



## Supervision of Students

### Rationale:

The safety and wellbeing of the children at St. Richard's school is paramount. It is the responsibility of school staff to attend to their supervision duties and responsibilities during school hours. It is the responsibility of school parents/guardians to ensure that children arrive and depart the school safely.

In the interests of safety children should be supervised to and from school and while at school. Parents and school staff share this responsibility.

Parents are responsible for the safe arrival and departure of their children to and from school. Parents are responsible for the safety of older or younger brothers or sisters or friends (i.e. not enrolled at St. Richard's school) of St. Richard's school students if they are brought on to the school property.

School staff are responsible for the safety of St. Richard's school students while at school. Children are not permitted to enter a classroom or building unsupervised.

### Aims:

- To ensure that all children arrive and depart St. Richard's school in a safe and orderly manner.
- To define the expectations of responsibilities of all members of the school community.
- To ensure the safety and wellbeing of St. Richard's students.

### Implementation:

The normal school day begins with the school bell at 8.50am and finishes with the school bell at 3.30pm. Any changes to these times will be communicated in advance to the parent community via different forums e.g. school newsletter, email etc.

Children should arrive at school in the morning in time for the first bell 8.50am and no earlier than 8.30am.

### Before School

- 1.1 Car parking is made available on the basketball courts (see Appendix 1). Traffic is directed through the main gate and a through lane is marked out with traffic cones. Two staff members are on "Yard Duty" before school from 8.30am – 8.50am one near the amphitheatre at the main walking entrance to the school and one in the junior playground and far end of the oval.
- 1.2 Parents are asked to instruct their children to walk into school in a safe way mindful of traffic.
- 1.3 Children may walk or ride to school with the permission of their parents.

- 1.4 Children may wait near their classrooms or play on the playground. Children are not to play on the basketball courts before school or on the half of the oval closest to the cars. Children cannot enter the Blue or Yellow Buildings – without the ongoing supervision of a staff member or an adult appointed by a staff member.
- 1.5 A Kiss ‘n’ Drop zone is situated in the front driveway (Appendix 1). This is a No Parking area.
- 1.6 Parents are not to park and drop off children in the staff carpark.

### **After School**

- 2.1 Car parking is made available on the basketball courts (see Appendix 1). Traffic is directed through the main gate and a through lane is marked out with traffic cones. Two staff members are on “Yard Duty” after school at the Kiss ‘n’ Drop zone and near the amphitheatre at the main walking exit to the school from 3.30pm – 3.45pm.
- 2.2 All children should be picked up by 3.45pm. After school “Yard Duty” supervision ceases at 3.45pm so that staff can attend to school work or meetings. Out of Hours School Care is available for children staying later onsite in the school hall.
- 2.3 If children are being picked up in a car, parents are asked to instruct their children to walk to their car in a safe way being mindful of traffic. Teachers will reinforce this.
- 2.4 Children may walk or ride home from school with the permission of their parents.
- 2.5 Children will not be allowed to change their method of going home at short notice (in a friend’s car, decide to walk today) without proper advice from their parents.
- 2.6 Children may wait outside their classrooms or play on the playground. Children are not to play on the basketball courts after school.

### **Out of Hours School Care (OSHC)**

- 3.1 Parents can book their child/ren in to OSHC from 6.30am – 8.30am before school and from 3.30pm to 6.30pm after school. OSHC program is provided by Youth Leadership Victoria in the school hall. OSHC children should report to the hall immediately after the 3.30pm end of school bell. Children need to be signed in by a parent in the morning and signed out when they are collected in the afternoon.

### **After School Activities**

- 4.1 After school basketball training may commence on the basketball courts after 3:45pm under the supervision of an adult. All other children must be supervised by an adult.
- 4.2 After school sports clinics are provided from time to time. These will be advertised in the school newsletter. A roll call of children registered for these programs will be taken by the clinic staff.
- 4.3 Parents can book their child/ren in to after school sports clinics when they are provided. Parents should be mindful of the pickup time and let the supervisor know when they go home. Clinics and basketball training maybe supervised by coaches or parents.

### **Change of Arrangements**

- 5.1 Parents are asked to contact the school if there is a change in the arrangement for a child coming or going to or from school. Children should be signed out in the register in the office if picked up from school early.

### **Evaluation**

This policy will be reviewed as part of the school’s review cycle.

This policy was last ratified by the School Advisory Board on 24.10.2018
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## Appendix 1

# Traffic Management



## Your children's safety comes first

Traffic around St. Richards will always be a safety issue for our children.

### Do

- ✓ Drive safely at 10km/h and watch for pedestrians.
- ✓ Move forward in the Kiss 'n' Drop area to allow other cars to wait behind you.
- ✓ Ensure children enter the car from the left hand side @ Kiss 'n' Drop.
- ✓ Move as far along the footpath in Kiss 'n' Drop area as possible (towards hall).
- ✓ Follow directions of staff member on duty (afternoon collection only).
- ✓ If possible, park along the back wall (see map) if you plan to be out of your car for more than 5 minutes.
- ✓ If parking in the 1st row, park up to the 'crevasse' in the bitumen and align vehicles between the painted markings on the gutter ahead.
- ✓ Park with only enough room for car doors to open, so that large gaps between cars are minimised and therefore more cars are catered for.
- ✓ Respect other parents and the safety of all children.

### Don't

- ✗ Move away from your car at the Kiss 'n' Drop zone.
- ✗ Open your car door until your car has completely stopped.
- ✗ Allow your child to get into the car until you are parallel to the footpath.
- ✗ Allow your child to cross the roadway without an adult, e.g. on the asphalt area or opposite the Kiss 'n' Drop Area.
- ✗ Hold up traffic at the Kiss 'n' Drop Area.
- ✗ Park at the start of Kiss 'n' Drop when the No Standing sign is still in place.

