**DRAFT PARENT/GUARDIAN COMMUNICATION: Operational times**

Dear [School Name] Parents/Guardians,

I/We wanted to take this opportunity to inform you about some important aspects of/changes to the [School Name] supervision arrangements at the start of the school day. These changes have been carefully considered and are necessary due to various factors, including continuing to ensure the duty of care for our students and our staff.

The safety and wellbeing of our students have always been at the forefront of our mission and we are committed to maintaining a safe and secure environment for your children. Our staff members continue to provide supervision and support during school hours, ensuring that students receive the attention they deserve.

Our top priorities are ensuring the quality of education and maintaining a safe and nurturing environment for our students. [delete this sentence if not appropriate] The global education landscape is evolving, and schools around the country face challenges that impact the availability of qualified teaching staff. To address these factors, we confirm/have made the following adjustments to our school operations:

* Supervision before and after school times:
  + Our school is open for students and families at [time] and closes at [time]
  + Students should not arrive at school before this time or remain onsite after school closure
  + A number of students are arriving prior to [insert start of attendance time]. This presents a risk to your child’s health and safety as scheduled supervision is not available until [insert] and our duty of care cannot be fulfilled prior to this time.
  + *[delete if not relevant*] I draw your attention to the provision of before or afterschool care (link)
  + Alternatively, I would ask you to consider alternative solutions, such as working with others to discuss before-school support to ensure that you are not dropping students off prior to [time]
* Classroom Access:
  + In the past, it has been practice to have students drop their bags in the classroom at [time]. From [date], classrooms can be accessed from [insert time classroom doors will be open from] only. If your child is onsite before that time, we provide supervision in the yard from [time].
  + If you would like to speak with your child’s classroom teacher prior to [insert time classrooms open] we encourage you to arrange a meeting with them that is mutually agreeable.
* End of year days:
  + The last day of school for students in 2023 will be [insert]. Please contact [link] if you require school holiday childcare arrangements.

We appreciate your understanding and ongoing support to ensure the safety and well-being of our whole school community.

Yours sincerely

[Principal Name]

[Contact Information]