

Afternoon Pick Up Arrangements Year 1 - 6

The safety of our students is of paramount concern. It is important that class teachers are aware of the arrangements for the end of day collection of each student in their class, particularly under our current COVID arrangements.

We ask that parents of students in Years 1–6 complete the details on the back and return this sheet to the class teacher as soon as possible.

This will provide each teacher with accurate information for the safe dismissal of all students. Please also discuss these arrangements with your child.

If you know in advance that the pickup arrangements will be different on any day you can send a note to the teacher notifying them of any changes for that day.

A reminder that if a parent / carer is late to collect a student, they are to go to the Principal's office to wait. This is for emergency and urgent situations ONLY. It should not be assumed that students can be left in the office, until the parent / carer arrives on a regular basis. Where parents /carers are unable to arrive by 3pm, alternative arrangements must be made for after school care.

We understand that, at times, arrangements may need to change at the last minute, or parents may be running late. If this occurs, please contact the school as soon as possible (**before 2.30pm**) to inform the office staff of any changes for the day. They will inform the class teacher.

Regards,

Jo-Ann Campion
Principal

Leanita Williams
Deputy Principal

Afternoon Pick Up Arrangements Year 1-6

Please complete and return to the class teacher. (Please complete one form per student)

Student name: _____ Class: _____

Gate your child will be picked up from: (please tick one)

Blacktown Rd (top gate)

Hadrian Ave (pedestrian crossing)

Pelleas St (back courts)

Hadrian Ave (3-6 side)

Who will pick up your child:

	Name of person collecting child	Relationship to child (e.g. mother, father, family friend)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Other people who are allowed to collect my child include;

Name	Relationship to child

If for some reason you or the nominated person is unable to pick up your child from school please contact the school office to inform them of the person who will be collecting your child.

Name of person completing this form: _____

Signature: _____ Date: _____