

Student Dispersal Procedures

- **Crossing supervisors**, one for each crossing near the front gate. They will wear a vest, have a whistle to indicate when to cross the road and a 'stop' sign to stop traffic before the students cross the road. Students and parents need to wait for the whistle to be blown before they cross the street. All student and parents of CBS must follow the supervisor's instructions. Cars will also need to follow their instructions.

● RED LANYARDS

Allow students to walk home without a parent. A parent must complete the correct form. These children must exit through the correct gate, use the pedestrian crossing and follow the instructions of the Crossing Supervisor. They must leave the school grounds while teaching staff are still on duty (i.e. before 2.25pm) and go straight home; not stop to talk with friends or go to a shop. Primary school students are not allowed to walk home on their own unless their parents have sought special permission from the Principal. Parent must send a note to school on the day, if this arrangement is going to change in any way.

● YELLOW LANYARDS.

As soon as students are dismissed for the day, they go directly to the bus area, board their bus and prepare to leave. Only student who are registered with the bus company can travel on a bus. They must travel on the bus they are registered on. Students are to remain seated, wearing a seatbelt for the whole journey. They are to follow all instructions of the Bus Supervisor and Bus Driver. Parents must send a note to school on the day, if this arrangement is going to change in any way.

● ORANGE LANYARDS

Parents who do not wish to leave their car to collect their child/ren must complete the correct form. Students go and wait near the front of the administration building. As soon as they are released from class at 2.10pm. Parents drive into the parking area, near the security building, tell the teacher with the walkie-talkie the name of their child/ren and continue driving to the other end as traffic allows. When the teacher in charge calls the student's name, they will exit via gate three and move to the car when it is safe to do so.

● BLACK LANYARDS

If a student wears a black lanyard then their parent must come into the school courtyard to collect them. Parents should send a note to school on the day if they wish their child to go home with anyone else. When exiting the gates, parents are asked to have their children by their side and co-operate with staff whose job it is to know which children are leaving with which adult. This is to ensure the safety of all children and prevent small children from wandering off alone.