**Early Collection Process**

Our students attend school from 8:30am until 2:30pm.

We understand that there are emergencies from time to time, however, please be aware that constant interruptions to students learning will impact on classroom peers and their ability to learn.

**School Start:**8:30am

**First Session:** 8:30-11:05am

**1st Break:**11:05-11:45am

**Second Session:**11:45am-1:45pm

**2nd Break:**1:45-2:15pm

**Third Session:** 2:15-2:30pm

**School Finish:**2:30pm

In the circumstance where a student needs to be collected early for an appointment that cannot be made outside of school hours, please follow this process.

*- Parent to email*[*admin@bellbirdparkss.eq.edu.au*](mailto:admin@bellbirdparkss.eq.edu.au)*and cc their class teacher first thing in the morning, before rolls are marked at 8:30am.*

*- State the student’s name, class and time to be at the office in the subject line.*

*- State who is collecting them (must be a parent/carer or approved emergency contact), their phone number and the reason they are being collected.*

Please be aware that every effort is made to have the student at the office for the requested time but there are several circumstances that can impact this. For example, the student is at specialist lessons, on break or students can be out of the classroom with their class for a different learning opportunity.

We ask for your cooperation and patience with this process.

Kind Regards  
Administration Team