
Arrival/Departure

The school day begins at 8.55am and concludes at 3.20pm. A teacher is on yard duty from 8.30am. Children are not allowed in classrooms or corridors unless a teacher is present.

Children should not be at school before 8.30am or after 3.45pm unless they are attending the 'Before/After School Care Program'. Junior School students on the grounds after 3.45pm or before 8.30am will be sent to After School Care/Before School Care and parents will be charged accordingly.

Please ensure your child arrives punctually for a prompt start to the day. Continual lateness is not acceptable. Parents are requested to leave the class assembly areas (eg: verandas and around classrooms) by 8.50am. This allows students to organise their own belongings and be ready for the commencement of the school day.

EARLY DEPARTURE/LATE ARRIVAL

If you need to collect your child from school during school hours, please forward a letter to the class teacher beforehand.

Before collecting your child from the class, you are required to sign your child out in the Early Departure Book and obtain an Early Dismissal Form from the Junior School Administration Office. The form must be presented to the class teacher on collection of your child.

Anyone other than the parent or guardian wishing to collect a child during school hours must have written authorisation from the parent or guardian.

Children are not permitted to leave the school grounds during school hours. Requests by parents to collect students early from the gate or car park will be denied.

If your child arrives late, a late stamp will be placed in your child's diary and a late arrival form must be filled in at the Junior School Administration Office and presented to the class teacher. Late arrivals will be recorded on the attendance register.

Assembly/Chapel

Assembly is held on a fortnightly basis. Students take an active part in these assemblies, presenting work, musical items and individual presentations. Chapel is held on a weekly basis. Parents are welcome to attend both Assembly and Chapel services. Dates for Chapel and Assembly will be published in Whispers at the commencement of each term.

Bikes

Students are allowed to ride bicycles to school, but they must walk their bike within the school grounds. Bicycles are to be chained to the provided bike racks.

It is recommended that young children do not ride to school unless accompanied by an adult.

Students must wear an approved helmet, and are reminded to ride carefully and sensibly at all times.