

31/03/2017

Hukerenui School
Crows Nest Road
RD2 Hikurangi
0182



BUS PROCEDURES REVIEWED

Due to some unfortunate incidents we've had we are reviewing and tightening up our procedures and protocols around buses and other arrangements around students traveling home from school. Please read the following procedures carefully as we will not be in the position to change any of this unless we are formally informed by you.

Changing the way your child usually travels

Nobody will be allowed to change their normal procedures unless Helen has been informed, or a written note has been sent to Helen. Please don't send a verbal message with your child as we will not be able to respond to that. We will stick to the norm.

Bus lines and roll call

1. All students that catch a school bus in the afternoons on any given day will go to the classroom where that bus roll is called.
2. After the roll call, all students who are being collected on that particular day will then be dismissed to Room 6.
3. Students who are catching a different bus on that day – will then be sent to the bus room they will be departing from to be checked off on that roll.

Students who are picked up by parents

Nobody may be picked up later than 2.50pm. Teachers have lots of work to do, often have meetings and cannot be expected to look after children left at school.

1. All students who are being collected will go to Room 6.
2. As soon as the bus lines have left the Room 6 teacher will bring the students to sit and wait for their parents under the shelter.
3. All parents need to come and collect their child/ren from under the shelter – we cannot allow students to run to the carpark on their own. This has consistently been a problem and is not a good Health and Safety practice. Children are also not allowed to run to the cars ahead of their parents please.

Sport days/ Dance classes

No siblings should be left at school for the time that their brothers/sisters are at sport or dance coaching. There is nobody to look after them so this becomes a health and safety risk. If you as parents are attending the coaching from 2.50pm, then you may let the office know that they should stay with those students being collected.

All dance students who are waiting for dance class have to wait outside room 4 and not be running around the school. They are particularly not allowed on the senior playground without supervision. The playground is also for seniors only.

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