

Arrival and Dismissal Policy

Rationale:

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

Aims:

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

Implementation:

- The school is open for students and their families each day for 10 minutes prior to the formal start of the school day at 8.40am.
- The formal school starts each day at 8.50am, when the bell rings.
- All children are expected to arrive at school each morning between 8:40am and 8.50am.
- A Breakfast Program is provided for children who arrive at school earlier than the time indicated.
- Students who are late for school will go to the office staff where they will be provided with a Late Pass, and the child will attend class as normal.
- Late arrivals are to be recorded in the attendance roll by teachers and marked as Late.
- All bells that signal the start of each session will be preceded by 3 minutes of music.
- Children are to arrive at line before the bell music stops playing.
- Teachers are expected to be at line well before the music stops playing.
- It is recommended that those children who arrive late are spoken to and regular occurrences are to be managed in a manner consistent with the school's code of conduct.
- All children are dismissed at 3:00pm 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 and must be collected by a responsible adult known to the student.
- 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.
- Children who are dismissed early are to be recorded by the teacher, their names provided to an assistant principal, who will record the incident, and may choose to contact the parents.
- Yard duty teachers will be on duty from 3:00pm to 3:20pm daily.
- Children are required to leave the school grounds as soon as possible unless they are engaged in an after school activity. Any child who is still waiting for a parent at the conclusion of the teacher's yard duty (3.20pm) is to be escorted to the office and wait until the parent arrives.
- The yard duty teacher will record the name of the student, and will provide the name to an assistant principal, who will record the incident, and may choose to contact the parents.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council in: **June 2016**