

Dear Parents,

We would be grateful if you could please fill in your normal plans for the way your child gets to/from school each day. This helps us keep track of all the students and assists in the smooth running of the start and end of our day, both of which tend to be very busy 😊

- E.g.
- * Mum, Dad or older sibling (specify name please) drop off/collect at classroom
 - * Mum or Dad drop/collect Drop Off/Pick Up Zone
 - * Nan or Pop (specify full name please)
 - * Before or After School Care
 - * Bus (please specify which bus so we can locate them quickly if needed)
 - * Walk

If you can complete the grid and return the slip below as soon as possible, that would be wonderful!

If you know ahead of time that your collection plans will be different for a day, please pop a note in your child's diary to remind us of the change in routine 😊

With thanks,

Anna Hanslow & Sue Clayton



A reminder that the classroom opens at 8:30am.

Students are not permitted to be left unattended at their classroom prior to 8:20am and should always be sitting on the seats outside their room (there is not a duty teacher on at this time for supervision/first aide).

All of our staff have been instructed to take any students left unattended prior to 8:20am to Before School Care and an account is sent home by Discovery, the care provider.

Students in Year 2 who arrive via bus are expected to go straight to our classroom and sit quietly to wait.

My Child's Name is									
Monday		Tuesday		Wednesday		Thursday		Friday	
TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM

We are here to work with you; if your family has an agreed shared care arrangement for your child, we would appreciate knowing when they are with which person (E.g with mum Sunday night – Thursday morning, collected by Dad after school Thursday – Sunday night) so we can help them feel organised 😊 Please list any details below, all information is held in confidence:
