

Term 2 Timing, Drop-off, and Pick-up Policies

Dear Parents and Guardians,

As we embark on Term 2 of the academic year, we would like to bring to your attention the following important policies regarding school timings, drop-off, and pick-up procedures. These policies are essential for maintaining a safe and organized learning environment for our students.

Morning Drop-off and Assembly:

- Students must be in school by 7:30 AM for attendance and assembly. Attendance is a mandatory requirement.
- Any student reporting to school after 7:30 AM will be marked as late. Persistent lateness may have an impact on the student's report card.
- Students arriving after 7:30 AM should report directly to the reception accompanied by a parent.

Afternoon Pick-up:

- Pick-up timing is between 2:15 PM to 2:30 PM only. We appreciate your cooperation in adhering to this timeframe.
- For the safety of all students, parents are not permitted to enter the school section between 7:30 AM and 2:15 PM.

Late Arrival Reporting:

- All late arrivals and absences will be duly recorded and may impact the student's report card. Regular attendance is crucial for academic progress.

Parental Cooperation:

- We kindly request parents to ensure that their children are in school on time in the morning and picked up promptly in the afternoon.
- In case of any exceptional circumstances or delays, please communicate with the school in advance.

These policies are designed to prioritize the health and safety of our students and maintain an efficient learning environment. We appreciate your understanding and cooperation in following these guidelines.

Should you have any questions or concerns, feel free to reach out to the school administration.

Thank you for your ongoing support.

Best regards,

Principal Samantha Bateman