

End of the School Day Procedures

Aim

1. To ensure students leave the school in an orderly manner.
2. To ensure students are kept safe.

Procedures

Kindergarten

- At 1:10pm the outside gates to the playground are opened.
- Parents/caregivers come to the classroom door and collect their child.
- Caregivers/parents **must** show to the teacher the school collection card before the teacher allows the child to leave. If a card is not shown the child is not released.
- If children are not collected by 1:20pm they are taken to the designated afterschool class based in one of the KG classrooms.
- Parents can enrol their child into the afterschool programme, however there is a cost to this.
- Parents will be charged if they are late picking up their child as the school has to employ staff to supervise these children.

Foundation

- The bell rings at 2:00 pm
- Learning Assistants go to Gates 3 and 4. Their role is to ensure students do not leave the grounds unsupervised.
- Class teacher takes the children outside and wait for the parent
- Caregivers/parents collect the child from the class teacher
- Caregivers/parents **must** show the school collection card before the teacher allows the child to leave. If a card is not shown the child is not released.
- At 2:10pm uncollected students are taken to the Primary School Library to be collected by the parent/caregiver.
- Parents will be charged if they are late picking up their child.

Years 1-3

- The bell rings at 2:10pm
- Learning Assistants go to Gates 3 and 4. Their role is to ensure students do not leave the grounds unsupervised.
- The teacher takes their class down to the primary playground.
- Children are collected by parents/caregivers.
- Variation from the collection procedure can be organised by parents upon a written request to the class teacher
- At 2:10pm uncollected students are taken to the Primary School Library to be collected by the parent/caregiver.
- Parents will be charged if they are late picking up their child.

Years 4 and 5

- The bell rings at 2: 00 pm
- Teachers take their children to the senior playground.



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- Children not collected by 2:10pm are taken to the High School Library and they are supervised by library staff.
- Staff will be rostered to provide playground duty from 2:10-2:25pm
- Parents will be charged if they are late picking up their child.