



St. Mary's Primary School

49 Hiller Lane, HAMILTON 3300

Phone: (03) 55519000

Dear Parents,

Re: School bus records

As we start a new year it is very important to make sure that our bus records are current and accurate.

The bus exchange at Monivae is a very busy place and it is important to keep our students safe and confident about how they handle it. If your family is using bus transportation to get to or from school this coming year, either on a regular or casual basis, we need to have this form returned to us.

Please complete the table below and return this form to the School Office at the start of the school year.

If we do not have this information about your child/ren, it makes it difficult for us to adequately cater for their safe passage to and from school.

All children who travel by bus in the morning will be met at the Monivae bus exchange by me or another staff member and walked down to school or put safely on the path leading to the school. At the end of the day all bus travellers will gather in the multi purpose room to be marked off the bus list, before we walk up to the bus exchange together.

Should these arrangements change during the term, please let us know the new arrangements, in writing, so the bus records can be altered. It is most important that any changes to what is recorded below (afternoon travel only) be notified to the School Office as early as possible in the day. (Let the Office know as the records are kept there). There is a very tight time frame at the end of the day and we need to have any changes to usual travel arrangements on our daily record sheet.

Name of Student/s	Bus Number 8, 14 (town) 18, 10, 12, 14 (country)	Intended day/s of travel (Circle)					
		<u>am</u>	MON	TUES	WED	THURS	FRI
		<u>pm</u>	MON	TUES	WED	THURS	FRI
		<u>am</u>	MON	TUES	WED	THURS	FRI
		<u>pm</u>	MON	TUES	WED	THURS	FRI
		<u>am</u>	MON	TUES	WED	THURS	FRI
		<u>pm</u>	MON	TUES	WED	THURS	FRI

Thank you for your assistance.

Terrielynn Groves

Bus Co-Ordinator

Email: tgroves@smhamilton.catholic.edu.au