Dear Parents/Carers,

Below is a reminder about specific areas where parents and family members are to wait before students are dismissed from class, at the end of the school day. I ask the community to support our structures so that we can ensure the safety of our students and teachers. It is Department of Education Policy that visitors to the school sign in at the office before entering school grounds, unless the school has specified particular areas for student pick up at the end of the school day. It is completely against school and Departmental policy that people wait outside classrooms or wander around the school unless permission has been obtained by the Principal.

### Waiting area for picking up Kindergarten students

Please wait on the grassed area at the front of the school, until you hear the Kindergarten bell ring by our school leaders. You may then proceed to collect your child from the classroom. Do not wait outside classrooms.

### Waiting area for picking up Year 1 and 2 students

Please wait on the grassed area at the front of the school. The class teacher will walk the students to this area each day at 3:10pm. The teacher will dismiss the students to parents/carers. Do not wait outside classrooms.

### Waiting area for picking up Years 3-6 students

Please wait on the grassed area at the front of the school or under the primary COLA. The students will be dismissed from their classrooms. Students will then walk to meet parents/carers in your designated meeting place. Do not wait outside classrooms.

Mr Richard Batty