Information for Parents

Morning & Afternoon Routines:

Morning Routine:
Teachers commence duty at 8:35am. It is important that parents realise children who are dropped at school before this time will not have direct teacher supervision. Any child at school before 8:35am MUST be seated undercover in the Kindergarten and Year 1 eating area.

Entry Point before 8:35am:  Hill St – Gate between Kenna Hall and the school
Byng St – One gate

Entry Points after 8:35am:  Hill St – Gate between Kenna Hall and the school and
gate into Area A adjacent to the staffroom
Byng St Site – Three gates open

Year 1 & Year 2
- Children put their bag under the COLA in Hill Street on their class line.

Year 3 & Year 4
- Children put their bag on the lines near Kenna Hall.

Year 5 and Year 6:
- Children put their bag along the railing in Area C.

In the case of wet weather, children take their bags to the following areas:
- K-4 assemble under cover in the Kinder and Year 1 Eating Area.
- Year 5 and Year 6 assemble under cover at the rear of the Hill Street building.
- In extreme weather (heavy rain, lightening, extreme cold or snow) – children move inside to designated areas.

Afternoon Routine:

Children must be picked up by parents inside the school grounds unless a note has been supplied requesting other arrangements.

Byng St Site – Parent pick up only:
Children meet the teacher on duty near the Year 5 / Year 6 green area. They are walked over to the Byng St site for parent pick up. If parents are not there by 3:45pm, children walk with the teacher on duty over to the Hill Street Bus Area to wait with other children at the front of Kenna Hall. Please note there is ample parking in Byng St.

If it is wet weather, children can be collected from the undercover area at the back of the school building.

Hill St Site – Parent pick up:
Children meet the teacher on duty in Area A. If parents are not there by 3:20pm, children walk with the teacher on duty to wait in the Bus Area at the front of Kenna Hall.

Hill St Site – Bus Exit:
Children meet the teacher on duty adjacent to the Year 2 exit. Children wait in front of Kenna Hall in designated areas and must be walked to the bus by a teacher on duty.

Picking Up Children During School Hours:
If it is necessary to pick up your child during school hours, all parents/carers must attend the school office to sign your child out of the school.