



# Our Lady Queen of Peace Primary

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12<sup>th</sup> February 2017

Dear Parents

## **RE: School Hours, Attendance and Supervision of Students**

All schools are governed by legislation that refers to the *Duty of Care* in relation to the safety and wellbeing of students. It clearly defines the responsibility of schools to provide the safest possible environment for children within reasonable parameters. One of these responsibilities is to notify parents of school supervision times and state clearly that children should not arrive at school when there is no supervision. Child Protection Legislation also refers to the responsibility of parents to ensure the safety of children particularly in reference to being appropriately supervised.

Lessons commence each morning at 8.55am and conclude at 3.05pm. Children are dismissed from the playground at 3.05pm. The school grounds are open to pupils from 8.15am each morning and remain open to pupils until 3.30pm each afternoon. At all times outside this period, the school grounds and buildings are out of bounds to all students.

The school will not be responsible for supervising or caring for students outside the school premises unless the students are engaged in a school sponsored activity eg. an excursion or a sporting event. The school will not be responsible for supervising or caring for students on their journey to and from school. In particular, the school will not be responsible for supervising students at bus stops or train stations 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 parents or guardians. Special arrangements will be made in relation to authorized school activities which require the attendance of students at the school outside these hours such as long day excursions.

Gates have been installed with cameras and microphones on Braeside Road and at the end of the staff car park. These are security gates that allow the office staff to identify people entering the school grounds. **I would ask that parents do not drive into the staff car park for any reason.** These gates will not be open until 8.15am and parents are asked not to leave children waiting on Braeside Road. Please remember that the supervision of children does not start until 8.25am each day. Under the NSW Guidelines for Attendance I am obliged to report to the Department of Community Services, those children who are left unsupervised outside the school grounds before the gazetted school hours of supervision. It is very important that we work together to ensure the safety of all members of our community.

Please assist the school, in the interest of safety, by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.15am to 3.30pm on Mondays to Fridays. If any parent or guardian has difficulty in ensuring that these times are kept, they need to contact the school. Information regarding Before and After School Services is available on our school website [www.olqpgreystanes.catholic.edu.au](http://www.olqpgreystanes.catholic.edu.au)

Attendance at school has a significant impact on a student's academic success, starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students understand that every day counts.

We realise some absences are unavoidable due to health problems or other circumstances, but we also know that when students miss too much school, no matter the reason, it can cause them to fall behind academically. Your child is less likely to succeed and meet their potential if they are absent. Absences can add up quickly and if a student is absent one day a fortnight over the course of a school year they will miss out on 20 days of education - this is almost half a school term.

It is very important that if a child is absent for even one day, a note must be sent to the class teacher so that the class roll (a legal document) can be marked appropriately (absent – sick or absent - leave). It is also very important that if a student is late for school that **the parent brings the child to the office and signs the late note.** This is also a legal requirement for attendance set down by the Department of Education. A student is marked late in the class roll after 9.00am and requires the note from the office.

If you have any questions regarding these procedures, please contact me at school so that together we can provide the best education for our children in the safest environment.

Yours sincerely

Michael Hopley  
Principal