

# Before and After School Policy



At Lakelands Primary School we provide a safe and supportive environment for students during supervised school hours, which are between 8:40am – 2:50pm. Outside these hours the school cannot provide supervision for children.

After consultation with staff, the P&C, school board and in accordance with DOE, the school will implement the policy below to ensure the supervision and safety for all student on school grounds outside supervised school hours.

## Late arrival and early departure from school

In accordance with our attendance policy:

- The starting time is 8:40am and when a student arrives after the bell they must sign in at the front office and collect a late pass, which is given to the classroom teacher.
- If your child needs to be collected from school early, a 'Leave Pass' must be collected from the school office when you arrive and handed to the teacher when you collect your child.

## Morning Routine

- The classroom doors open at 8:30am and students are strongly encouraged to arrive at school between 8:30-8:40am to participate in the classroom morning routine. It is important that the students begin to become independent and responsible for their organisation in the morning and we ask for parents/caregivers not to help. This can be difficult however it is an important step to help them gain their confidence, independence and build responsibility.

## School Playground

- The school gates will be open at 8:20am. Staff are not available to supervise play areas outside recess and lunch times, so we ask that students refrain from playing on the equipment for their own safety and are requested to wait quietly outside until the classroom door is opened at 8:30am.

## End of the school day

- Students to be collected promptly at 2:50pm. No child will be permitted to leave the school with a person other than his/her parent or legal guardian unless stated in "Consent to Release student to Adult other than Parent & Before or After School Care Arrangements" form which is given to the school office and class teacher.
- Kindergarten children are not to be collected by an older sibling unless permission is given in writing.
- If a student has not been collected by 3:00pm they will be sent to the office where their parent/guardian will need to sign the late collection form.

Kindergarten	Parent/guardian to collect student from class
Pre Primary	Parent/guardian to collect student from class. A Year 3-6 may collect a pre-primary student if the classroom teacher is satisfied with this release. Form to be completed.
Year 1 – Year 6	Students to be dismissed from the classroom with teacher satisfaction.

## Classroom teacher responsibility

- Ensure that the student is handed into the care of a responsible adult/child or are independent and responsible to leave the school grounds and make their way home.
- If a student has not been collected by 3:00pm they must be sent (K&PP walked) to the office where their parent/guardian will need to sign the late collection form.

## Parent/Guardian responsibility

- Drop child/ren at school at 8:30am to participate in the morning routine and collect their child promptly at 2:50pm.
- Need to clearly communicate to their child the pick up/drop off routine.
- Ensure all contact details are up to date
- Complete "Consent to Release student to Adult other than Parent & Before or After School Care Arrangements" form if required.
- Clearly communicate to the classroom teacher who will pick up/drop off the student. If there are any changes in the routine this must be communicated as soon as possible to the classroom teacher or front office.

## OSH Care responsibility

- All OSH care providers must collect Kindergarten and Pre Primary students from their class.
- Year 1 - 6 students to independently walk to the OHS (Funarama) room.
- Parents must notify the OSH care provider and classroom teacher when a student is attending OSH.
- Students who are not collected by 3:00pm will remain in the front office until they are signed out by OSH/childcare provider.