

SCHOOL HOURS AND ROUTINE

- **8:00am** Supervision by staff commences in the undercover area near the Uniform Shop
- **8:20am** First bell - Students move to classrooms
- **8:25am** School day commences
- **10:35am** Morning Tea
- **11:05am** Return to class
- **1:05pm** Lunch
- **1:55pm** Return to class
- **2:55pm** School day concludes
- **3:20pm** Students will be referred to School Age Care.

School Age Care operates from 6:30am to 8:25am and from 3:00pm to 6:00pm.

Contact number: **0477 550 068**

Students arriving to school prior to 8:00am must use School Age Care.

In exceptional circumstances, eg bus travel or to engage in extra curricula activities supervised by a staff member, exceptions are made.

Students can be dropped off and picked up from our Babiana St and Title St gates. Gates are opened from 8:00am to 9:15am and from 2:30pm to 3:15pm.

Students arriving late to school must be signed in by a parent/guardian through the school office using our ALLE system. If the student is departing early from school, the parent/guardian must complete the same procedure.

Students are supervised during break times, boarding buses and at the drop off/pick up zone.

If your child's normal pick up routine is varied on a particular day, a note to the teacher informing them of the change is most beneficial. In an emergency, a telephone message can be left with the school office staff, however, no responsibility can be taken by the school for messages left after 2.30pm or when students are engaged in activities away from the school in the last session of the school day, e.g. sport or excursions.

Please do not plan to pass on messages to students through the office staff, except in exceptional circumstances.