

# WINTERFOLD PRIMARY SCHOOL

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## Guidelines for Before and After School

Winterfold Primary School is committed to ensuring that our students are safe before, during and after school. These guidelines are intended to assist parents to support the school and its vision for our students.

### Before School Procedures

#### **Overview**

Our school starts quite early and this is to negate the effect of Christ the King traffic. We are aware that this early start can be challenging for some parents, but ask you to have your children at school on time, as late students miss out on essential learning opportunities and disrupt the learning of other students.

#### **Guidelines**

- The best time to arrive at school is between 8.15am and 8.20am, whereupon students may go straight to class where their teachers will supervise them to set up for their learning for the day (unpack bags, chairs out etc).
- Students who arrive at school before 8.15am need to go straight to the Admin Block bench where they will be supervised until released to their class at 8.15am.
- Students arriving after 8.25am must go through the front office, collect a Late Note and present it to their teacher.
- Games and activities are not permitted before school as we cannot provide duty teachers as they are busy setting up for the day's learning.

### After School Procedures

#### **Overview**

It has long been the practice at WPS to not allow students to play on playgrounds after school because of duty of care issues. However, this has impacted on some of our parents who have asked if this can be relaxed. It should be noted that the issue of Duty of Care whilst playing after school does not relate to parents who are supervising their own children. The issue has always been about the unsupervised students that are attracted to the playground. The school is happy to work with its valued community and modify our procedures on a trial basis for the remainder of 2016 under the following guidelines.

#### **Guidelines**

- Students who are under the DIRECT supervision of a parent or carer may play ONLY on the playground on the oval until 3.30pm. The use of other playgrounds has Duty of Care implications for WPS staff so these are not to be used.
- Students being collected by another parent or carer, and who will leave the school site with that person, are considered to be under the supervision of that person
- Students who do not meet the above two dot points may not play on any school equipment and are to leave the school promptly at 2.40pm as per normal.
- Parents at the oval playground after school need to establish amongst themselves that all students at the playground are being directly supervised by an adult who holds the Duty of Care for that student/s as per the two first dot points.
- Students not being directly supervised by a person holding the Duty of Care for them need to be asked to leave the school grounds by supervising parents at the playground, and if there are issues with this not happening, the school office needs to be notified by a parent at the playground.
- If parents become aware that there are any safety or maintenance issues related to the oval playground, they should notify the school office.
- Supervising parents should ensure that children use the playground in appropriate ways (ie keeping sand within the playground area).