

Late after school pick up procedure



Late pick up

Three teachers are on duty outside every day from 3:15 pm to 3:30 pm to supervise students as they wait to be picked up.

If any children are not collected by 3:30 pm these students will accompany the Yard Duty teachers to the office. They will wait in the foyer and watch for their parents to arrive at the front of school.

3:30 pm

At least one Yard Duty teacher will remain in the office to ring the parents/caregivers.

If Parent A is not contactable Parent B will be contacted.

The parent/caregiver will be advised that their child will be taken to Outside School Hours Care (OSHC) and are to be collected from there.



3:40 pm

Admin staff will print out up-to-date Student Details for the children still remaining at school.

The Yard Duty teacher will accompany the remaining students, with their Student Details, to OSHC and hand them over with an explanation of the phone calls that have been made to the parents/caregivers.

The parents /caregivers will be charged for this service in accordance with the fee structures of Camp Australia.

When a parent knows they will be running late to pick up their child (after 3.30 pm), it is their responsibility to inform the school and the above management plan will be implemented.

