At Umina Beach Public School, we recognise that there are times where parents and carers may need to make last minute changes to their child’s normal travel routine or pick-up arrangements. In the case of unexpected events or changes to routine, parents and carers are required to provide the school with information in writing, via email. Parents and carers who call the school Having clear written instructions regarding changes to a child's travel or pick-up arrangements allows our school staff to process this information efficiently and ensure that all staff members, and students, are informed about the updated travel plans.

**Processes for communicating changes to home-travel:**

* Parent/carers who contact the school by phone in regard to changes to pick up arrangements will be directed to provide written authorisation via email.
* Adults who have been authorised by the parent/carer to pick up a student must present at the office, where they may be asked to show identification.
* If a family member or emergency contact rings the school to communicate a change to a child’s normal pick-up arrangements, office staff will a) ask the caller to provide details of the request in writing via email and b) confirm this arrangement via phone call with the child’s parent/legal guardian before c) passing the message on to the student.

**Important reminders:**

* Parents/legal guardians are responsible the care of their child, including supervision and safety for their child as they travel to and from school. Transport NSW recommends that parents actively supervise children up to10 years of age, or older, depending on parental judgement.
* Where there are court orders in place, decisions about how the child travels to/from school is the responsibility of parent/legal guardian on the day, as per orders.
* Where there are changes to pick-up arrangements, the designated adult will be required to meet their child within the school grounds. The school will not authorise any changes to pick-up arrangements that request an off-site meeting place.
* Wherever possible, the school encourages parents to accompany children under the age of 10, rather than the child walking with an older sibling.
* If a child expresses concerns at school about going with any adult who has arrived to pick them up, a staff member will escort the student to the office where a member of the school executive team will seek to resolve concerns. The safety of our students is paramount in such a situation.

For any questions or further assistance, please contact the school office. Thank you for your understanding and cooperation.