

PEDESTRIAN CROSSING, PARKING AND TRAFFIC

The School Crossing on Lake Street near Wallace Street serves both St Malachy's School and Edenhope College. Parents are requested to please remind both pedestrian and bike riding children to use the School Crossing before and after school. Students should not cross Lake Street at other locations, including in front of the school grounds. All students walking to and from school, or from parent cars, and crossing Lake Street to enter the College grounds, should use the pedestrian School Crossing. Parents are requested not to drop their children off on the housing side of Lake Street opposite the school. Children should be dropped off opposite St Malachy's School and then cross Lake Street using the School Crossing. Alternatively, parents may drop their children off on the school side of Lake Street, alongside the front oval, or at the lake side entrance to the school, outside the Kowree Sports Centre.

STUDENT ABSENCES

When your child is absent for any reason a signed note of explanation is required on the day of his/her return. There is a pro-forma section in the student diary that can be used. If your child is going to be absent from school for some length of time, it would be appreciated if you phoned or wrote to the College. Work to do at home can be arranged, where appropriate.

LEAVING SCHOOL DURING THE DAY

Students leaving school at any time before 3.30pm must have a signed permission note. Parents are asked to collect their child from the College Office. If it is necessary to take your child from school for some reason during the school day, then please come to the College Office. Office staff will locate your child, and you will need to fill out and sign the **Early Leavers Book** located at the College Office before leaving the College with your child.

LATE ARRIVAL

All students from Years 5 – 12 who arrive at school after Home Group meetings must report to the College Office and receive a green Late Pass to take to class. Their names are recorded in the Late Book and a reason for lateness must be supplied through a signed note of explanation. The student diary can be used for this purpose. Parents of Junior School students (Years P – 4) who arrive after 9.00am are asked to report with their child to the College Office and sign the **Late Book**. This is to ensure the safety of your child, so that their name appears on the official attendance roll for the day.

STREET PASSES

Street Passes will be issued by the Assistant Principal upon the written request of a parent. These, however, will not be issued for students to purchase their lunch down the street. If the Canteen is to be closed, reasonable notice will be given to students via the Public Address System, the Daily Student Bulletin, *Whytalla* or a Whole School Assembly, so that students may organize to bring their lunch from home.

VISITORS

All visitors to the College are requested to sign in the *Visitors' Book* at the College Office on arrival, and sign out on departure. This request includes parents and other volunteers assisting in the Canteen and hearing reading. Social visits from friends and ex-students to meet with current students during recesses or lunchtimes cannot be approved. These are important Emergency Risk Management procedures and everyone's cooperation is appreciated.

SCHOOL LEAVERS

Parents of students who are leaving the school, whether to begin employment or change schools, should contact the College Office, who will inform the Principal and appropriate Sub School Manager. The Sub School Manager will inform the appropriate Home Group teacher and other staff. An Exit Form should be obtained from the College Office, completed and returned (to the College Office). This form is designed to ensure that all books and equipment are returned to the College, that the Bus Register is amended, and that any outstanding money is paid or refunded.