

ARRIVAL & DEPARTURES

It is expected that all children should arrive at school by 8.45 am, so that all necessary preparations can be made for the day's work. Students arriving late to school must report to the administration office for entry in the late book and to be marked present on the roll.

It is also expected that all children depart from the school ground immediately that they are dismissed and proceed directly home.

Leaving the School Grounds

Only children with specific written permission and the approval of the principal will be allowed to leave the school grounds once they have arrived at school. Any child required leaving the school grounds infrequently to go home/ shop must bring an explanatory note, dated and signed by a parent or guardian for each occasion. It is an expectation that students will **rarely** have cause to leave the school grounds as the school has a duty of care when things go wrong - or when misbehaviour occurs out of school grounds.

The child must be met by a parent or an approved adult. A child will not be allowed to walk/ride (unless transported by a parent) to town during lunchtime if it seems they will not be able to return to school in time for class lessons.

On approval by the principal the child will be issued with a temporary lunchtime pass which is to be returned to the office upon the child's re-entry to the school grounds.