**SCHOOL TIMES/ATTENDANCE**

**Supervision of children begins at 8.15am. If it is necessary for your child to be at school prior to 8.15am, for their safety and well-being they must sit in the Shelter Shed area.**

It is vitally important that children are at school by 8.40am. The first bell rings at 8.35am and school commences at 8.40am. Children need to be present for the beginning of the school day. Latecomers interrupt the flow of the morning and often miss important information.

All children are to leave the school grounds as soon as possible after 3.00pm. There is no unsupervised playing in school grounds after school.

Children are supervised at the Pick-Up Zone on Ferndale Street until 3.15pm and then those who are left are brought back to the School Office. Please advise the office if you are held up due to unforeseen circumstances.

After School Care is available and parents are asked to use this service if their child consistently has to wait at school.

Assembly, including prayer, is held Monday afternoon at 2.15pm in the Our Lady’s College hall. Parents are most welcome.

**TIMETABLE**

8.35am: First bell
8.40am: Classes commence for the day
11.00am: Lunch: Children are supervised eating lunch for 15 minutes.
11.15am: Playtime is from 11.15am to 1.40pm. During this break children have access to sports equipment. Wednesday and Thursday they may also go to the Library during the first and second breaks.
11.40am: Classes recommence.
1.40pm: Afternoon Tea: Children are supervised eating, followed by playtime.
2.05pm: Classes recommence
3.00pm: School finishes for the day. Children proceed to the pick up zone or wait for their parents in the shelter shed area adjacent to the office.

**WITHDRAWAL FROM CLASS**

If parents wish to withdraw their child for part of the day to attend appointments they must come to the office and sign their child out. Similarly on return to school children must be signed in by the parent.

**ABSENCES**

If your child is sick and unable to attend school please contact the school office by phone or email.