

# CROYDON PUBLIC SCHOOL



## POLICY: SUPERVISION OF STUDENTS

### Rationale

Supervision is intended to safeguard the welfare of all students through the promotion of a caring and ordered environment. The following guidelines adhere to the Dept of School Education Policy 87/54400 and memorandum 98/139 (s.122).

### Guidelines

1. The school principal is responsible for the development, implementation and evaluation of Croydon Public School supervision plan.
2. Teachers are available to give help to students as required.
3. Students are instructed to seek assistance from teachers if the situation demands it.
4. Activities of the students are those that minimise personal injury or damage to grounds, buildings or property.
5. All staff will have details of supervision procedures available to them.
6. Parents will be informed in writing of the school starting and finishing times and the nature and period of supervision. Lessons begin at 9:00am and conclude at 3:00pm. Supervision begins at 8:30am and concludes when students have vacated the premises.
7. Students will not be allowed to leave school before school closing time (3:00pm) without the written permission of parent/s.
8. A playground supervision roster will be developed at the beginning of each term and distributed to all staff. Teachers on duty in the playground should be on time for their duty and ensure that they actively supervise, by walking around, the area they are responsible for.
9. Before school supervision.
  - a) Between 8.30 and 8.45am students assemble in the amphitheatre outside the hall. A member of the teaching staff will be on duty
  - b) Between 8.45 and 8.55am students in Years 3-6 go to Area A playground and students in K-2 go to Area D playground until the bell rings. Students then line up for assembly. A member of the teaching staff will be on duty.
10. At recess (11.00-11.20am) and lunch times (12.50-1.45pm) students sit to eat and are then dismissed to play. Climbing equipment is only available to students during the second half of lunch when a teacher is on duty in that area or in class time with a class teacher supervising.
11. After school supervision.

The school bell rings at 3.00pm for classes to be dismissed. Students should promptly vacate the school and make their way home. If students are waiting to be picked up by an adult and the adult has not arrived when the class is dismissed students need to come to the front office area and report to one of the school executive. Parents will be called at 3.30pm if no one has arrived to pick up students. Students should wait inside the school grounds to be picked up.