed Thur Fri
	Crossing Brisbane Road walking line with who (brother/sister)? Name Class	Mon Tues Wed Thur Fri
	Will be collected from the under the shelter near Tuckshop	Mon Tues Wed Thur Fri
	Catholic Out of School Hours Care (COSHC)	Mon Tues Wed Thur Fri
	Car Pick Up Service (separate explanation letter attached for all families)	Mon Tues Wed Thur Fri
	Walking home from school	Mon Tues Wed Thur Fri
	MOTIV8 sports (separate flyer to follow)	Mon (Term 1 & Term 3)

Signed: _____ Parent/Guardian Date: _____



31 January 2018

KISS 'N DROP AGREEMENT

The morning Kiss 'n Drop service operates between 8 and 8.27am (first school bell). Parents who wish to use this service from the start of Term 1, 2018 are asked to complete and sign the Kiss 'n Drop agreement below and return to the school office for processing. An important aspect of school attendance is punctuality. The school gates are closed at 8.30am. Please park and escort your child to the office and sign them in as 'late arrival' if you arrive **at or after 8.30am**.

Leanne Nettleton - Principal

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KISS 'N DROP AGREEMENT 2018

As a parent, using the Kiss 'n Drop service, I agree to the following rules and regulations which have been put in place for the safety of all children within the St Bernadette's community. Failure to comply with the guidelines means that I lose the privilege of the Kiss 'n Drop service.

I agree to:

- ❖ Enter the school using the entrance on Brisbane Road. (**NO** cars are permitted to enter the school at any time of day via Old Northern Road).
- ❖ Drive safely within the school grounds.
- ❖ Only allow my child/ren to exit the car in the Kiss 'n Drop zone.
- ❖ When exiting the school onto Brisbane Road, I must **not** turn right.

Registration numbers of cars using this service:

.....

.....

.....

I understand that 3 written reminders from the principal on the misuse of the Kiss 'n Drop, will result in this service being withdrawn for my family.

Parent's Name:

Signed:

Eldest Child's name:

Class:

ST BERNADETTE'S PRIMARY SCHOOL



31 January 2018

Dear Parents,

RE: AFTER SCHOOL CAR PICK UP SERVICE

For the past few years we have implemented an **after school car pick up service**. This service operates to facilitate the collection of children after school **starting at 3pm**. Parents drive into school via Brisbane Road and proceed through the school car park and line up outside the school office displaying their 'yellow family number' in the passenger side of their windscreen. The family number is then called and children are escorted to the car and when safely strapped in, the parent drives out of the school.

Some important information to consider if you are intending to use this service:

- Car pick up starts at **3pm** (outside the school office) – all children are expected to be collected by 3.15pm
- Families using the service are not to enter the car park until 3pm
- Children must remember their family number
- Parents must display their yellow 'family number' card on the passenger side of the windscreen
- Children must be able to open/close car doors and do up their own seat belts quickly
- On the school grounds you are asked not to use mobile phones whilst driving
- All direction given by staff must be followed
- Punctuality is important. Children are not to be left waiting after 3.15pm.

If you wish to utilise this service in 2018 please complete and return the slip below to Mrs Dawn Crake in the school office for a 'family number' to be issued. Please also indicate which day/s your child will be using the service. Parents are not permitted to use this service until you have received your 'yellow family number'.

If you already have a 'family number' from 2017 this can be used again in 2018.

Mrs Leanne Nettleton
Principal

Please ensure that your child brings a book to read while waiting for the Car Pick Up Service to commence.

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To: Mrs Dawn Crake – School Office

Re: After School Car Pick Up Service

Child's Name:..... (one form per child) Class:

I have a 'yellow family number' from 2017 and will be using this again in 2018.

The FAMILY NUMBER is **CAR REGO(s):**

Yes, I would like to start using the Car Pick Up service in 2018.

CAR REGO(s):

Yes, I agree to follow the safety rules and procedures. (please see overleaf)

I understand that three written reminders from the principal on the misuse of the car pick up service will result in the service being withdrawn for my family.

I would use the service on the following days: (*please circle*).

Monday Tuesday Wednesday Thursday Friday

Signed:

Date:

CAR PICK UP RULES

1. Do not enter car park until **3.00pm**.
2. Enter via Brisbane Road and display family number in front windscreen so that it can be seen.
3. Children to remember their family number.
4. Follows arrows/direction of traffic.
5. Slowly drive around to the car pick up area.
6. Wait in line – if first, pull into car pick up bay (position closest to Brisbane Road). Pull in close to the bollards.
7. Be patient.
8. Ensure left side back seat is unlocked and ready for your child(ren) to occupy.
9. Drive off safely.
10. Children will not be put into the car of any parent/guardian who is holding a mobile phone while driving on school grounds.
11. Families who persistently leave children waiting to be picked up from car pick up after it has concluded, will lose the right to use the Car Pick Up Service.