25/06/2015

Dear Parents/Carers,

In light of some recent incidents on school grounds, we would like to remind parents/carers of the following protocols on school grounds to ensure both students and staff remain safe at all times.

1. If at any time you need to come onto school grounds to volunteer in a classroom, you must sign in through the office.

2. It is requested that parents/carers do not come directly onto school grounds throughout the day to visit their children. With 330 children currently enrolled, staff do not know if you are a parent or a stranger if they see you in the playground. This is a child protection issue. If for some reason you do need to see your child to relay a message, this must be done through the office. Please either phone or come to the office and the staff can relay the message for you.

3. Assembly on a Friday begins just after 12pm. We would like to request that parents if attending go straight to the hall, not via children’s classrooms or the playground. Once again being in the playground during a break time makes it difficult for teachers on playground duty. Please respect this request.

4. If you are coming to give a message to a teacher and they are not in their classroom, it is not appropriate to enter the classroom and leave things on their desk. Nor is it appropriate to attempt to locate items in the classroom if they are not present. This is an invasion of teachers’ and students’ privacy. We certainly wouldn’t go to your houses and enter if you were not there. We ask parents to please respect this request. If the teacher is not available, please leave the message with the office staff and they will relay it for you. In light of last week’s break in, classrooms will now be locked when students and teachers are not in them during break times. This is to ensure all valuable items remain secure.

We would like to thank parents and carers for your ongoing support of our great school. We would like to thank the parents/carers that respect these school protocols on a daily basis. Our aim is to ensure that everyone on site is safe and happy at all times. This includes children, staff and parents.

If you have any queries or concerns, please contact me at school.

Kind regards

Deb Langfield
Principal (relieving)