

LATE ARRIVAL & EARLY COLLECTION

(Attendance note on Compass is NOT required for late arrivals or early collections)

LATE ARRIVALS

Proceed to the Kiss and Go

Notify the office on 9782 2999 on arrival



A staff member will collect child/ren from Kiss and Go

Child/ren can go straight to class. Office will notify the classroom

Do not send your child/ren into the school without notifying the office

A late arrival is from 9.05am onwards

EARLY COLLECTION



Notify the office on 9782 2999 providing details of the emergency

Email the office before 10am on the same day with the reason for early collection

Proceed to the Kiss and Go

Notify the office on 9782 2999 on arrival

A staff member will escort your child/ren to the Kiss & Go

Preferred collection times are:
 10.40am, 11.25am, 1.05pm or 1.50pm

Picking up during learning times disrupts school structures and practices.