



SAMFORD STATE SCHOOL OSHC

INDEPENDENT PUBLIC SCHOOL

P & C ABN: 13 861 443 885

6.6.17

Dear Families

We are currently reviewing our procedure for taking our Year One children to class of a morning and we feel it will be beneficial for these students to start the transition of being able to walk themselves to class.

Our proposed procedures are as follows:

1. Commencing in Term 3, after the 2-6 years are released from care at 8.30am, the responsible person will ask for the year 1's to gather their bags and sit at the dining space area outside J block.
2. At 8.40am, we will call the children on our roll and release them from care. The responsible person will then follow them over and check in with them to ensure they have reached their class rooms safely.
3. We will continue to follow this procedure until the end of the year.

In Term 3, we aim to progress this transition further by providing more responsibility to the students and changing our pick up procedure as follows:

1. One staff member would guide children from the top class rooms down the stairs to the awaiting staff member.
2. One staff member would greet children and check them in at our designated meeting point downstairs (where we currently meet the children).
3. From here, the children will be given permission to make their way over to OSHC in class groupings (1A to come over together, for example). The educators will radio the Responsible Person and let them know that 1A are on their way and there are 4 children in the group, as an example.
4. The children will be instructed to come and check in with the Responsible Person on arrival at OSHC.
5. The educators will then walk 2 different pathways back to OSHC to ensure that there are no children from OSHC wandering around without purpose.

The OSHC Team have looked at the positives of these changes and feel that these changes are extremely beneficial for the children. Some of the benefits we see are an increase in independence, a feeling that they are trusted members of the school community and a smoother transition to Year 2 when they need to get to and from OSHC by themselves. We would really like your feedback on our proposed procedures above.

If you wish to have your say please let us know by the end term 2.

Should you have any queries or require further information, please do not hesitate to contact me.

Kind Regards

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