2nd February 2015

Dear Parents/Carers

SCHOOL HOURS & SUPERVISION OF STUDENTS

I am writing to clarify the position concerning the hours during which this school is conducted each day and for which period normal supervision of students is provided.

Lessons commence each morning at 8.55am and conclude at 3.10pm on Mondays to Fridays. The school grounds are open to students from 8.30am each morning and remain open to pupils until 3.30pm each afternoon. At all times outside the period from 8.30am to 3.30pm on Mondays to Fridays, the school grounds and buildings are not supervised and consequently are out of bounds to all children with the exception of school organised programs, eg: Drama afternoons, therefore no responsibility can be taken by the school for any consequences of the activities of students outside 8.30am to 3.30pm.

Would you please assist the school in the interests of the students’ safety by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.30am to 3.30pm on Mondays to Fridays. Any parent or guardian who has difficulty in complying with this framework of supervision is requested to contact me in order to discuss what special arrangements might be made for your child.

The school is not responsible for supervising students outside the school premises unless the students are engaged in a school sponsored activity, eg: an excursion or a sporting event. The school is not responsible for supervising students on their journey to and from school. In particular, the school is not responsible for supervising students at bus stops either on their way to school or on their way home from school. Each student’s journey to and from school is the responsibility of each student’s parent or guardian.

Please support us in maintaining your child/children’s safety and wellbeing as we work together to create a safe and happy environment.

Yours sincerely

Geoff Leary
Principal

Sent to parents on the advice of CATHOLIC CHURCH INSURANCES