**REMINDER TO ALL PARENTS AND CAREGIVERS**

**Our school hours of instruction are 9:00am - 3:00pm.**

It is important for students to arrive on time so that they do not miss out on instructions to start the day, equally it is important they stay until 3pm to complete all their work. We ask that if you do ever need to pick up early that you follow this process:

1. Go directly to the office, explain to staff you are signing your child out early.
2. Staff will contact the classroom and have your child come to meet you at the office.
3. Sign out on the tablet at the front counter.

Parents are still absolutely welcome to wait in the playground for their children at 3pm.