



May 14, 2018

PROCEDURES AND ROUTINES

Dear Parents,

- The blue wall is the main entrance to our school.
- The main school gate at the blue wall will be opened at 7.50am each morning unless a special event is taking place (band, ICAS competitions etc)
- Supervision begins at 8am.
- **Kiss 'n' Drop:** Parents drive to the end of the kiss n drop zone. Students get out of car and walk down the steps to the blue wall entry.
- Vehicles are **NOT** to enter the site from Old Northern Road and not stop their car on the pedestrian crossing.
- **PLEASE** ensure your child is at school between 8am and 8.30am. Plan your morning to allow students to start the day with everyone else rather than being consistently late.
- Dropping your child in the bottom car park at Brisbane Rd is NOT PERMITTED.
- The main gate will be closed at 8.40am. Parents will need to accompany their children and sign a pink note at the office if they arrive after 8.35am.
- Visitors and classroom helpers during the day will need to sign in and collect a visitors badge from the office foyer and then the main gate will be unlocked via an electronic catch for them.
- The entry gate near the senior primary toilets is opened at 2.35pm for parents collecting children at the tuckshop terrace.
- The main gate will be opened again at 2.40pm for afternoon dismissal. Parents picking up students move to the tuckshop terrace area to collect children. Please do not wait in any other area.
- Brisbane Road Walking Line – Students are escorted across the crossing by a teacher. Parents are to meet children on the corner of Brisbane Road and Mercer Street. Children will be brought back to school if not collected.
- **NO RIGHT TURN** into Brisbane Road!
- Students going home by the Old Northern Road/Winchcombe Place stairway will be supervised by the duty teacher until they reach the bottom of the walkway at which point they will be (1) met by their parent or (2) walk home as per written permission from parent. Children will be brought back to school if not collected.
- Any parent wanting their child to walk home from school must send in a permission letter to the teacher.

I thank you for your cooperation and ask you to speak with your children about them to reinforce these routines as quickly as possible. I look forward to a great 2012 of working together.

Yours sincerely,

Leanne Nettleton
Principal