

NEW PROCEDURES FOR EARLY PICK UP OF STUDENTS BEGINNING WEDNESDAY 16TH AUGUST 2023

Please note due to the large number of students arriving late and leaving before the end of the school day, late arrival to school and requests for early pick up of students will be closely monitored as per Department of Education attendance guidelines.

Learning is extremely important at Aitken Hill Primary School for all our students and any absence can have a lasting effect on student learning.

Any absences at the start or end of the day (**after 8.50am / before 3.10pm**) must be explained with written documentation and supporting certificates where applicable.

Announcements over the PA Speaker System will no longer be made for students to come to the office if parents arrive at school to request their child go home during class learning time. Announcements of this nature are extremely disruptive to classes across the school and interrupt valuable learning time for all students.

If parents have a valid reason for wanting to remove their child from school prior to the dismissal time of 3.10pm, the following processes apply:

- : Whenever possible parents must arrange pick up of the student well prior to the pick up time by contacting the classroom teacher or school office by phone or email. The student will then be sent to the office during the next break time (recess or lunch time). If emailing, please ensure this is sent first thing in the morning before classes begin. Teachers do not check emails during learning time.
- : Parents must then report to the administration office, complete an absence notification form and provide documentation to support the reason for the absence.
- : Pick up times must not be requested during learning sessions except in extreme circumstances. This restriction is in place to limit interruptions to teachers and other students. Pick up should be arranged for the start of recess or lunch periods.
- : Where the pick up time is absolutely, unable to be arranged at the learning break times the following procedure will apply.

Once the absence process has been completed at the office, the parent will take a sign out form to the classroom to collect the child.

- : Office staff are unable to leave the administration area to go and collect students on parent's behalf or make announcements over the speakers during learning sessions.
- : Office staff will not call the classrooms requesting the student come to the office as the phones are not located within the teaching area but in separate teacher offices and unattended at this time.
- : Only parents / guardians of the student concerned are permitted to collect children at times other than normal dismissal time unless a call or email is received from the primary parents/guardians to confirm this permission is allowed.
- : Students who have multiple records of late arrivals/early departures will be monitored and parents / guardians contacted to discuss any support or concerns regarding attendance for the student.

Recess and lunch break times

Recess: 10.50am – 11.10am

Lunch Eating time: 1.10pm – 1.25pm

Lunch play time: 1.25pm – 2.10pm

We look forward to your support of these new procedures which support all our staff and students in their learning journey.

Pete Hansen
Principal