

School Routine

08.30 am	School Administration Office Opens
08.30 am	Students Allowed to Enter School Grounds
08.55 – 11.15 am	Morning Session (Classroom)
11.15 – 12.00 pm	First Lunch
12.00 – 01.30 pm	Middle Session (Classroom)
01.30 – 02.00 pm	Second Lunch
02.00 – 03.00 pm	Afternoon Session (Classroom)
03.30 pm	School Administration Office Closes



Arrival Times, Early Departures and Late Arrivals Procedures

No child should be at school before 8.30am for any reason. Children who arrive before 8.30am will need to wait under A Block until supervision begins.

All students should be at school by 8.50am to be able to organise themselves for the day. School classes commence at 9.00 am when the first bell rings. We understand that issues occur occasionally that will make students late. All students who arrive at school after the second bell will be required to be escorted to the office **by their parents to sign the STUDENT SIGN IN register**. Information from this register will be recorded for use in attendance data.

If students arrive after the first 30 minutes of the scheduled school day, this will count as a morning/half day absence.

If students leave earlier than 30 minutes prior to the end of the scheduled schooling, this will count as an afternoon/half day absence.

If you are collecting your children before the 3.00pm bell you will need to visit the office to sign the **Early Departures Register**. **Students WILL NOT be allowed to leave the classroom with ANY adult without first signing the Register.**

Departure from school shall be immediate for those children who walk or ride. All children will wait inside the school grounds until collected by their parents.