



## Before and After School Policy and Procedures

### Before and After School Supervision and Play

Learning commences at 8:45am. We recommend that students are not dropped off before 8:20am as there will be no supervision available for students before this time.

The play equipment located in between Block A and the canteen requires supervision of school staff. The play equipment requires active and direct supervision by school staff and to avoid the possibility of accident or improper use, unsupervised play on this equipment is strictly prohibited.

Between 8:20am and 8:40am there will be staff on duty to supervise students who are waiting in the designated waiting area. Students may be permitted onto the play equipment between 8:30am and 8:40am minutes if the student to staff member ratio is manageable.

Parents or carers cannot provide supervision on the play equipment at any time before or after school, even for their own child or children, unless a request to use school facilities has been submitted and approved by the Principal or Business Manager.

Outside School Hours Staff (OSHC) staff and student attendees can access the play equipment as per the agreement between the School and the OSHC provider before and after school.

Parents and carers are welcome to wait with their child on school grounds until classroom doors open at 8:40am for learning to commence at 8:45am.

The School Office will officially open at 8:20am for any parent inquiries, enrolment meetings or to make a meeting request with a member of the administration team.

### School Drop off in the Mornings

Drop off at school in the morning using the drop off and pick up zone should occur no earlier than 8:20am and no later than 8:45am.

The designated drop off and pick up area located as part of the car park in front of the Administration Building. If a parent or carer utilises this service, drop off or pick up should occur promptly to avoid congestion in the car park.

Parents or carers should remain in their car and students should move quickly onto school grounds and to the before school waiting area located on school grounds.

If parents would prefer to park and walk their child or children onto school grounds they are welcome to use any of the car spaces in the car park to park and make their way onto school grounds.

### School Pick Up in the Afternoon

School finishes at 2:40pm and school staff will be on duty in the pick-up area to ensure student gets home safely. Students will make their way to the pick-up zone, if they are being collected by car, shortly after 2:40pm.

The pick-up zone will be supervised by a staff member until all students have departed school grounds for the day. Generally, supervision will occur between 2:40pm until 2:55pm. If parents or carers are running late they should contact school office and inform school staff.

Parents and carers should avoid arriving too early for pick-up in the afternoon as this will lead to queuing and congestion in the car park and onto the road in front of the school.

If any student is not collected by 2:55pm they will be directed to the school administration building and staff will call their parent or carer. Parents or carers will need to collect their child or children from the administration office after 2:55pm.

### Dropping off and Picking up from OSHC

The Outside School Hours Care (OSHC) operates from the School Hall. Nirimba State Primary School does not operate the OSHC service and OSHC operates independently from the before and after school processes and procedures.

Parents or carers who utilise the OSHC service will need to sign their child or children in and out from the service.

Parents or carers should park in the school car park and walk their child or children to and from the OSHC service.

**P&C President Name :** Nadine Mackle

**Principal Name:** Steven Moore

**P&C President Signature:** 

**Principal Signature :** 

**Endorsement Date :** 9<sup>th</sup> September, 2021

**Date :** 9<sup>th</sup> September, 2021