

Supervision of Children - procedure

School children are supervised from 8.45am until 3.00pm.

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

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

A roster for playground duty is kept for the school teachers with a separate procedure on Playground supervision.

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

See also the Playground supervision procedure

Signed:

Designation:

Dated: ____/____/____

Review Date: ____/____/____