ATTENDANCE AND SCHOOL HOURS

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. Creswick Primary School works in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

Regular attendance is important for the progress of your child. Students are expected at school by the first bell at 8.50 am so that they can get their class materials ready to start the days learning activities.

It is Department Policy that we contact parents on the day of the student’s absence. The school will make contact with parents via our Compass SMS system by 10:30 of the day of the student’s absence. Whenever possible a phone call to the school on the day would be appreciated or alternatively absences can also be submitted via our school app Compass.

Children may be picked up by parents for dental or medical appointments via the school office – signing in and out using the Compass electronic kiosk.

LATE ARRIVALS

If children arrive at school after 9.00am they must be signed into school at the office before going to their classroom. Gates will be locked at 9.15am, after which, access is via the front of the school.

ILLNESS

Sick children - the best place for children who are unwell is at home. They are unable to work effectively at school and may be a danger to other children. It is important that we are able to contact parents, or an adult, who will take responsibility in cases of illness or accidents. Staff need to be made aware of any problems - especially physical ones that may cause difficulties. Please indicate this information on the enrolment form or give the information to the child’s teacher. It is important that you keep information of this nature up to date, including a contact phone number.

LEAVING SCHOOL DURING SCHOOL HOURS

Our first concern is always child safety. Children are not to leave the school grounds. If you need to collect your child at any time please notify the office. Every child must be signed out of school if leaving for appointments etc, and signed back in on return. Gates will be unlocked at 3.15pm

BEFORE AND AFTER SCHOOL CARE

Creswick Primary School offers an on-site ‘Before and After School’ program that is operated by EXTEND. The hours for this program are from 7.00am – 9.00am (Monday, Tuesday, Wednesday and Thursday) and from 3.30pm to 6.00pm (every weeknight) To enrol your child visit [www.extend.com.au](http://www.extend.com.au)

Students are supervised within the school grounds from 8:45am each morning. Students are discouraged to be in the yard prior to this as they will not be supervised.

Hepburn Shire provides a crossing supervisor from 8:30 on Napier Street and a school staff member will be present at the Raglan Street Crossing from 8:45am onwards.

**School Times**

Start 8.50 am Bell rings - Children may enter the buildings

9.00 am Classes begin

10.00am Fruit break

Morning Recess 11.00 - 11.30 am

Lunch 1.30 pm - 2.30pm (Lunch is eaten inside between 1.30pm and 1.40pm)

Afternoon 2.30 pm - 3.30 pm

Finish 3.30 pm

Music plays five minutes before the bell rings at the end of play and lunch time.