



**St Peter's
Woodlands**

Children on Grounds Outside School Hours Policy



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1. Introduction

After discussing the issue at length, the Staff and School Council, mindful of their "Duty of Care" have agreed on the following policy.

2. Scope

This policy applies to all students ELC-Year 6, parents/caregivers, SPW staff.

3. Before School Hours

Before 7.45am

- The Pier St Single Gate is unlocked by 7.30am to allow access for children booked into the Early Learning Centre.
- The southern Partridge St pedestrian gate is unlocked by 7.00am to allow access for children booked into OSHC.
- Other SPW gates are closed prior to 7.45am.

Between 7.45-8.00am

- Between 7.45am and 8.00am, children may only be on the SPW site if they are
 - At or on their way to the OSHC or ELC program, supervised by parent/caregiver or OSHC/ELC staff as appropriate
 - At or on their way to a SPW activity (eg sports or music practice)
 - Waiting on Chapel steps
- Parents/caregivers accompanying students booked into OSHC or ELC are to sign their child into the appropriate area. Children in these programs are not to make their own way to their program/room.
- Siblings of students attending a supervised school activity are not to attend the activity with their sibling. These siblings are to either attend OSHC, wait on the Chapel steps (if arrival is before 8.15am), or remain with their parent/caregiver until after 8.00am. Siblings are not able to be supervised by staff who are running a before-school activity/event.
- Staying on the Chapel steps means that children are not permitted to play 4-squares or sit anywhere else.

Between 8.00-8.15am

- Between 8.00am and 8.15am, children may only be on the SPW site if they are
 - At or on their way to the OSHC program, supervised by parent/caregiver or OSHC staff as appropriate
 - At or on their way to a SPW activity (eg sports or music practice)
 - Directly accompanied by their own parent/caregiver if not attending an SPW activity
 - Waiting on Chapel steps (if not accompanied by a parent/caregiver)
- Parents/caregivers accompanying students booked into OSHC or ELC are to sign their child into the appropriate area. Children in these programs are not to make their own way to their program/room.
- Siblings of students attending a supervised school activity are not to attend the activity with their sibling. These siblings are to either attend OSHC, wait on the Chapel steps (if arrival is before 8.15am), or remain with their parent/caregiver until 8.15am. Siblings are not able to be supervised by staff who are running a before-school activity/event.
- Staying on the Chapel steps means that children are not permitted to play 4-squares or sit anywhere else.

Between 8.15-8.30am

- At 8.15am, staff begin supervising duty. At this time, students unaccompanied by parents/caregivers may make their way to their classrooms, or play on the ovals.
- Road Crossing Monitors are on duty 8.15-8.30am. Monitors scheduled for duty are permitted to enter the school site prior to 8.15am for the purposes of preparing themselves for the duty. They are to wait for the supervising staff member prior to moving to the road crossing and beginning their duty. Any siblings accompanying Monitors are to wait on the Chapel steps, as above.
- Classrooms are able to be accessed only when the classroom teacher is present.
- Parents/Caregivers are asked to follow the care parking/traffic management directions and safe use of the road crossings when dropping children to School.

After 8.30am

- Children are expected to be in their classrooms to begin the school day by 8.30am.
- SPW before-school activities will finish by 8.40am to allow students to be in their classrooms to commence formal lessons (ie by 8.45am).
- Students arriving in the classroom after 8.30am (unless they have been at a SPW before-school activity) are late for school and must sign in at the Front Office before going to their classrooms.

4. After School Hours

Before 3.00pm

- Parents/Caregivers are asked to follow the care parking/traffic management directions and safe use of the road crossings when collecting children from School.
- In particular, the yellow area in the Partridge St Carpark is a 30-second waiting zone only. Cars may only be left in this area if collecting a child who is already in the Front Office area (eg at First Aid). There is only one Visitor carpark, so cars are to be parked using street parking instead.

Between 3.00-3.15pm

- Parents/Caregivers are asked to follow the care parking/traffic management directions and safe use of the road crossings when collecting children from School.
- Wherever possible, parents are asked to use street parking and walk to collect children.
- Parents/caregivers may enter the school grounds from 3.00pm to wait for the end of the school day (adults entering the school grounds earlier than this time must report to Front Office.)
- If using the Partridge St carpark 'kiss and drop' area, parents are to ensure their child is able to self-manage getting in and out of their car. The driver/adult passengers are not to exit the car when collecting children in this area.
- Children are released from classrooms at 3.15pm.

