



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 3.10 pm. If children are being collected from school, rather than making their own way home then they should wait for parents either at the talking tree at the top of the lower classroom stairs or on the top field.

A teacher on duty will ring the bell at 3.10pm and ensure that any child who has not been collected by then comes to the office and the parents will be contacted. If parents cannot be contacted by 3.30pm then emergency contacts will be called.

A roster for playground duty is kept for the schoolteachers 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:

Principal

Dated:

15 / 9 / 2023

Review Date:

15 / 9 / 2026