

**Respect****Responsibility****Safety**

ARRIVAL AND DISMISSAL POLICY

Rationale:

- Well-coordinated 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.

Implementation:

- Yard duty teachers are on duty each morning from 8:30 am.
- At the beginning of the school day, at 8.55am, when music is played for 1 minute and students and staff enter the classroom and set themselves up for a successful learning day.
- The start of school is 9.00am, when a bell is rung.
- All children are expected to arrive at school each morning between 8:30am and 8.55am.
- Children are not to arrive at school before 8.30am, unless there is a prior arrangement due to special circumstances between the school and the parents.
- Students arriving at school before 8.30am, by arrangement, must sit in the foyer until the yard duty teacher is on duty for supervision in the playground.
- Any child who arrives after 9:00am must report to the office before going to their classroom.
- The Business Manager will provide a Late Pass, and the child will attend class as normal.
- Late arrivals are to be recorded in the attendance roll by the Business Manager and marked as Late.
- Children are to arrive at line promptly when the music is playing and the bell rings.
- Teachers are also expected to be at line promptly when the bell rings.
- A bell will sound at 3:20pm each day, when all students will be dismissed
- Town and Country bus travellers are to present themselves to the bus duty teacher promptly after dismissal.
- No child is to be dismissed early from school without written permission from a parent, carer or principal. Parents/carers of children who are to be dismissed early are to complete and sign the Early Dismissal Form before picking up their child/children. No child will be dismissed without an adult to sign this form.
- It is not permissible for anyone else to collect a child from the school without prior approval of a parent, carer, or principal.
- Yard duty teachers will be on duty from 3:20pm to 3:30pm daily.
- Children are required to leave the school grounds as soon as possible after dismissal unless they are engaged in an after-school activity. Any child who is still waiting for a parent at the conclusion of the teachers' yard duty (3.30pm) is to be escorted to the office and wait until the parent arrives.
- The yard duty teacher will provide the name to the principal, who will record the incident, and may choose to contact the parents.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Approved by	Principal
Next scheduled review date	October 2026 – this policy is reviewed every 4 years, or earlier if required.