

Afternoon Pick Up/Bus Information 2016

Dear Parents,

Please fill out a separate AFTERNOON PICK UP/BUS PERMISSION NOTE 2016 **for each child** and **return it to the school ASAP**, even if your child does not catch a bus.

Please indicate how your child gets home every day (to the best of your knowledge at this time). If there is a **change to this at any time** please call the front office or send a note with your child informing us of the changes, e.g. being picked up by friends or family, walking with a friend, etc. You can also email info@mumbullaschool.com.au but if you do not receive a email back 2pm it means we may have not seen your email and you will need to call.

We ask that you try wherever possible to let us know about changes by 2pm.

Children can experience confusion and anxiety if they are unsure whether they are on the bus or being picked up and by whom. Sometimes, even though you have told them in the morning of a change to their regular routine, they forget by the end of the day. Sometimes we find ourselves holding the bus for a missing child only to find that they have already gone with their parents. **Please advise the teacher on bus duty if you picked up your child who usually catches the bus.**

IMPORTANT: The School policy in regard to buses is to put children on their regular bus unless we are informed of any changes.

We will always follow what you have indicated on the Afternoon Pick Up/Bus Permission Note unless the school is notified by parents either by phone or in writing .

On the Permission Note please complete all of the following sections:

- A. Indicate your understanding that the school needs to be informed of changes to afternoon arrangements by 2pm.
- B. Which days, if any, your child will walk and where they walk to.
- C. Which days, if any, your child will be picked up from school and by whom.
- D. Which days, if any, your child will regularly catch the bus and **which bus they will catch.**
- E. Permission to for child to be driven to the High School if they miss the bus (see below)
- F. Your child's regular afterschool activities e.g. Guitar lesson, 4pm Magpie Music
- G. If you have alternate week arrangements

E - If your child misses the bus a teacher or suitable adult may be able to drive them to the High School to make their connection, however we need to have your permission to do this. Please ensure that you fill this section out on the form as well if you agree to this.

Please note: If you have a shared care arrangement/court order please provide a copy to the school.

Many thanks,
College of Teachers



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Afternoon Pick Up/Bus Permission Note 2016

A. I understand I need to inform the school **by 2pm** if the arrangements change on any day. **Yes / No**

My child (please list) _____

B. My child will **walk** on the following days:

Please circle

Monday Tuesday Wednesday Thursday Friday

Please list where they are walking to

C. My child will be **picked up** on the following days:

Please circle

Monday Tuesday Wednesday Thursday Friday

Please list who will regularly pick them up

D. My child will **catch the bus** on the following days:

Please circle

Monday Tuesday Wednesday Thursday Friday

Please list the name and number of the bus

Bus _____ # _____ Bus _____ # _____ Bus _____ # _____ Bus _____ # _____ Bus _____ # _____

E. I give permission for my child to be driven to the High School by a teacher or suitable adult to catch their bus in the event that they have missed it. **Yes / No**

F. Please list your child after school activities indicating which days and what the arrangements are (ie: Soccer Training: Thursday 4pm Bega Soccer Fields)

G. My child/ren who have **Alternate Week Arrangements:**

Weeks 1 3 5 7 9

Please circle

Monday Tuesday Wednesday Thursday Friday

Please indicate bus or pick up and by whom

Weeks 2 4 6 8 10

Please circle

Monday Tuesday Wednesday Thursday Friday

Please indicate bus or pick up and by whom

Please note: If you have a shared care arrangement/court order please provide a copy to the school.

Signed _____ **Date** _____