Important Information for Parents

Visitors to the School Campus

A reminder to parents and caregivers that they must sign in at the School Front Office and pick up a Visitor lanyard when coming onto the School campus in any capacity. This includes volunteers and visits to classroom activities, Chapel etc. Anyone on the school campus without a visitor lanyard will be spoke to by School staff and asked to return to the Front Office to sign in. This is a WH&S issue and is essential to ensure the safety of our staff and students. Parents who have items that need to be delivered to their child during the day should leave these with Front Office staff for pick up by students. Please do not visit classrooms as this can be very disruptive for teachers and students.

Changes to Afternoon Arrangements and Appointments

To ensure the least possible disruption to classes, we ask that parents inform students before they arrive at school of any changes to transport or afternoon pick up arrangements.

If your child has an appointment during the day please put a note in their diary to allow them to leave class at the appropriate time and make their way to the Front Office to meet you. In the case of an emergency where parents need to change arrangements, parents can either contact the Front Office to have a message delivered, or they can email either the Primary Office, the Secondary Office, or in the case of Secondary students, the student’s school email address, which is the student name hyphenated (i.e. john-smith@scas.nsw.edu.au). Students are reminded to check their email accounts regularly.

Please note that we will always try our best to ensure students receive messages, but that it is not always possible to get messages to students late in the afternoon.

A special reminder in regard to Primary students on Fridays

Years 3 to 6 participate in Sport on Friday afternoons at various locations around the School campus, and this can make it very difficult to find students at this time. We ask that where possible parents confirm their child's going home arrangements with them before school.

In the case of an emergency, and a change of arrangements needs to be passed on to your child, please phone these through to the Primary Office no later than 1.00pm.