



After School Student Collection Form

GINDIE STATE SCHOOL
G.C.B. # 1, GINDIE Q 4702
Telephone: 07 4982 2138
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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*)

Monday	Tuesday	Wednesday	Thursday	Friday

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**