Before 3.15pm

- Parents/Caregivers are asked to follow the care parking/traffic management directions and safe use of the road crossings when collecting children to School.
- In particular, the yellow area in the Partridge St carpark is a 30-second waiting zone where cars are only to remain if the child being collected is already waiting on the Chapel steps. Cars are expected to move away and loop either the carpark or the streets surrounding the school if the child is not immediately able to be collected. Waiting cars are not to block cars attempting to exit parking spaces.



At 3.15pm

- Children are dismissed, except those who have an official after-school activity.
- Children in Reception and Year 1 who are enrolled in the day's OSHC program are collected from their classroom by OSHC staff.
- Children attending an official after school activity are to move directly from their classrooms to the activity.
- Parents/caregivers may wait outside the classrooms to collect their child.
- Children who are awaiting collection by an adult to escort them home must move to and wait on the Chapel steps OR on the benches opposite Braested Oval OR stay in their classroom.

Between 3.15-3.45pm

- This is a NO PLAY time. The rationale for this is that the safety of children is the paramount issue and at this time staff are required to supervise priority areas which are the Partridge Street car park and the road crossings on Partridge Street and Pier Street.
- Staff are on duty in various locations.
- From 3.20 the majority of after-school activities commence, therefore children on site at SPW are expected to be:
 - In the presence and under the supervision of their parent/caregiver or other adult OR
 - At a school activity OR
 - At OSHC/ELC OR
 - Waiting on the Chapel steps.
- Children are not to be playing on school equipment or on the ovals unless directly supervised by their parent/caregiver. Children's safety is then the responsibility of the parent/caregiver.
- Siblings of students attending after-school activities cannot be supervised by staff leading the activity. Parents/caregivers are to make arrangements for siblings to be booked into OSHC, be collected, or otherwise supervised in this instance. Should a sibling arrive at an after-school activity, the supervising staff member will take them to the Chapel steps to be supervised by the staff member on duty there.

At 3.45pm

- The final bell for the school day will sound. It is expected that the school grounds be cleared at this time and the school gates will close. This allows staff to assume the other responsibilities they have in order to prepare for the following day, attend staff meetings, or undertake ground and maintenance duties.
- Children remaining on school grounds unsupervised at 3.45pm are to report to Front Office. By approximately 4.00pm, a member of the Executive Leadership Team will make a decision in relation to the care of the child and the Front Office staff will make a phone call to parents/caregivers to advise them of the decision. This may include the child being taken to OSHC, if a current enrolment form has been completed, whereupon the family will be charged accordingly.
- Families are expected to depart the school grounds by 3.45pm unless at an organised school activity.
- Children may use play equipment only if under the direct active supervision of their own parent/caregiver. If Nature Play equipment is used, it must be returned to the storage location by the child and their parent/caregiver before departure.

At 4.30pm

- After-school activities will generally have finished by 4.20pm and children will be expected to have been collected by 4.30pm.
- Children being collected from school will wait on the Chapel steps to await collection by parents/caregivers.
- Parents/caregivers are expected to follow the car park protocols as above and as published to the school community.



- Parents/Caregivers are expected to collect the children and leave the grounds promptly to allow staff to complete the day in a timely manner.
- Children who are not collected by 4.35pm from after-school activities will need to report to Front Office, where the Executive Leadership Team will make a decision in relation to the care of the child. This may include the child being taken to OSHC, if a current enrolment form has been completed, whereupon the family will be charged accordingly. In the case where OSHC is fully booked and parents cannot be contacted, the child's emergency contacts (as per the school database) will be called.

5. Further Information

Further information regarding this policy is available from any member of the Executive Leadership Team.

Relevant Legislation

None

Related Policies

PRIN-04 Child Protection

PRIN-09 Attendance

Related Procedures & Standard Operating Procedures

None

Related Forms & Checklists

None

Related Safe Work Practices & Guidance Notes

None

Related Other Documentation

Staff Procedure Manual

SPW Student Diary

Yard Duty Essential Agreement

InfoSheet: Traffic and Parking Arrangements