After School Arrangements

Dear Parents,

At St Joseph's, student safety is paramount. Our STAR behaviours for learning begin with S for STAY SAFE. This correspondence is in relation to after school dismissal and how your child/children go home. We have 4 options at dismissal time:

1. Students are collected from the classroom in person by an adult
2. Students go to “After School Care” in the Parish Centre to the right of our front office
3. Students are collected by car in our Roundabout Zone outside the Church
4. Students walk home or use the Walking School Bus

It is important that our school staff have an understanding of how students will go home in the afternoon. Please complete the below form, indicating the way in which your child will be going home at dismissal, and return to the class teacher by **Friday 29th January**. This information will remain with the class teacher as his/her reference.

It is very important if your child is being collected by a person other than the parents (e.g. another parent, sibling, grandparent, baby sitter) that this person is authorised by you, the parent. For the safety of your child, we will not allow children to go home with any person who is not authorised by you. If there is a change to the usual routine, please write a note to the class teacher to communicate this change or ring our school office on 3369 3020. Please give as much notice as possible so we can give this information to the class teacher. Your cooperation in supporting these procedures is essential for the safety of all students.

Best wishes
Fran Burke
Principal

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**After School Arrangements**: Return to class teacher by Friday 29th January. This information will be kept by the class teacher as a record for the duration of 2016.

**Child’s Name:** ___________________________ **Class:** ______________

**Afternoon pick-up arrangements (please tick):**

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<th>Zones</th>
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<th>Tuesday</th>
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<td>Classroom Pick Up</td>
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Names of other persons you authorise to collect the above mentioned child:

____________________________________________________________________________________

I understand that if I make a change to this information that it is my responsibility to communicate to the class teacher either via a note or to contact the school office giving as much notice as possible. I also understand St Joseph’s staff cannot allow my child to go home with any other person who I have not listed above.

**Parent Name/s:** __________________________________________

**Parent/s Signature:** _______________________________________

**Parent Mobile Contact 1:** ___________________________________

**Parent Mobile Contact 2:** ___________________________________