21st March 2014

Dear Parents

Undercliffe Public School values your support and appreciates all that you do. We would like to ask if you could please assist us with the following. Our enrolments have increased and our playground space can become a little congested in the mornings and afternoons under the new and old COLA’s. Staff morning duty has become difficult, students do not have enough space to play and sit with their peers. The safety of all our students is paramount.

We ask that when dropping off your child/children in the morning that you give them the opportunity to go by themselves under the old COLA, place their bags in their designated area and join their friends in play. All staff is experienced at helping students settle into the school routine.

Parents will be required to move up to new COLA with their toddlers to alleviate the congestion and to make it easier for staff to carry out their duty of care.

School finishes at 3.00pm. If you arrive at school early, we ask that you wait near the grass area down by the canteen rather than the new and old COLA areas as staff and students are still engaged in their teaching and learning programs.

Perhaps you could go through this new morning and afternoon routine with your child/children to make sure that everyone knows what is expected.

If parents need to see their class teacher, we ask that you come to the office and not go into the classroom without the teacher present. This is a WH&S issue and against school / DEC policy.

Once again, the staff and I would like to thank you for your support and understanding.

“Safety is everyone’s responsibility”

Kind regards

Mrs Missiris
Principal