Dear Parents/Carers,

We request that parents and carers inform the school when their child is attending Respite. To ensure a duty of care is provided for all children, and to rectify problems we have been having not knowing where the students are going from school and who will be picking them up, we ask that the following procedures are adhered to.

1. All respite bags are to be clearly labelled with your child’s name on the OUTSIDE.

2. This form is to be sent into school FULLY COMPLETED prior to your child is attending respite.

If FULL INFORMATION is not provided to Hunter River Community School, your child may be inadvertently sent home on their regular transport.

Thank You

Ian Hughes
PRINCIPAL

STUDENT’S NAME: ...........................................................................................................

MEDICATION IN RESPITE BAG: Yes / No

DATES FOR RESPITE:

Commencing Date:....................... am / pm       Concluding Date:............................. am / pm

NAME OF RESPITE PROVIDER:............................................................................................

RESPITE CONTACT PHONE NUMBER:..................................................................................

TRANSPORT PROVIDED BY:..................................................................................................

PARENT / CAREGIVER’S SIGNATURE:.................................................................     DATE:.................................