14 June 2016

Dear Parents/Caregivers

**Re: Messages from Parents for students via the administration.**

The office currently fields many phone calls each day from parents for children. This is becoming a continuous interruption to teacher’s classroom teaching and learning and a very time consuming activity for admin staff.

Your child’s learning time is from 9 am to 3 pm. Please make appointments outside of these hours where possible.

**The process in term 3 will be:**

- **If you require your child collected before 3 pm, you are to come to the office, sign out your child/ren and take a Departure Slip and you personally go to your child’s classroom and give the slip to the teacher and collect your child.**

- **If there is a genuine emergency we will happily locate your child and give them the message.**

- **Parents are to, at the start of the day make plans for how their children go home and are to explain that to their child before they come to school.**

- **Parents who will be late will find their children sitting in the admin foyer. Please talk to your children about this being the place for them to go if you are over 5 minutes late.**

Thank you for your assistance in this matter.

Yours sincerely,

Jackie Somerville
Acting Principal