



12 May, 2017

Dear Parent

Uniform Shop

Next Monday, 29 May the school Uniform Shop will be closed. Linda will open the Uniform Shop on Tuesday, 30 May 2.00-3.30pm instead.

Absences

If a student is going to be away or late for school, parents are to contact the school before 8.30am in one of the following ways:

1. Email: admin@gsk.wa.edu.au or attendance@gsk.wa.edu.au
2. Skoolbag App
3. Phone: 9495 1622, and followed up with a note or email
4. Call into the office and fill out an absence form

All absences must be followed up with a signed note from the parent/guardian.

Please note, if using the email option, that the 'from' address is not sufficient as it does not necessarily contain the full name of the person sending it. A full parent/guardian name must be typed at the end of the message.

A sick note /email must contain the following information:

- the name of the student
- the class/roll group of the student
- the reason for the absence
- the full name of the parent/guardian at the end of the message

Late Students

Any student who arrives after 8.30am **MUST** be signed in by their **parent/guardian** at the school office before going to class.

Car Park

There have been several instances where the correct procedure is not being followed in the school car park. The only entrance to the car park is the first driveway. The carpark is **one way only**. You can only exit the carpark via the second driveway exit. If using the kiss'n'drop driveway, you can only exit via the 3 driveway exit. The speed limit across the whole school is **8kph at all times**. Please find attached a map of the school carpark showing details.

Thank you for your co-operation
Administration