28th May 2015

Dear Parents and Guardians

Before and After School Supervision

Can I make parents aware of my expectations for the management of students before and after the school day. These arrangements ensure that the children are appropriately supervised and managed during these times with a focus on student safety.

**Before School**
- No child is expected to attend the school site prior to 8.00am when supervision by a member of the school executive commences
- All students from kindergarten to year six are expected to wait on the astro turf to the south of the school office until 8.15am when a bell sounds to dismiss the children to class
- Children are not expected to be in the early childhood playground, at the bike racks or outside their classrooms

**After School**

At the end of the school day students have three options.
- Children who ride or walk home are expected to leave the school site straight after the bell and travel home
- Children may stay on the school grounds after school if they are with a parent or care giver who is responsible for ensuring supervision. A parent may not be responsible for any child other than their own
- Children may wait to be picked by their parents. The majority of children will be expected to wait at the front of the school where they will be supervised by a member of the school executive until 3pm. All children should be collected by this time.

Your assistance in managing the care and safety of the students is much appreciated.

Yours sincerely

[Signature]

Geoff Smith
Principal