**CRANLEIGH INFORMATION SHEET**

*Students, families and visitors’ safety and wellbeing are important to us.*

*Please take note of the following:*

**Teaching and Learning Time**

Student contact hours are from **8:45am-2:45pm** daily. Your cooperation in keeping all classroom interruptions to a minimum is appreciated. If you need to hold a discussion with classroom staff, please make an appointment . You can contact the Front Office on 61420444.

**Student Absences**

If your child is going to be absent from school, it is the parent/carer’s responsibility to notify Cranleigh by phone on 61420444, as soon as possible. If you know in advance of any impending absences, you can write the dates in your child’s communication book or send a note into school.

**Sign In/Out**

If you are visiting the school, please ensure you sign in at the Front Office and wear a visitor’s lanyard for easy identification. Be sure to sign out and return the lanyard when leaving. Likewise, if you are collecting your child early, please sign them out.

**Parking**

Cranleigh has instituted a **‘NO THROUGH ACCESS’** policy for cars during the period that the buses are at the front of the school, both for morning drop-off and afternoon pick up periods. When driving through the school car park, note the **speed limit is 10kph**. As parking is limited for parents/carers and visitors, we ask that you park in front of the school on Starke Street, or on Blackham Street.

**Keeping Students Safe**

During core school hours all external doors are kept locked. To keep our students safe and ensure they remain where they can be supervised, please ensure all doors are fully closed before you walk away. Entry and exit during this time is via the main front doors.

**Allergy Friendly Policy**

Cranleigh is an Allergy Friendly School. This policy requires students **not** to bring to school certain products that may cause severe allergic reactions. Please **do not** send any peanut or nut products to school.

**Sunsmart School**

As per Sunsmart schools policy hats are worn when outdoors, till May and from August. Please send a hat (labelled) for your child to wear on the playground. Every effort will be made to support wearing of hats. We operate an indoor play policy on extreme weather days.

We ask families to apply sunscreen before school. If you wish this to be reapplied during the day, we require written permission. Families are asked to supply sunscreen suitable for your child, and have it clearly labelled.

**Therapists**

All visiting therapists are required to attend a short interview with our Deputy **annually**. This interview is to confirm that therapists’ WwVP and insurance details are current, and to discuss the purpose of therapy at school for each individual child.

This meeting must be completed **prior** to arranging any client or classroom staff contact at Cranleigh.

**Emergency Evacuation**

In the case of a fire or other alarm, a warning sound will be put out over the PA system. Please follow staff direction and evacuate to the main playground so we can account for your whereabouts.

**See Something That Concerns You?**

We have many students at Cranleigh with a range of individual emotional, sensory and learning needs. This means that interactions with some students may be quite different to interactions with other students. If you see something that concerns you, please come and talk to a member of our Leadership Team.