

Arrival & Dismissal

Policy 2017

Rationale:

Well co-ordinated procedures for students arriving to school, and following dismissal of students from school improves student safety, enhances learning time, and improves communication between all stakeholders.

Aims:

- To provide clear procedures for students and families entering and exiting school each day.

Implementation:

- The school is open for students and their families each day for 15 minutes prior to the formal start of the school day at 9am.
- The principal may direct students (following one warning and appropriate documentation being provided by parents/carers) arriving before 8.30am to attend the OHSC program on a fee for service basis.
- Formal instruction time begins at 9am, when the bell.
- All children are expected to arrive at school each morning between 8:45am, when the 'bag bell' sounds and 9am.
- Students who arrive before 8.45am wait outside the buildings until doors are opened by staff at 8.45am.
- The music will start at 8.58am until 9am to signify time for students to come inside.
- A staff member will be on outside duty from 8.45am until 9am.
- Students who are late for school must report to the office staff where they will be signed in as "Late" before going to class.
- Late arrivals are to be recorded in the attendance roll by teachers and marked as 'Late'.
- All children are dismissed at 3:20pm when the bell sounds.
- No child is to be dismissed early from school without verbal or written permission from a parent or guardian or principal class member authorisation, and must be collected by a responsible adult known to the student.
- Students must be "signed out" of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.
- It is not permissible for anyone else to collect a child from the school without prior approval of a parent, guardian or principal class member
- Parents picking up students before 3.20pm need to report to the office and students will be called via the school public address system.



- Three yard-duty teachers will be supervising from 3:20pm to 3:35pm daily. Namely:

Area 1- Front of school (incl. Foundation playground and front 'quiet area' of the school). Reads from the announcement sheet next to the Office PA system, that duty has concluded for the day at 3.35pm and remaining students should report to the office area.

Area 2- Oval, other playgrounds and bike shed. The Area 2 supervising teacher should go to the bike shed immediately upon dismissal of students to monitor bike-riders' behaviour and work their way back toward the two playgrounds;

Area 3- Locks all doors in order, tennis courts x2, shelter shed and alarm, Blue Hall PA door and PE Store-room, male & female toilets on main building and concluding with male & female portable toilets. Staff member then signs off on the sign out sheet located near the east end exit at the office area.

- Children are required to leave the school grounds as soon as possible if walking or riding a bike.
- Students can be asked to leave a playground at the discretion of the supervising teacher at any time.
- Tennis courts are to be locked straight away and students are not permitted to play there after school, thus eliminating the need for Area 1 duty observation.
- Bikes are to be walked out of the school grounds, along the path between the school and kindergarten until they have reached Dundas St. before mounting
- Skateboards, rollerblades and scooters must be carried by students at all times whilst on school grounds, and at the front of the school around dismissal times.
- Students and parents are to enter or exit the school via one of three locations:
 1. Front gate
 2. Kindergarten gate
 3. Bike shed pathway; or
 4. Adjacent neighbour private access points
- The staff car park and any other locations are out of bounds for students arriving and departing unsupervised.
- An announcement at 3.35pm by the Area 1 supervising teacher will signify the end of after school duty and any students still in the yard, who are not under active parental supervision, are to report to the office.
- The office will contact parents / carers of any students remaining after 3.35pm. If contact is unable to be made, students may be directed by the Principal to attend the OHSC program on a fee for service basis. (this will only be enforced with appropriate supporting documentation)
- Parents / carers have an obligation to be familiar with the contents of this policy, which will be available to the public on the school website. Key points will be highlighted in the school newsletter on a regular basis.



LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[MRPS Policies\Health and Wellbeing policies\2015 Yard Duty .docx](#)

[DET Policy Advisory Guide](#)

This policy was last ratified by School Council in....

June 05 2017