

## SCHOOL ATTENDANCE



- Children need to arrive at school between **8.45am and 9am**. They are expected to play on the senior courtyard before school where there is a teacher on duty. Children are expected to leave the school grounds promptly at 3pm unless with a parent or carer.
- In the event of wet weather before school, students should arrive as close to 9.00am as possible, and go straight to their classrooms.
- The whole school assembles on the Senior Courtyard. The first bell is rung at 8.55am and the final bell at 9.00am. It is important that students arrive at this assembly promptly, because whole school announcements are made by teachers and children at this time.
- **If you need to collect your child before 3.00pm** please go to the front office where you will be asked to sign in and collect a leave slip. You will also need to notify the class teacher.
- **If your child is unable to attend school** on a particular day, please notify the front office promptly, either by letter, phone, fax, or e-mail. If you phone we also require that you send a letter to your child's class teacher informing him/her of your child's absence. Any written communication (except e-mail) should be signed by the parent or guardian and should also state:
  - the child's name and class
  - the duration of absence; and
  - the reason for the absence.

If the front office has not been notified of an absence by 9.30am, the parents/carers of the child will be rung as per our attendance policy.

- Children who arrive at school after 9.10 am will need to be escorted to the front office by their parent/carer to collect a late slip which they can then give to their class teacher. Parents will also need to sign their child in at the front office.

## SAFETY AT SCHOOL

The staff at North Ainslie are committed to supporting your children and keeping our school a safe and friendly environment. In this newsletter we have included a checklist of safety rules. We hope that you will support us and the students by encouraging your child/ren to comply with the rules and that you will continue to alert us to any concerns you have.

### Clothing

Wear safe, approved footwear with closed in toes. Plastic gardening/fishing shoes (Crocs) and thongs are not safe to wear at school.

- Wear shirts with sleeves, including at the pool.
- Wear school uniform or colour code.
- Wear Sun Smart hats. These include legionnaire's, bucket and broad brimmed hats (minimum 6cm). Remember "No hat, play in the shade".
- Wear sunscreen when playing outside for a long period of time.

### Toys and Games

- Bring safe toys to school. Keep them inside for "news" and other classroom activities that your teacher has organised. Some of the things that are not safe to bring to school are ropes, wooden cricket bats, sharp ended objects such as pocket knives, and toy guns. Please note that we do not encourage toys to be brought to school,

unless it is for a news item/class activity. Nor do we allow swapping or “trading” of items at school (e.g. “magic cards”) because this invariably ends in tears.

- Hand mobile phones in at the front office before school, where they will be kept safely until 3pm.
- Play with bats and racquets with your teacher in class time.
- Play only with small balls on the playground before school.
- Kick balls on the oval at recess and lunch. It is not safe or acceptable to kick balls on the courtyard.
- Play safe games. Tackle football and wrestling games are not allowed at school.
- Walk your bike to and from the bike area when you are on the school grounds, even if it is before 9am or **after 3pm**. It is our responsibility to make sure that you leave school safely.
- Remember the “no wheels, no dogs” rule in the courtyard.
- Remember that the school roof is out of bounds at all times, even on weekends.
- Remember that the fence in front of the classrooms on the senior courtyard keeps us safe. The area behind it is out of bounds.

### **The Internet**

- Use the Internet if your teacher has given you permission and you have showed him/her the site you are using.
- Use Internet sites your teacher has chosen for you. Other Internet games and music downloads are not permitted.
- Use friendly language in your emails.
- Use your own password and folders.

### **Movement**

- Walk inside the school buildings.
- Walk on the left side of the corridors.
- Use a quiet voice inside the school buildings.
- Be in the right place at the right time.

### **Our Community**

- Speak to adults and children in a friendly, respectful way.
- Care for yourself and others.
- Care for our school. For example place litter in the closest bin.
- Ask for help.
- Report bullying.

**We believe the following are very important.** They relate to our school values and attitudes and help all of us to enjoy school. **Doing these things shows we are caring, principled and thinkers.**

- Behave responsibly. Tell your self “I can take responsibility for my own actions and accept consequences”.
- Think about your actions and choices. Tell yourself “I can make good decisions when I think before I act”.
- Respect all of the people in our community. Tell yourself that “I can accept that all people are different and treat them fairly”.
- Be confident. Expect the best. Tell yourself “I can do it when I believe in myself” and remind others to do this.
- Work together in the classroom and on the playground.

**Yours sincerely**  
**The North Ainslie staff**