

AFTER SCHOOL CARE

After School Care provides a service for students requiring supervision once school finishes. Afternoon tea is provided for all students in After School Care. From Monday to Thursday students work on their homework, supplemented with some free time. Friday is a day when homework is not done.

HOURS

After School Care operates from 3.30pm to 5.15pm every school day when the school is open. It does not operate after Senior Swimming Sports, Friday after camp and the final day of the school year.

PICK-UP

Adults authorised to pick up children must sign their children out of the After School session.

If a child is not collected by the end of a session the following procedure will be followed:

- A Staff member will remain with the child in the Library
- If the child has not been collected by 5.30pm the child will be taken to the Dining Room & will be charged a late fee of \$10. (It is important to note that supervision is not guaranteed at this point as Boarding House staff are involved with the Boarders).

OTHER PICK-UP OPTIONS

Parents must inform staff in writing if their child is to go home with anyone other than their parent or with someone who does not usually collect their child.

- Staff will not release a child to a person who is not identified in writing. If an unauthorised person comes to collect the child, parents will be contacted for authorisation prior to releasing the child. Staff will explain this to the unauthorised person before phoning the parent, to ensure there is no misunderstanding.
- Written permission from parents must be carried by students who are required to leave After School Care unaccompanied, with the reason being stated e.g attending tutoring/catching a 4.00pm bus.

CONTACT NUMBER

If for any reason you are going to be late collecting your child please contact **0274875380** until 5.30pm. After 5.30pm contact can be made with the school via the Housemothers phone - 0272429996.