

Overport Primary School

ARRIVAL AND DISMISSAL POLICY

ARRIVALS

1. All children are expected to arrive at school before the 9.00am school bell. Parents are encouraged to have their children at school at 8.50am, as this is conducive to good preparation for the day.
2. Any child who arrives late should report to the office before going to their classroom, and should bring with them a note from their parents and a Late Slip from the office.
3. Late arrivals are to be recorded in the Roll.
4. A late arrivals notification is to be sent home to parents each time a child is late to school.
5. If a child arrives consistently late please report this to the Principal or Assistant Principal so that parents can be contacted.

ARRIVAL AT LINE AFTER RECESS

1. All children are to arrive at line before the bell music stops playing.
2. It is recommended that those children who arrive late are spoken to and regular occurrences followed up with an act of discipline eg. Lining up at the next recess.

DISMISSAL

1. No child is to be dismissed early from school without verbal or written permission from a parent or guardian. It is not permissible for anyone else to pick up a child from the school without this permission. Please refer anyone who presumes to have this authority to the office.
2. No student is to be dismissed without the presentation of a early departure slip, which is obtained from the office by an adult or responsible family member.

BUS TRAVEL

1. The bell will ring at 3.25pm for those children who travel by one of the registered buses ie. those buses who pick up in the school grounds. Only children who have written permission are to travel on these buses.

AFTER SCHOOL

1. Children are encouraged to leave the grounds as soon as possible unless they are engaged in an after school activity. Any child who is still waiting for a parent at the conclusion of a teacher's yard duty (3.45pm) is to go to the office and wait until the parent arrives.

Evaluation:

This policy will be reviewed with parent and community input as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

July 2015