24 February 2011

Lurnea Public School
Safety and Security Note

Dear Parents and Carers

Your child’s safety whilst at school is of paramount concern. As such, I ask that you read the Safety and Security Procedures for our school carefully. These procedures are in place to ensure student safety in and around the school everyday, especially at play times.

- The front office gate will remain closed throughout the day, however it will NOT be locked. **If you come in through this gate during the day, please close it behind you.**
- All community access gates, with the exclusion of the front office gate (on the corner of West and Reilly Streets), will be closed and locked each day at **9.15am.**
- All other community access gates will be reopened at **2.45pm.** However, the front office gate will be **locked** at this time to ensure children are not congregating on the corner of West and Reilly Streets at 3pm as this causes major safety concerns.

**Preschool Gates**

- For children attending preschool, the side gate will open again at 11.30am and be closed immediately after the children leave. Should you be later than 11.30am, please collect your child from the front office. The gates will not be opened for parents who arrive late.
- The preschool gates will reopen at **12.30pm** for the afternoon session children to arrive and then be closed immediately.

Should you wish to enter the school outside of these hours, I ask that you report to the front office. All visitors are requested to sign in to the ‘Sign In’ book for Occupational, Health and Safety reasons.

If you require additional information, please do not hesitate to contact the school.

Your cooperation in this important matter is appreciated,

David Sim
Principal