



EAST WAIKIKI PRIMARY SCHOOL BEFORE AND AFTER SCHOOL PROCEDURE POLICY

BEFORE SCHOOL PROCEDURE

Children are encouraged not to be at school before 8.25am because there is no one on duty. School staff cannot guarantee close supervision of children before 8.25am.

If they are at school earlier than 8.25am, they are to go to the undercover area and wait on the benches until the canteen doors open. They are to wait for a teacher to come on duty. The duty teacher will let them know when they can leave their seats to go to their classrooms.

All students are to go into class at 8.25am and organise themselves for the day. This requires them to get out their chair, pencil case, sharpen pencils and other necessary tasks as directed by the teacher.

There are to be no ball games before school, this is to ensure the safety of everyone. Children are not to play on the play equipment before school. This includes if they are in their parents care. Parents are encouraged not to bring their children to school earlier than 8.25am even if they are accompanying them.

Children are to walk their bikes, scooters within the school grounds and keep them secured in the bicycle enclosures.

Once on the school ground the students are not to leave until close of school.

AFTER SCHOOL PROCEDURE

Students are asked to leave the school grounds and return home at the conclusion of the school day.

Any students who cannot locate their parents or care givers after school are asked to return to their classroom to wait with their teacher. At 3.10pm any uncollected students will be sent to the office to be supervised by administration staff. Administration staff will endeavour to make contact with parents and care givers to make arrangements for collection.

On early close Tuesday, students who are not collected are requested to go to the Junior learning area by 2.45pm to be supervised by relief teaching staff whilst the weekly staff meeting takes place.

Kindergarten and Pre-primary students are dismissed from class to a parent/guardian.

Students must not play on the play equipment whilst waiting to be collected. Supervision is required at all times to increase child safety.

East Waikiki Primary School offers a before and after school program run by OSH Club.
OSH Club Contact Ph: 9261 3200 or www.oshclub.com.au.

Our Before and After School Procedure Policy has been designed by our School Council, comprising both parents and staff representatives.

Before and After School Procedure Policy: endorsed by the School Council on 11 August 2016.
Before and After School Procedure Policy: review date to be August 2018.