Collecting Children

Children will only be permitted to go with another adult (other than their parents or emergency contacts) if the school has been previously informed by phone or in person by parents. This will help overcome the ‘stranger’ problem.

The end of day is very busy and staff need to check that all children are in the correct line. **All children must line up in bus lines until dismissed.** This includes children going home with parents.

Parents wishing to collect their children from school, other than at 2:55 p.m. should first report to the school office before proceeding to the child’s classroom.

Changes to Bus Routine

If you are making a change to your child’s regular bus routine then you must send a note or ring the school office on 64564192. A note in the Communication Book is also acceptable.

**We are not able to take your child’s word** that they are travelling on a different bus. Therefore we need to ring parents to confirm arrangements and this is not ideal because it uses up a lot of time. If we cannot contact parents then we send the child on their regular bus. If you are sending a note to school please put the day, the date and where they are to get off the bus. This is particularly important if the note is about changes to bus routines. Your child will either be given a note to hand to the bus driver or the teacher will discuss the changes with the bus driver.

If we all work together we can ensure all children get on the correct bus.

Please Note: Children are not permitted to leave the bus until it reaches their “Home Stop” unless they have a note.

Other Travel Arrangements

If there is any change to your child’s travel arrangements, as with the ‘Changes to Bus Routine’ above, you must send a note or phone the school office on 6456 4192.

Examples of changes are:

- Your child/children are being collected from school instead of going on the bus.
- Your child/children are going on the bus instead of being collected from school.
- An adult not on your emergency contact list is collecting your child/children from the school (this is to be organised on the phone or in person only).
- Students are to be collected after school no later than 3:00pm. If an emergency occurs or if you are going to be later than 3:00pm then phone the school and let a staff member know. If, at 3.30 pm your child/children have not been collected and the school has not been notified then our duty of care is to notify the police.

Adherence to the policy is considered essential to ensure that your child is kept safe.