

Supervision of Children - procedure

School children are supervised from 8.45am until 3.20pm although the school day runs from 9 until 3pm.

At the start of the school day the teacher is responsible for their own class children and will monitor them from 8.45am.

Any child who has not been collected by 3.20pm should be brought to the office and the parents should be contacted.

All teachers should ensure that their class is out by 3pm and on its way home by 3.20pm. Children should wait for parents either at the climbing tree at the top of the lower classroom stairs or on the top field within site.

A roster for playground duty is kept for the school teachers and a separate procedure on Playground supervision should be read.

The last teacher on site will ensure all children are gone, and that the premises is safely locked.

Signed:

Designation:

Dated: ____/____/____

Review Date: ____/____/____