At Gindie State School we have an After School Student Collection Policy. This policy is put in place to ensure the safety of the students in our care. It is expected that parents and students follow the policy to ensure that students’ safety and well being are not jeopardised. Each student is required to notify the teacher on duty before leaving the school grounds.

If your child’s collection from school arrangements are altered from the normal routine listed on this form then the school requires notification from a parent or guardian in writing, or by telephone prior to 2pm.

If the school is not notified then the specified normal routine will be adhered to.

Please specify in the table below how your child/ children will be collected each afternoon. i.e. Bus/ collected by parent- Joe Blogs.

Normal Routine for ____________________________ : (insert name of student/s)

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<th>Monday</th>
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Procedure for leaving school supervision at the end of the day:

1. Student informs teacher on duty they are leaving (Good afternoon Mrs Chick, my mum is here to collect me). Student will have their name marked off on the roll.

2. Any variations to the specified normal routine to be advised by telephone/writing by parent/guardian. Students relaying messages will not be accepted.

3. Normal routine will be strictly adhered to in all cases no exceptions, if the school is not informed prior to 2pm each afternoon.

I, (name) __________________________________ have read, understood and agreed to the above procedures for the collection of my child/ren after school.

Signature of Parent/ Carer: ___________________________ Date: ___________________________

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE
BY FRIDAY, 1ST FEBRUARY 2013