



3 September 2018

Dear Parents and Caregivers

School Hours of Operation

It has come to our attention that children are being dropped off at school as early as 7am. This is of real concern to us as there are no teachers on the premises to supervise the students outside the School's Hours of Operation of 8am to 6pm.

The Reg St Leon Building at 4-8 Kelly Street (Main Gate) is open between 8am and 9am in the mornings and staffed from 4pm to 6pm in the afternoons. Entry is via electronic key or identification at other times, and all visitors are to report to Reception to sign in. The Mountain Street Campus, The Kerrie Murphy Building and The Wright Building are open between 8am and 6pm.

Music rehearsals

Music students may not arrive before 7.20am, and must go straight to Level 3 of the Reg St Leon Building unpack their instruments, set up chairs and music stands and then be seated for the commencement of their rehearsal at 7.30am.

Sports events and training

If your child is attending a sports event, please ensure they do not arrive earlier than 10 minutes before the advertised meeting time, when staff supervision commences. For all training, students should meet their coach at the commencement time advertised.

All students

Between 7.30am and 8am:

- No student is to be in any part of the School without direct IGS staff supervision.
- High School students attending lessons must report to their teacher.
- Preschool to Year 6 students must go directly to Out of School Hours (OOSH) Care (see below).

Clubs

General areas of the Main Campus cease operations at 4.30pm. Students are not permitted in these areas without direct staff supervision. Many [IGS clubs and extra-curricular activities](#) operate from 3.30pm to 4.30pm. After 4.30pm, students being collected must remain inside the Gate.

Out of School Hours (OOSH) Care

- OOSH Care is available at IGS from 7.30am to 6pm for students in Preschool to Year 6.
- Before Care runs from 7.30am to 8am on Level 1.
- After Care operates from 3pm to 6pm on Level 1 for students in Kindergarten to Year 6, and in the Preschool area on the ground floor for Early Learning students.

Please ensure your children are aware of these hours and locations. Thank you for your cooperation.

Yours sincerely

Mary Duma

Deputy Principal Students and Campus Life

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