



Aspect South East Sydney School is part of Autism Spectrum Australia (Aspect).

Joanne Tisdell is School Principal and Lauren McKevevett is Unit Coordinator.

Loftus is one of twelve sites that consist of South East Sydney School and is the largest main site of the school. There are six classes at Loftus ranging from Kindergarten to Year 6.

Official school hours are 9.00am to 3.00pm.

Students can be dropped off between 9.00am-9.30am. It is preferred parents utilise carline and remain in vehicles, parking in drop off bays for offloading of students. Aspect staff will greet students and escort them into our school grounds. Car line operates until 9.30am. After this time, parents will need to park their car and walk their child through the front entrance, of the administration block.

Should parents wish to not utilise carline procedures families are requested to park offsite and walk children into school. Aspect staff will meet you at the front entrance and support students to the playground. Parents are not permitted in the playground before or after school so we can ensure a safe environment is maintained.

It is preferable that students do not bring special items or toys in from home, however we do encourage student motivators to be shared with the classroom teachers.

We operate our afternoon carline from 2.45pm. We use a walkie talkie system to communicate between car line and our playground environment. We will call for your child as you arrive in our queue, and students will wait in the "sitting bay" adjacent to the carline procedure. Please be patient in the queue and communicate any difficulties to the traffic supervisors or Lauren McKevevett.

Car line concludes by 3.00pm and we request that you contact our office if you anticipate arriving after this time so we can adequately prepare your child.

During morning drop off and afternoon pick up our staff are all involved with transporting children from carline into school or active playground supervision. Please be advised we are unable to have discussions with parents during this busy time and any important information is best corresponded via the SeeSaw app or communicated by phone to the office. Families are welcome to request a meeting or phone call anytime with your class teacher and we will ensure this is scheduled as soon as practically possible.

In the event of wet weather, carline procedures remain the same. Students will play inside their classroom until the school bell rings at 9.30am.

Morning tea is between 11.00-11.30am and lunch from 1.00-2.00pm. All food is consumed inside the classrooms or outside within the playground environment, before students commence play outside.

The school gate is locked at all times and we request parents to please always enter via the school administration office. You will be required to sign in or out if your child is late, you need to collect early or are picking up an unwell child.

The summer boys uniform at Loftus is dark grey shorts and a navy blue polo top.

Girls will wear a Gingham School Dress Navy Blue purchased from **Target** or Navy Blue Polo Top with iron on Aspect transfer emblem, and Navy Blue Skort.

Our winter uniform is a navy blue tracksuit where the iron on Aspect transfer emblem can be added to the jumper also. Your child's teacher will confirm any particular requirements for sporting activities such as swimming and the times this will occur.

Target is the preferred stockist.

An iron on Aspect transfer emblem is available for purchase through the school. Please order using the following link: <https://forms.gle/VtPLrhAYnqZJtNUPA>.

Students are encouraged to wear closed school shoes or joggers all year and this is a requirement for playing in our playground. In the heat of summer sandals are acceptable. We encourage sun safety so please send a Navy Blue hat along and sun screen if desired.

Each term parents will receive a copy of the class timetable as well as a parent letter that will outline the class activities and the unit of work for the term.

Important Contacts:

- Joanne Tisdell: Peakhurst unit on 8556 5800 or at our Loftus unit on 8556 5850.
- Lauren McKeveitt: 8556 5850 or 0466 491 566.
- Our Administration assistants at Loftus are Jenny Freer and Leanne Reeves. Jenny works Mondays, Wednesdays, Thursdays and alternate Fridays. Leanne works every Tuesday and alternate Fridays.