

1 March 2024

Re: Afternoon OSHC students – Notification and Transfer

To OSHC Families

We have recently been working through a number of changes to the OSHC processes for families in regard to transfer to the site in the afternoons as well as the notification processes.

Please note the following changes starting on **Monday 4 March 2024**:

- **Notification process for the afternoon OSHC service**
The names of students attending OSHC in the afternoon are being provided directly to Caritas from the OSHC service at lunch time of that day. Therefore, you will no longer need to call or text to notify the front office about attendance each day unless the plans for your child to attend OSHC changes throughout the day. If changes do occur, for example your child is either now going to attend OSHC in the afternoon or will no longer be attending OSHC in the afternoon, you will need to also inform Caritas front office staff.
- **Transfer to the service after school**
Students will walk to the OSHC service accompanied by staff members. Therefore, families will no longer need to provide bus tickets for the transfer to PAWPS. On days of extreme weather conditions this transfer will be managed as necessary.

Thank you for your ongoing support of this process.

Yours sincerely



Lexie Morris
A/Deputy Principal