

Early Student Pick-Up & Safety Procedures

At our school, the safety and well-being of your children are our highest priorities. To help us maintain a secure environment and minimize disruptions to learning, we kindly ask that you review and adhere to the following procedures regarding early pick-ups.

1. Authorized Pick-Up Only

When a student needs to be collected early, **only registered parents and caregivers are permitted to sign them out.**

- **Sending someone else?** If any adult, who is not on your official registration list is picking up your child, you must call and inform the front office ahead of time.
- For safety reasons, we cannot release students to unauthorized individuals without your explicit, prior consent.

2. No Pick-Ups During Salah & Jummah Times

We ask that parents strictly avoid scheduling any early pick-ups during our zuhr salah/jummah time. During this time, our staff and students are engaged in salah, and the front office will not be available to process early releases.

Please note the specific times below and plan accordingly:

Monday to Thursday - 1:30 PM - 2:00 PM

Friday - 1:30 PM - 2:25 PM

Planning Ahead: If your child has an appointment, please arrange to pick them up **before 1:30 PM** or after the prayer time concludes.

We deeply appreciate your cooperation, understanding, and partnership in keeping our school community safe and respectful of our daily routines.

If you need to update your registered caregiver list, please contact the school office as soon as possible.

Reminders

Attendance Dues

As a state-integrated school, payment of Attendance Dues (AD) is compulsory and a condition of enrolment. The annual AD is \$251.85 per student, and the **full amount** must be paid by the **end of Term 2**.

Uniform

As cooler weather approaches, a reminder that students should be wearing full winter uniform. Please ensure that all uniform items are labelled with your child's name. Students are expected to maintain a neat and tidy appearance at all times.

School Communication

Please ensure that the school office has your up-to-date contact details. Newsletter and important notices are shared via email and the school website. If you are not receiving communications, contact the office to update your information.

Breakfast Club

Students are welcome to join us each morning from 8:00 to 8:20 am for a healthy breakfast of Weet-Bix and milk, with fruit available on some days.

Location:

Primary students - Breakfast Room

Secondary girls - Girls Common Room

We encourage all students to take part and start their day nourished and ready to learn.